

Documents you will need to provide

As a bank, we comply with current anti-money laundering legal and regulatory requirements. If you don't provide the relevant information, there may be a delay or we may be unable to open your account. Please read and comply with Sections A, B, C and D.

If your account is located in the Isle of Man please return this form to: Santander International, PO Box 123, 19-21 Prospect Hill, Douglas, Isle of Man IM99 1ZZ, British Isles.

If your account is located in Jersey please return this form to: Santander International, PO Box 545, 19-21 Commercial Street, St Helier, Jersey JE4 8XG, Channel Islands.

If you are unable to supply one of the requested items, or you have any queries regarding this form, please contact us on 08000 84 28 88 if calling from a UK landline or mobile, or +44 (0)1534 885 000 (Jersey branch) or +44 (0)1624 641 888 (Isle of Man branch), if calling from overseas. Lines are open from 9am – 5pm UK time, Monday to Friday (except Wednesday when we open slightly later at 9.30am). Calls are recorded and may be monitored.

Santander International is able to provide this document in large print, Braille and audio CD. If you would like to receive this document in one of these formats, please contact us.

A To enable us to verify your identity

Like all other banks, we comply with current anti-money laundering legal and regulatory requirements. If you don't provide the relevant information, there may be a delay in updating your details.

EACH CUSTOMER must provide clearly legible **certified copies** of the relevant pages of your current passport that has been certified within the last six months, which must show the following:

- 1 Name
- 2 Passport number
- 3 Place of issue
- 4 Photograph (must be good quality and clear likeness)
- 5 Signature
- 6 Country of issue
- 7 Date of issue
- 8 Expiry date (must be in date)
- 9 Nationality
- 10 Date and place of birth
- 11 Gender



PLEASE NOTE:

- We cannot accept certified passports by email
- If you have recently changed your name, and it is not reflected on your passport, you will also need to provide additional documentation, for example a certified copy of your marriage certificate

- Where your signature does not appear on your passport's photograph page, please ensure that the certified copy shows both pages
- We are unable to accept certified copies of documents from a Notary Public, unless they are a professional person as detailed in the occupations below

The photocopy of your passport needs to be certified by a professional person, such as:

- Qualified and practising lawyer, member of the Judiciary or senior civil servant
- An individual who is a member of a professional body such as ACCA, ACA or ICSA
- A Director, Officer, Board Member or Secretary currently employed by a regulated financial services business that operates in a well-regulated country

- A Director, Officer or Manager currently employed by Santander
- Serving Police or Customs officer
- Serving Government official
- Consular official of an Embassy High Commission or Consulate of the country of issue of the document
- A Notary Public who is a member of a professional body
- A family doctor (Crown Dependency applicants only)

THE CERTIFIER MUST BE INDEPENDENT OF THE INDIVIDUAL FOR WHOM THE CERTIFICATION IS BEING PROVIDED. IT CANNOT BE A FAMILY MEMBER OR ASSOCIATED IN ANY WAY WITH YOUR ACCOUNT(S). WE RESERVE THE RIGHT TO SEEK ADDITIONAL PROOF OF IDENTITY.

Continues...

A To enable us to verify your identity (continued)**Instructions for certifying a passport**

Place the passport in the space indicated below and photocopy this page. The Certifier should then complete the remainder of this section on the photocopied page.

Alternatively, a copy of the passport may be attached to this page but we will only accept this alternative if the Certifier has then added their signature so that it is written across both the attached passport copy and this page. The Certifier should also fully complete the remainder of this section.

In all instances a **clearly legible photocopy** of the passport must be provided and you should ensure that this clearly shows the following information:

- | | | | | | |
|--|---|---|--|--------------------------------------|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Place of issue | <input type="checkbox"/> Signature | <input type="checkbox"/> Expiry date | <input type="checkbox"/> Nationality | <input type="checkbox"/> Date and place of birth |
| <input type="checkbox"/> Passport number | <input type="checkbox"/> Photograph | <input type="checkbox"/> Country of issue | <input type="checkbox"/> Date of issue | <input type="checkbox"/> Gender | |

PLACE PASSPORT HERE

I certify that I have seen the original document and this copy is a complete and accurate copy of the original document. The photograph contained in the document certified bears a true likeness to the person requesting this certification.

Certifier's name

Certifier's position

Certifier's registration number

Certifier's regulatory body (if applicable)

Certifier's business name

Certifier's business address

Postcode/Zip Code

Country

Certifier's contact number

Certifier's signature

Date

D	D	M	M	Y	Y	Y	Y
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Stamp of the Certifier (if applicable)

B To enable us to verify your permanent residential address

To enable us to **verify your permanent residential address**, please provide an **original or a clearly legible certified copy** of one of the documents listed below in Part A. The document must be **NOT MORE THAN SIX MONTHS OLD**, showing your name and permanent residential address, and must be certified by a professional person as listed in Part B.

Part A: Acceptable documents

1. Utility bill for fixed services
2. Bank statement (not one issued by Santander International)
3. Building Society statement
4. Insurance company document – quoting policy number (not a motor policy)
5. Local rate assessment or local taxes bill
6. Personal tax assessment

PLEASE NOTE:

- We cannot accept address identification by email; it must be sent to us in the post
- A charge may be applied for any document that needs to be translated
- Each applicant is required to provide an address verification document. In the case of married couples that are using the same surname and living at the same address, one document may be provided if the address verification document names both parties. In all other cases each applicant must provide an address verification document
- We will not accept statements printed from a website, credit card statements or mobile telephone bills
- We are unable to accept certified copies of documents from a Notary Public, unless they are a professional person as detailed in the occupations in Part B

Part B: Where photocopies are provided they must be originally certified by a professional person, such as:

- Qualified and practising lawyer, member of the Judiciary or senior civil servant
- An individual who is a member of a professional body such as ACCA, ACA or ICSA
- A Director, Officer, Board Member or Secretary currently employed by a regulated financial services business that operates in a well-regulated country
- A Director, Officer or Manager currently employed by Santander
- Serving Police or Customs officer
- Serving Government official
- Consular official of an Embassy High Commission or Consulate of the country of issue of the document
- A Notary Public who is a member of a professional body
- A family doctor (Crown Dependency applicants only)

THE CERTIFIER MUST BE INDEPENDENT OF THE INDIVIDUAL FOR WHOM THE CERTIFICATION IS BEING PROVIDED. IT CANNOT BE A FAMILY MEMBER OR ASSOCIATED IN ANY WAY WITH YOUR ACCOUNT(S). WE RESERVE THE RIGHT TO SEEK ADDITIONAL PROOF OF IDENTITY.

The certifier needs to insert the following wording:

“I certify that I have seen the original document and this copy is a complete and accurate copy of the original.”

The following information is also required from the certifier:

- Certifier's name
- Certifier's position
- Certifier's registration number (if applicable)
- Certifier's regulatory body
- Certifier's business name and address
- Certifier's contact number
- Certifier's signature
- Certifier's stamp (if applicable)

C To enable us to verify your Source of Funds

To enable us to verify the funds you are intending to bring to us you **MUST** provide us with at least one of the documents listed below. If your deposit is from multiple sources we may need separate confirmation for each source.

Income via employment or pension

1. An original or copy of a recent payslip or pension statement (dated within the last six months)
2. A letter from your current employer, on company letterhead, which confirms your annual salary and/or bonus payment (where applicable)
3. A bank statement clearly showing your salary or pension being paid into an account in your name
4. A tax assessment which shows your gross annual income (most recent assessment available)
5. A letter from an accountant, on company letterhead, which confirms your gross annual income

Capital, such as inheritance, gift, property sale or similar

1. A letter from an accountant, advocate or solicitor, on company letterhead, which confirms the details of the funds to be deposited
2. A copy of the relevant Will or Probate document which confirms the details of the inheritance
3. A bank statement which clearly shows the proceeds of the deposit
4. A letter from the person (donor), gifting you the funds, which details the purpose and nature of the gift
5. A copy of the property contract of sale or letter from an estate agent

D To enable us to verify your Source of Wealth

To enable us to understand how you have accumulated your wealth you may be asked to provide one of the documents listed below. If your wealth is from multiple sources we may need separate confirmation for each source.

Wealth via employment or pension

Any of the documents mentioned in Section C under Income via employment or pension

Wealth through inheritance, gift, property sale or similar

Any of the documents mentioned in Section C under Capital, such as inheritance, gift, property sale or similar