

## Private Individual Identity Verification Form

Please use this form to give us the details we will need to verify the identity of a private individual. A separate form must be completed for each individual.

This form can be completed by a regulated firm who has carried out the identity verification or the individual whose identity is to be verified.

- For regulated firms: please complete sections 1 to 4 to confirm the evidence you obtained to verify the identity of the private individual.
- For individuals: please complete sections 1 and 5 so that we can proceed with an online identity verification check

For Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffole Life SIPP, please return your completed form to:

Curtis Banks, 153 Princes Street, Ipswich, Suffolk, IP1 1QJ

For all other Curtis Banks SIPP products, please return your completed form to:

Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ

Plan number / Application ID  
(if known)

FA number / Property address\*

\*This field can be left blank if the client has not invested in commercial property

### 1 Individual's details

Complete in all instances.

Please give full details below of the applicant/trustee/third party in full.

Title *Mr/Mrs/Miss/Ms/Other*

Male

Female

Forename

Middle name(s)

Surname

Date of birth *Day/Month/Year*

Nationality

Address

Telephone

Email

### 2 Verifier's declaration and signature

This section should be completed by any one of the following:

- FCA regulated firm
- solicitor regulated by SRA
- accountant regulated by:  
ICAEW/ICAS/ACCA/MAAT/FMAAT
- notary
- teacher or lecturer
- doctor or dentist
- bank or building society manager
- councillor
- minister of religion
- Post Office (Post Office Certification Service)
- Justice of the Peace

#### Declaration

I/We certify that (please tick as appropriate):

A

I/We have verified the identity of the Applicant, having:

- a) seen the original documents;
- b) checked that any requiring a signature were presigned; and
- c) confirmed that any associated photograph of the applicant bore a good likeness to the Applicant and have included the relevant reference information or certified documentary evidence on/with this form.

B

I/We have not verified the identity of the Applicant for the following reason(s):

#### Details and signature of authorised persons completing this form

Full name of regulated organisation

Name of regulator

Financial Services Register reference  
number for organisation

## 2 Verifier's declaration and signature (continued)

The person who has seen the original evidence must sign this form.

Name	Position in organisation
Signed	Date

Company stamp

## 3 Evidence of name

Item	Ref./Acc. number	Place of birth	Date of birth	Date of Expiry	Certified copy attached (2)(6)
Current full passport					
Residence permit issued to EU Nationals by the Home Office (1)				Date of issue	
Current UK/EU photo driving licence (1)					
Current full UK driving licence (old style) (1)					
Firearms certificate		Issuing authority			
State pension or benefits book /notification letter (1)					
Subcontractors certificate (3)					
HM Revenue & Customs tax notification					

Type: Notice of coding

## 4 Evidence of address

Item	Premises entered?	Date of Visit	Date of expiry	Date of check	Certified copy attached (2)(6)
Home visit (4)	Yes No				
Residence permit issued to EU Nationals by the Home Office (1)					
Electoral roll check (7)					
Most recent mortgage statement					
Most recent local authority tax bill					
Local authority rent card or tenancy agreement					
Utility bill (not mobile phone) dated within the past 3 months					
Bank/building society/credit union statement or passbook dated within the past 3 months					
Current UK/EU photo driving licence (1)					
Current full UK driving licence (old style) (1)					
State pension or benefits book /notification letter (1)					

## Notes

- (1) These may be used to evidence address or identity but not both.
- (2) If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from this form.
- (3) For self-employed persons in the construction industry - tax exemption certificate with photograph.
- (4) Home visits can continue to be certified as evidence of address only and only when the person completing and signing this form has entered the premises.
- (5) For non-UK nationals, certified copies of equivalent documentary evidence may be submitted. A lawyer, attorney, embassy, consulate or high commission of the country of issue must certify passports, identity cards and documentary evidence of address for non-UK nationals. The verifier may re-certify copy documentation that they have obtained, provided that such documentation carries an original certification by an appropriate person from the aforementioned list.
- (6) If photocopies of documentary evidence are attached to the form, the person signing the form must certify and sign each copy, stating "I certify that this is a true copy of the original document that I have witnessed." Each photocopy must be individually certified with an original signature.
- (7) When using the electoral roll as evidence for address verification you must send a certified copy of your search.

## 5 Individual's Declaration

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- I accept that Curtis Banks will aim to electronically verify my identity. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating.
- In the event that Curtis Banks is unable to complete the identity verification electronically, I acknowledge that I will provide documentary evidence as an alternative.
- I acknowledge that Curtis Banks will not be able to process any amounts paid by me or make any payments to me until sufficient identification has been provided.
- I agree to Curtis Banks collecting personal information through this form and any other information that I provide to you and personal information you collect from third parties for the reasons and purposes set out in your Privacy Information Notice.

A copy of the relevant Privacy Information Notice is available on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk), which describes how we collect, use and protect your personal information.

Name

Signature

Date

Curtis Banks Group plc,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0117 910 7910  
F 0117 929 2514  
curtisbanks.co.uk

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

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