

Non Private Individual Identity Verification Form

For completion by the adviser firm. The person who has seen the original evidence must sign the certificate.

For Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffolk 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 Details of entity

Type of entity

Public company (quoted)/ Public company
(unquoted)/ Private limited company/
Partnership/ Charity/ Club/ Society / Trust

Full name

Business address

**Registered office address in
country of incorporation**

**Registered number, if any
(if appropriate)**

**Relevant company registry or
regulated market listing authority**

2 Adviser declaration and signature

Declaration

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

A

I/We have obtained information in relation to the entity to verify its identity that meets the higher risk standard of evidence set out within the guidance for the UK Financial Sector issued by JMLSG (Please complete sections 3 and 4)

B

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

Regulators reference number

- Company quoted on a recognised stock exchange
- FCA registered firm
- Solicitors firm (regulated by the Solicitors Regulation Authority)
- Barristers chambers (regulated by the Bar Standard Board)
- Accountancy firm (regulated by one of the following: ICAEW, ICAS, ACCA, SIPFA, MAAT, FMAAT)
- Other, please give details:

2 Adviser declaration and signature (continued)

Details and signature of authorised persons completing this form

Full name of regulated organisation

Name of regulator

Financial Services Register reference
number for organisation

Name

Position in organisation

Signed

Date

Company stamp

3 Details of directors, shareholder, partners trustees and controllers

This section is only required if you selected option A in section 2.

The below must be provided in all cases where the exemptions in section 2B do not apply:

- List of all directors, trustees or controllers.
- List of all partners or shareholders owning over 25% of the shares or voting rights in the body.
- Verification of the relevant persons either:
 - two directors or one controlling shareholder (owning over 25% of the shares or voting rights in the body) for a company;
 - two partners of a partnership;
 - two principal controllers/signatories for a club or society; or
 - two trustees for a charity or other trust.

Please attach the appropriate personal verification certificate(s) (unless already previously provided to us).

For **unquoted publicly owned companies** there is no need to verify individual shareholders, please instead provide verification of 2 directors.

List of directors/trustees/ controllers

Name	Status	ID verified
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Partners/List of controlling shareholders owning over 25% of the shares or voting rights in the body

Name	Status	%	ID verified
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Is the applicable firm in the process of being dissolved, struck off, wound up or terminated?

Yes No

Please continue on a separate sheet where necessary.

4 Additional details of entity

This section is only required if you selected option A in section 2.

Unquoted company or LLP

Item	Ref./Acc. number	Country of registration	Date of issue
Companies house search			

Partnership

- Please provide a certified copy of one of the following documents where applicable.
- When 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 the certificate.

Item	Ref./Acc. number	Date of issue
Partnership agreement		
HMRC tax notification	Type: Notice of assessment	
Latest accounts		Period ended

Registered charity

- Please provide a certified copy of the below document where applicable.
- When 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 the certificate.

Item	Ref./Acc. number	Country of registration	Date of issue
Certificate of registration			

Clubs/Societies/Trusts

- Please provide a certified copy of one of the following documents where applicable and the nature or purpose of the business or activity.
- When 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 the certificate.

Item	Ref./Acc. number	Date of issue
Constitution document or trust deed		
HMRC tax notification	Type: Notice of assessment	
Nature or purpose of business or activity		

Notes on the completion of the introduction certificates for UK and EU regulated intermediaries in the retail sector

- The certificate must be signed by a person who has been authorised by their firm for this purpose and who has seen the original documentation.
- The certificate submitted must be the original or a clean certified copy of the original certificate (e.g. where a certificate is being sent to more than one product provider). Uncertified photocopies and faxes are not acceptable.
- If photocopies of documentary evidence are attached to the certificate, the person signing the certificate must certify them. Each photocopy must be individually certified with an original signature. Further certification of previously certified copies is acceptable provided the previous generation document bearing an original certification has been seen by the firm.

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

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

T 0370 414 7000
F 0370 414 8000

curtisbanks.co.uk

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153 Princes Street,
Ipswich, IP1 1QJ

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

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