

## 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 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 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):

## 2 Verifier's 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

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

Name

Position in organisation

Signed

Date

Company stamp

## 3 Identity verification

Have you / anyone at the firm met  
the client face to face?

Yes

No

If you have answered yes to this question, please provide details for items 1 & 2 or enclose certified copies where available.

If you have answered no to this question, you must enclose certified copies of the documents for items 1 & 2.

### Passport details

#### 1 Current full UK passport

We may be able to verify your name, address and age electronically by doing a search with an external agency if you provide us with your full UK passport number in the boxes below.

This is the number from the bottom line of your passport including the two digits at the end, highlighted in the image.



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Passport Expiry Date

### Driving licence details

#### 2 Current full UK driving licence

Number

Issue date

Expiry date



Alternatively, if one of the above is not available, please tick one of the boxes below and enclose a certified copy of the relevant document.

### 3 Identity verification (continued)

- 3 HM Revenue & Customs tax notification dated within the past 12 months
- 4 State pension or benefits book/notification letter dated within the past 12 months
- 5 Council tax bill dated within the past 12 months
- 6 Mortgage statement dated within the past 12 months
- 7 Utility bill (not mobile phone) dated within the past 3 months
- 8 Bank/Building society/credit card statement dated within the past 3 months
- 9 Home visit by adviser / staff member

Visitor's name

Date

Premises entered?      Yes      No

If providing certified documents, please ensure that they are dated and certified by a proper person (a regulated individual or professional such as a solicitor or authorised financial intermediary) together with their name, position and contact details.

### 4 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) |                  |                   |               |                |                                |
| Current UK/EU photo driving licence (1)                        |                  |                   |               | Date of issue  |                                |
| 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

## 5 Evidence of address

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

### 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.

## 6 Individual's Declaration

- 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 our Group Privacy Notice.

A copy of our Group Privacy Notice is available at [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice), which describes how we collect, use and protect your personal information.

Name

Signature

Date

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](http://curtisbanks.co.uk)

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153 Princes Street,  
Ipswich, IP1 1QJ

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