

Client Identity Checklist (individuals)

RC Administration Limited

Customer/Client details

LOGIN TO: <https://www.id3global.com/GlobalID/>

Full name	
Date of Birth	
Nationality	
Residential Address	

Evidence of name and address received and checked

(Tick to confirm evidence received and checked using lists A and B below)

Evidence of name	
Evidence of address	

Risk Assessment

Risk level (circle relevant level)	Reasons for conclusion as to risk level	If risk level is medium or higher, describe action taken to mitigate the risk
Very low		
Low		
Medium		
High		
Very High		

If the risk is assessed as high, please speak to the MLRO.

Certification

I have verified the identity of the customer/client – must be validated by	
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I have not verified the identity of the customer/client	Reason for not verifying customer/client identity:
I have seen the original documents	
Copies of the customer/client's documents are attached to this form	
Any photographs in the documents bore a good likeness to the customer/client	
Name of person giving this certificate	
Position	
Company	
Telephone number	
Signature	
Date	

(A) Evidence of name (complete one of the tables below)

Current full signed passport

Passport number	
Country code	
Place of birth	
Date of birth	
Expiry date	

Resident permit issued to EU nationals by Home Office

Unique number/reference	
Country of origin	
Date of birth	
Expiry date	

Current UK/EU photo driving licence

Licence number	
Date of birth	
Expiry date	

HMRC tax notification

National insurance number	
Document seen	P45 / P60 / Coding Notice (circle relevant document)
Expiry date	

State pension or benefits book or notification letter

Reference/account number	
Issuing authority	
Expiry date	

(B) Evidence of address (complete one of the tables below)

Current UK/EU photo driving licence

(Cannot be used here if already used to prove name in section A)

Licence number	
Current address?	Yes / No (circle answer)
Date of issue	

Current year's council tax bill

Reference/account number	
Current address?	Yes / No (circle answer)
Local authority	
Document date	

State pension or benefits book or notification letter

(Cannot be used here if already used to prove name in section A)

Reference/account number	
Current address?	Yes / No (circle answer)
Issuing authority	
Document date	

Local authority rent card or tenancy agreement

Reference/account number	
Current address?	Yes / No (circle answer)
Local authority	
Document date	

Most recent mortgage statement

Reference/account number	
Current address?	Yes / No (circle answer)
Lender	
Document date	

Bank or building society statement

Reference/account number	
Current address?	Yes / No (circle answer)
Institution name	
Document date	

Utility bill (excluding mobile phone)

Reference/account number	
Current address?	Yes / No (circle answer)
Utility company	
Document date	

Client Identity Checklist

(Companies and other Principal Employer)

Client details

Name of legal entity, i.e. corporate or firm name	
Registered or principal office address	
Legal form of entity and law by which it is governed	
If applicable, any register in which it appears (including details of the state) and its registration number	

Evidence of name and registered or principal address received and checked

(Tick to confirm evidence received and checked)

Evidence of name	
Evidence of registered or principal office address	

Risk Assessment

Risk level (circle relevant level)	Reasons for conclusion as to risk level	If risk level is medium or higher, describe action taken to mitigate the risk
Very low		
Low		
Medium		
High		
Very High		

If the risk is assessed as high, please speak to the MLRO.

Certification

I have verified the identity of the customer/client	
I have not verified the identity of the customer/client	Reason for not verifying customer/client identity:
I have seen the original documents	
Copies of the corporate documents are attached to this form	
Name of person giving this certificate	
Position	
Company	
Telephone number	
Signature	
Date	

Evidence of corporate or firm name and address

UK private company or LLP

Certificate of Incorporation	
[Copy of filed audited accounts]	
[Details of current company/LLP officers (i.e directors, company secretary, designated members (LLPs)) and details of shareholders, members (LLPs)]	
Details of Registered Office	
[Details of identity evidence for company's (or LLP's) beneficial owners.]	

UK Partnership – proof of identity evidence as per individuals for each partner and trading address of entity

Other legal structures – any document which establishes, manages or regulates the structure.