

## **Identity Verification Guidance Notes**

### **For Individuals**

International regulatory standards require Professional Trust to verify client's name, residential address, and date Of Birth, place of birth and nationality.

Client identity verification can be undertaken during a personal meeting with PTC staff who verify copy photographic identity documentation to the original. PTC's policy is that passport details re required where available. Details to include full name, date of birth, place of birth and nationality.

Alternatively, copy photographic identity documentation can be supplied by a suitable certifier (see below) who has certified that he or she has seen original documentation, and that the copy document, printing his or her name clearly in capitals underneath and indicate his or her position or capacity.

A suitable certifier will be an Embassy Consulate or High Commission of the country of issue of documentary evidence of identity, a member of the judiciary; a senior civil servant; a serving police or customs officer; a lawyer or notary public; an accountant holding a recognised professional qualification; a director, officer or manager of a regulated financial services business.

Residential address should be verified using one of the following methods: credit reference agency; checking register of electors; checking a local telephone directory; sight of utility bill; local authority tax bill; bank or building society statement; obtaining documentation of equivalent reliability to those listed above in the jurisdiction concerned; using one of the address validation/verification service on offer; making a record of a personal visit to the home of the client.

### **For Corporate Bodies**

- Certified copy of the certificate of incorporation and memorandum and articles of association (or comparable documents)
- Resolution of the Board of Directors to establish the relationship with PTC and conferring authority on those persons who will be authorised to give instructions.
- For established businesses, a copy of the latest report and accounts (audited where available)
- Authorised Signatory list.

### **For Companies Listed on a Recognised Stock Exchange**

Where a company is listed on a recognised Stock Exchange, the company itself may be considered to be the principal identified. However, consideration should be given as to whether there is effective control of a listed company by an individual or small group of individuals. If this is the case, then those controllers should also be considered to be principals. As such we will require Client Information Forms to be completed by any controller and one director or two directors.

A certified copy of the authorised signatory list and a copy of the most recent audited accounts of the company should be provided to us.

Any questions regarding the above should be addressed to your usual point of contact or the Compliance Officer.