

Registered Office: Granville House Festival Park Hanley Stoke-on-Trent ST1 5TB
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Visit Our Website at www.thehanley.co.uk

IDENTIFICATION

In accordance with legislation under the Money Laundering Regulations, in order to reduce the risk of fraud and safeguard your investment, we are required to take steps to verify the identity and address of all members of the Society.

To assist you, we try to identify customers electronically by carrying out searches with credit reference and other agencies, who supply us with relevant details.

The searches only check your name, address and date of birth and will not be used to assess your ability to obtain credit. If we cannot verify your identity and address by this method, we will ask you to provide paper documentation instead. Please find a list of acceptable documents listed below.

Evidence of Personal Identity

- Current signed Passport.
- Current full UK driving licence.
- Current provisional photo card driving licence
- Letter from DWP.
- Inland Revenue tax notification.
- Debit/Credit Card with inlaid holograph.
- Disability badge which includes a photograph.
- Armed forces, police, fire or ambulance ID card.

For minors and young people up to the age of 18, the following may also be acceptable:

- Full Birth Certificate and verification of parent or guardian's name and address.
- Letter containing details of national insurance number.
- Medical Card or Library card.
- Recognised travel pass bearing photograph and signature.

Evidence of Residential Address

- Utility bill or certificate from a supplier of utilities or pre-pay terms issued within the last 3 months.
- Local Authority tax bill. (Valid for current year)
- Driving licence as previously described (if not used for name identification).
- Bank, Building Society, Credit Card or Credit Union statement or passbook showing current address issued within the last 3 months.
- Most recent mortgage statement from a recognised lender issued within the last 12 months.
- Local council rent card or tenancy agreement issued within the last 3 months.
- Letter from DWP (if not used for name identification).
- Inland Revenue tax notification (if not used for name identification).
- Solicitors letter confirming house purchase.

CERTIFIED COPIES – POSTAL APPLICATIONS

For postal applications, where supporting documents are required for security purposes, the above certified documents are acceptable.

Copies must be certified by one of the following:

- UK lawyer
- Banker
- Authorised financial intermediary
- FCA regulated mortgage broker
- Accountant
- Teacher
- Doctor
- Minister of religion
- Postmaster/sub post master

We will require the certifier to print their name, occupation, professional body that they belong to and contact details (in case we need to confirm their status).

Our Customer Services Team is available to help you; contact details are shown at the top of the page.