

# edwardamber

chartered accountants

## **Customer Identification**

As with other professional service firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes, and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the engagement.

You will need to complete a simple form and send to us. We will process the verification process online with Veriphy Limited. The check does **not** leave a hard “footprint” against the client in the way that credit reports do. This process will minimise delays in obtaining evidence, and you will not be required to show original documents, nor obtain certification. We make a charge of £25, plus VAT, per person, for this service, and we would usually need this for three persons (two trustees and CEO or similar) for charities/Not for Profit organisations, and all directors for commercial organisations. Payment is required in advance. The required form can be found overleaf/attached.

Please note that should the electronic verification fail, we may request further information/documentation and/or require you to attend our offices. There will be an extra charge in this eventuality.

### **Edward Amber**

Trading name of Jackson & Jackson Accountants Limited  
Suite 303 Sterling House  
Langston Road  
Loughton  
IG10 3TS

Tel: 020 3771 8968

## Electronic Verification

### How will you verify?

Verification will be carried out by an authorised staff member of Edward Amber, using Veriphy Limited. Various data sources are accessed. This service fully complies with Data Protection regulations, and the Joint Money Laundering Steering Group (JMSLG). There is a charge for this service.

### What information do you require?

Please fully complete the questionnaire below, sign and date the form, and send to us with full payment.

Title
Forenames
Surname
Date of birth
Gender
Address
Postcode
Full previous residential address (if moved within last 12 months)
National Insurance Number <i>Please ensure you provide the full number which is <u>9</u> characters.</i>
Photo Driving Licence No. <i>Please ensure you provide the full number which is <u>16</u> characters.</i>
Please attach copy Passport photo page. {2 'read lines' are legible, i.e. the lines comprising letters, numbers and chevrons (not the 'passport number') and the passport's expiry date.}