KYC Checklist (MPL copy)

Broker name:

moneypartners®

Personal Details

	Applicant 1	Applicant 2
Full Name		
Address	Postcode	Postcode
Date if Birth		

Section 1

Have KYC requirements been successfully verified by E – ID? (please tick)

☐ yes ☐ no ☐ yes ☐ no

If you have ticked **Yes** then please complete the Broker Declaration in full only.

If you have ticked **No** then please complete either Section 2 or Section 3 in full before completing the Broker Declaration.

Please refer to the underwriting guidelines for further KYC requirements for Foreign Nationals.

Section 2 – only 1 item of the following identification is required for each applicant

		Cert Copy:	Original Attached:	Passport / Licence No:	Cert Copy:	Original Attached:	Passport / Licence No:
1	Valid UK Passport	1 ☐			1 ☐		
2	Valid UK Driving Licence (photocard & counterpart) (old style not applicable in this section)	2 ☐			2 ☐		
3	Valid UK Provisional Driving Licence (photocard & counterpart)	3 ☐			3 ☐		
4	Vaild Firearms Certificate / Shotgun Licence	4 ☐	☐		4 ☐	☐	

Section 3 – to be completed if sections 1 & 2 cannot be satisfied. 2 items of identification from 1-5 **or** 1 item of identification from 1-5 **and** 1 item of identification from 6-10.

		Cert Copy:	Original Attached:	Passport / Licence No:	Cert Copy:	Original Attached:	Passport / Licence No:
1	Valid UK Driving Licence (old style)	1 ☐			1 ☐		
2	Valid Non UK Passport	2 ☐			2 ☐		
3	Benefit Book / Letter from Benefits Agency (dated within the last 3 months) (pension, child benefit, dss)	3 ☐	☐		3 ☐	☐	
4	Home Office Document (dated within the last 12 months)	4 ☐	☐		4 ☐	☐	
5	Current Inland Revenue Tax Notification (dated within the last 12 months)	5 ☐	☐		5 ☐	☐	
6	Council Tax Bill (current year)	6 ☐	☐		6 ☐	☐	
7	Building Society Questionnaire	7 ☐	☐		7 ☐	☐	
8	Bank or Building Society Statement (dated within the last 3 months) (please note copies of cards and internet statements will not be acceptable)	8 ☐	☐		8 ☐	☐	
9	Utility Bills (dated within 3 months) (excluding mobile phone bills and internet generated statements)	9 ☐	☐		9 ☐	☐	
10	Credit Card Statements (dated within 3 months) (please note copies of cards and internet statements will not be acceptable)	10 ☐	☐		10 ☐	☐	

Broker Declaration

I have validated the document for the purpose of KYC and certify below:

Name:

Signature:

Broker Name:

FSA Number:

Date:

When providing a certified copy, please use the following wording: 'I certify that this is a true copy of the original'. Please print your name, sign and date. The KYC checklist should be completed by the same person who certifies the documents. DO NOT SEND ORIGINAL PASSPORTS OR DRIVING LICENCES

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