

## Ashworths solicitors

### Key details and identification

In common with all institutions and bodies that handle “client money” we are required to verify the identity of our clients. We regard the process of identity verification as an important part of the compulsory procedure that we have in place to avoid “money laundering”.

Unfortunately identity verification is not a “one-off” exercise and it will sometimes be necessary to ask you to produce your identity documents at the beginning of a new matter even if we have acted for you before. We will try to ensure that we do not ask you to produce your identity documents any more frequently than once in any 12 month period.

#### Who should complete this form?

- If you are a private client of the firm, this form (or a copy of it) should be completed by each individual that the firm is representing. If, for example, you are buying a property jointly with another person then you should both complete a copy of this form.
- If you are a corporate client of the firm, this form (or a copy of it) should be completed by **TWO** company officers or **TWO** partners of the firm
- If you are a third party sending funds on behalf of a client (such as a business associate or relative) then you might be asked to complete this form

If you are unsure about who should complete the forms please do speak to your case handler at the earliest opportunity. Additional copies of the forms can be found at our document download microsite at [www.ashworths-solicitors.co.uk/downloads](http://www.ashworths-solicitors.co.uk/downloads).

**PLEASE RETURN THIS FORM TO YOUR CASE HANDLER AT THE EARLIEST OPPORTUNITY SINCE ONLY VERY LIMITED STEPS WILL BE TAKEN ON YOUR FILE UNTIL THE FORM IS RETURNED.**

---

#### FOR ASHWORTHS USE ONLY:

CLIENT NAME:

AS OFFICER FOR:

Client No:

Matter No:

Checked by:

**1. Name and address:**

Mr/Mrs/Other title	<input type="text"/>
Surname	<input type="text"/>
First Names	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>
National Insurance No	<input type="text"/>
House number or name	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

**2. Contact details:**

Daytime telephone	<input type="text"/>
Evening telephone	<input type="text"/>
Mobile telephone	<input type="text"/>
Email address	<input type="text"/>
Please list any other contact details or special instructions (eg. "avoid mobile if possible")	<input type="text"/>

If you are a private client, please proceed to question 5.

If you are completing this form as a company officer please proceed to question 3.

If you are completing this form as a partner in a partnership please proceed to question 4.

### 3. Company information:

We require a copy of this form to be completed by at least **two** company officers (directors or the company secretary).

Please confirm your position in the company:  
[Delete which does not apply]

**Director**

**Secretary**

We also require certain basic company information to be provided in the case of a Limited Company.

Please tick this box if you believe that another company officer is providing or has already provided the basic information below. If so, please proceed to question 4.

Company Name	<input type="text"/>
Registration Number	<input type="text"/>
Registered Office	<input type="text"/>

Please note that we are likely to carry out a Company Search against the company in order to comply with the Money Laundering Guidelines that have been prepared by the Law Society. This search will be conducted through our on-line search providers at minimal cost (which will be passed on to the Company when an invoice is raised). Please also be aware that we may on occasions ask to see a list of shareholders or may ask for your confirmation as to who is the majority shareholder or who, in practice, controls the company.

Please now proceed to question 5.

### 4. Partnership Information

Please remember that we require a copy of this form to be completed by at least **two** partners.

Partnership name

## 5. Identification evidence

Unless we advise otherwise, it is not strictly necessary for you to attend our offices in order for us to verify your identity (although this will frequently be easier).

We require each person completing this form to produce **two** forms of identification evidence.

We ask for **one** proof of identity and **one** proof of address.

<b>Identification:</b>  We need to be able to verify that you are who you say you are and ideally would wish to see some form of photographic ID. Common examples of acceptable forms of ID can be found in the box opposite.	<ul style="list-style-type: none"><li>• Passport</li><li>• Photograph Driving Licence</li><li>• National ID card</li><li>• Armed Forces ID card</li></ul>
---	---

<b>Address:</b>  We need to be able to verify that your address is accurate and ask that you provide us with evidence of your address that is <b>less than three months old</b> . Common examples of acceptable proof of address can be found in the box opposite.	<ul style="list-style-type: none"><li>• Bank statement</li><li>• Mortgage statement</li><li>• Utility bill</li><li>• Council tax bill</li><li>• Firearm certificate</li></ul>
--	---

Your case handler or any other member of staff would be more than happy to make copies of your two forms of ID should you wish to have these copies prepared at our offices. We appreciate, however, that it is not always possible to do so (and will be impossible for our overseas clients).

We will therefore accept photocopies of your two forms of ID provided that these are certified by one of the following groups of people:

- Another firm of solicitors or licenced conveyancers
- A bank official
- An accountant affiliated to a recognised body
- A minister of religion
- A doctor of medicine
- A Justice of the Peace, barrister, judge or magistrate
- An estate agent that is a member of the National Association of Estate Agents
- Any other person or body notified to you as being acceptable to us

Where your identity is being verified by a person other than someone from Ashworths we ask that the form on the back page of this questionnaire is completed.

Please note that you will need to be present when your identity is being verified by Ashworths.

**Under no circumstances should identification documents be sent in the post.**

## 6. Declaration

I confirm that I am aware that Ashworths, as a firm of solicitors, form part of the “regulated sector” for the purpose of Financial Services. As such they owe a statutory duty to report suspicious financial transactions to the relevant authorities.

I confirm that the answers that I have given to this form are accurate.

I will make an appointment to have my ID documents verified by Ashworths.

I have had my ID independently verified and enclose the Verification of identity form.

Signed

Dated

### Money laundering

Ashworths have implemented a number of practical steps to reduce the likelihood of the firm and its client account being used to “launder” the proceeds of crime. We appreciate that some of these steps will on occasions prove to be inconvenient to our clients. Where there is a good reason to depart from our published guidance, please do speak to your case handler to discuss whether it might still be possible to proceed.

The practical steps that you should be aware of include the following:

- Verification of identity. You are being asked to complete this form so that we can verify your identity. Please be aware that only very limited steps will be taken on your file until this form is completed and returned.
- Obtaining information regarding source of funds. You should expect to be asked to confirm the source of funds. Ordinarily we would expect funds to be sent to the firm from a bank account in your own name. Please discuss with your case handler if you intend to use funds provided by a third party and be prepared to explain why the funds are coming from this source.
- Avoiding unsolicited payments in to our client account. Please do not send funds electronically to our client account without being invited to do so. Where possible please quote your client number (which will appear on our correspondence and also on our statements). Please do not pass on our client account details to third parties.
- Returning funds only to the account that they have been sent from.
- Limiting the amount of cash that we will accept. Our case handlers and staff have instructions not to accept any more than £350 in cash.



## Ashworths Solicitors - Verification of identity form

This form is to be completed only by a person within one of the categories listed at the bottom of the page. This form is not to be completed by you as our client.

**You are being asked to complete this form to assist in verifying the identity of a client of Ashworths Solicitors. If you are prepared to do so we would invite you to complete this form and to counter-sign two pieces of identification evidence that are presented to you by our client.**

Your name

Your professional address

I hereby certify that I have today attended upon:

Name of our client

and have added my signature to a photocopy of:

Description of first document (eg. passport)

Description of second document (eg. utility bill)

I confirm that to the best of my knowledge and belief the person presenting me with this form for completion is the person described in the two original documents that have been signed by me.

Signed

Dated

Qualification (please choose from following list)

- Another firm of solicitors or licenced conveyancers
- A bank official
- An accountant affiliated to a recognised body
- A minister of religion
- A doctor of medicine
- A Justice of the Peace, barrister, judge or magistrate
- An estate agent that is a member of the National Association of Estate Agents