

Guidance Note

Proof of Identify

1.1 Type of Identification Documents

The following is a list of documents acceptable for verification purposes and must be presented in a legible format:

- A certified copy of a valid unexpired passport;
- A certified copy of a valid unexpired national identity card;
- A certified copy of a valid unexpired photo-card driving license;
- A certified copy of a valid unexpired firearms certificate or shotgun licence;
- A certified copy of a valid unexpired identity card issued by the Electoral Office for Northern Ireland;
- A certified copy of a valid unexpired identity card issued by a EEA member state.

The identification document must indicate the information referred to in Section 1.2 below, otherwise a combination of other documentation from above will be required.

Should the document be expired and/or no longer valid or is not legible, submission of a valid certified original copy would be necessary.

1.2 Document Contents

Personal details that need to be included in the Proof of Identity document include:

- Photographic evidence of identity,
- Official full Name and Surname of the Applicant/Member,
- Residential address, or
- Date of birth and
- Machine Readable Zones (MRZ codes) at the bottom of passports.

Identity documents must match the details on the application and bear a photograph of the Applicant/Member which must be sufficiently clear to assess the Applicant/Member's facial features.

1.3 Certification of documentation

In the UK, Proof of Identity documents obtained for an Applicant/Member must be certified by any one of the following suitable certifiers:

- Regulated Financial Advisers
- Legal professional
- Accountancy professional
- Notary
- A person undertaking relevant financial business or a person undertaking an activity to relevant financial business carried out in another jurisdiction.

Furthermore, certified documents must include the following written statement:

"Certified to be a true copy of the original seen by me"

Signed: (the signature of the certifier)
Name: (the printed name of the certifier)
Position or capacity: (the profession, designation or capacity of the certifier)
Date: (the date of the certification)
Contact details: (the contact details of the certifier, including telephone number and address)

Should the certification statement differ from the wording indicated above, iPensions Group reserves the right to either request for the re-submission of the Proof of Identity with the correct certification statement or obtain an email confirmation from the certifier.

1.4 Document Integrity and Clarity

The document must be clear and contain all the information indicated in Section 1.2 and 1.3 above.

If such information is not visible or sufficient, iPensions Group reserve the right to request another certified scanned copy or resubmission of another document with the required information.