

# Documents you will need to provide

As a bank, we comply with current anti-money laundering legal and regulatory requirements. If you don't provide the relevant information, there may be a delay or we may be unable to open your account. Please read and comply with Sections A, B, C and D.

Please return this form to: Santander International, PO Box 123, 19-21 Prospect Hill, Douglas, Isle of Man IM99 1ZZ, British Isles.

If you are unable to supply one of the requested items, or you have any queries regarding this form, please contact us on 08000 84 28 88 if calling from a UK landline or mobile, or +44 (0)1624 641 888 if calling from overseas. Lines are open from 9am – 5pm UK time, Monday to Friday (except Wednesday when we open at 9.30am). Calls are recorded and may be monitored.

Santander International is able to provide this document in large print, Braille and audio CD. If you would like to receive this document in one of these formats, please contact us.

## A To enable us to verify your identity

**Like all other banks, we comply with current anti-money laundering legal and regulatory requirements.** If you don't provide the relevant information, there may be a delay in updating your details.

EACH CUSTOMER must provide clearly legible **certified copies** of the relevant pages of your current passport that has been certified within the last six months, which must show the following:

- 1 Name
- 2 Passport number
- 3 Place of issue
- 4 Photograph (must be good quality and clear likeness)
- 5 Signature
- 6 Country of issue
- 7 Date of issue
- 8 Expiry date (must be in date)
- 9 Nationality
- 10 Date and place of birth
- 11 Gender



### PLEASE NOTE:

- We cannot accept certified passports by email
- If you have recently changed your name, and it is not reflected on your passport, you will also need to provide additional documentation, for example a certified copy of your marriage certificate or deed poll

- Where your signature does not appear on your passport's photograph page, please ensure that the certified copy shows both pages
- We are unable to accept certified copies of documents from a Notary Public, unless they are a recognised professional person as detailed in the occupations below

### The photocopy of your passport needs to be certified by a professional person, such as:

- Qualified and practising lawyer, member of the Judiciary or senior civil servant
- An individual who is a member of a professional body such as ACCA, ACA or ICSA, or a Chartered Legal Executive
- A Director, Officer (meaning a key person or senior member of staff), Board Member or Company Secretary currently employed by a regulated financial services business that operates in a well-regulated country
- A Santander employee
- Serving Police or Customs officer
- Serving Government official
- Consular official of an Embassy High Commission or Consulate of the country of issue of the document
- A Notary Public who is a member of a recognised professional body
- A Doctor or State Registered Nurse (for Isle of Man and Jersey residents only)
- A Director, Officer (meaning a key person or senior member of staff) or Branch Team member currently employed by a UK/Crown Dependency regulated bank

**THE CERTIFIER MUST BE INDEPENDENT OF THE INDIVIDUAL FOR WHOM THE CERTIFICATION IS BEING PROVIDED. IT CANNOT BE A FAMILY MEMBER OR ASSOCIATED IN ANY WAY WITH YOUR ACCOUNT(S). WE RESERVE THE RIGHT TO SEEK ADDITIONAL PROOF OF IDENTITY.**

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**A To enable us to verify your identity (continued)****Instructions for certifying a passport**

Place the passport in the space indicated below and photocopy this page. The Certifier should then complete the remainder of this section on the photocopied page.

Alternatively, a copy of the passport may be attached to this page but we will only accept this alternative if the Certifier has then added their signature so that it is written across both the attached passport copy and this page. The Certifier should also fully complete the remainder of this section.

In all instances a **clearly legible photocopy** of the passport must be provided and you should ensure that this clearly shows the following information:

- |  |   |   |  |                                      |  |
|--|---|---|--|--------------------------------------|--|
| <input type="checkbox"/> Name            | <input type="checkbox"/> Place of issue | <input type="checkbox"/> Signature        | <input type="checkbox"/> Expiry date   | <input type="checkbox"/> Nationality | <input type="checkbox"/> Date and place of birth |
| <input type="checkbox"/> Passport number | <input type="checkbox"/> Photograph     | <input type="checkbox"/> Country of issue | <input type="checkbox"/> Date of issue | <input type="checkbox"/> Gender      |  |

PLACE PASSPORT HERE

**I certify that I have seen the original document and this copy is a complete and accurate copy of the original document. The photograph contained in the document certified bears a true likeness to the person requesting this certification.**

Certifier's name

Certifier's position

Certifier's registration number

Certifier's regulatory body (if applicable)

Certifier's business name

Certifier's business address

  
  


Postcode/Zip Code

Country

Certifier's contact number

Certifier's signature

Date

D	D	M	M	Y	Y	Y	Y
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Stamp of the Certifier (if applicable)

## B To enable us to verify your permanent residential address

To enable us to **verify your permanent residential address**, please provide an **original or a clearly legible certified copy** of one of the documents listed below in Part A. With the exception of the photographic driving license or national identify card, the document must **NOT BE MORE THAN SIX MONTHS OLD**, showing your name and permanent residential address, and must be certified by a professional person as listed in Part B.

### Part A: Acceptable documents

1. Utility bill for fixed services
2. A recent account statement from a regulated bank, building society or credit card company
3. Local rate assessment or local taxes bill
4. Personal tax assessment
5. A recent mortgage statement from a regulated lender (not Santander International)
6. A valid photographic driving license or national identity card that states the full address – this cannot be the same document used to verify the applicant's identity
7. A letter from an employer signed by a director/manager, confirming the applicant's residential address. The group, or branch/subsidiary, providing this must be the group headquarters of the employing entity, and must be provided on company letterhead
8. A letter from a care home senior employee confirming each applicant's full name and how long they have been resident in the care home, and must be provided on company letterhead (for Isle of Man and Jersey residents only)

### PLEASE NOTE:

- We cannot currently accept address verification electronically
- A charge may be applied for any document that needs to be translated
- Each applicant is required to provide an address verification document. In the case of married couples that are using the same surname and living at the same address, one document may be provided if the address verification document names both parties including the initial of the parties' first names (e.g. Mr S & Mr D Smith). In all other cases each applicant must provide an address verification document
- We will not accept statements printed from a website or mobile telephone bills
- We are unable to accept certified copies of documents from a Notary Public, unless they are a recognised professional person as detailed in the occupations in Part B

### Part B: Where photocopies are provided they must be originally certified by a professional person, such as:

- Qualified and practising lawyer, member of the Judiciary or senior civil servant
- An individual who is a member of a professional body such as ACCA, ACA or ICSA, or Chartered Legal Executive
- A Director, Officer (meaning a key person or senior member of staff), Board Member or Company Secretary currently employed by a regulated financial services business that operates in a well-regulated country
- A Santander employee
- Serving Police or Customs officer
- Serving Government official
- Consular official of an Embassy High Commission or Consulate of the country of issue of the document
- A Notary Public who is a member of a recognised professional body
- A Doctor or State Registered Nurse (for Isle of Man and Jersey residents only)
- A Director, Officer (meaning a key person or senior member of staff) or Branch Team member currently employed by a UK/Crown Dependency regulated bank

**THE CERTIFIER MUST BE INDEPENDENT OF THE INDIVIDUAL FOR WHOM THE CERTIFICATION IS BEING PROVIDED. IT CANNOT BE A FAMILY MEMBER OR ASSOCIATED IN ANY WAY WITH YOUR ACCOUNT(S). WE RESERVE THE RIGHT TO SEEK ADDITIONAL PROOF OF IDENTITY.**

The certifier needs to insert the following wording:

**"I certify that I have seen the original document and this copy is a complete and accurate copy of the original."**

The following information is also required from the certifier:

- Certifier's name
- Certifier's position
- Certifier's registration number (if applicable)
- Certifier's regulatory body
- Certifier's business name and address
- Certifier's contact number
- Certifier's signature
- Certifier's stamp (if applicable)
- Date of certification

## C Source of funds requirements

You may be contacted following receipt of your application to provide supporting evidence.

## D Source of wealth requirements

You may be contacted following receipt of your application to provide supporting evidence.