

Identification requirements^{v3}

To comply with applicable legislation and regulations, Clubfinance is required to collect evidence of identity from its clients to aid the detection of possible money laundering or terrorist financing activity.

We need **three** items in total: **one** from section 1, **and two** from section 2.

1 ALL USERS OF THE FREQUENT TRADER SERVICE - NOMINATED BANK ACCOUNT EVIDENCE

To use the Frequent Trader Service, we require you to set up a Nominated Bank Account to receive cash withdrawals. The account must be able to receive BACS payments, and you must be a named account holder (and be listed on the statement / cheque). To do this we need **one** of the following **in addition** to your identification documents below.

- **Original** UK Bank or Building Society Statement in **your name** less than three months old; or (if not available)
- **Original** cheque in **your name** crossed with "VOID"

Please note we cannot accept a print of an online document.

2 NEW CUSTOMERS OF CLUBFINANCE

We require **two** pieces of identification, one from each of the lists below: one to confirm your name and another to confirm your address.

To confirm your name	To confirm your address
<ul style="list-style-type: none"> • Original letter from HM Revenue & Customs less than 12 months old 	<ul style="list-style-type: none"> • Original Gas, Electric or Telephone Bill (not a mobile telephone) less than 3 months old
<ul style="list-style-type: none"> • Original letter from Department for Work & Pensions less than 3 months old 	<ul style="list-style-type: none"> • Original UK Bank or Building Society Statement less than 3 months old (not your Frequent Trader Nominated Bank Account)
<ul style="list-style-type: none"> • Original Shotgun or firearms certificate 	<ul style="list-style-type: none"> • Original Mortgage Statement less than 12 months old
<ul style="list-style-type: none"> • Certified copy* of your current UK Passport 	<ul style="list-style-type: none"> • Original Water or Council Tax Bill less than 12 months old
<ul style="list-style-type: none"> • Certified copy* of your current UK Driving Licence 	
<ul style="list-style-type: none"> • Certified copy* of your Resident's Permit and your own country passport 	

Please note we cannot accept a print of an online document.

Please also supply evidence as above in relation to your previous address, if you have moved house in the last three months. We need to identify all parties involved, so if for example an account is to be held in joint names, we need to identify all the holders.

If you cannot provide any of the above pieces of identification, then please send an e-mail explaining your circumstances to contact@clubfinance.co.uk and we will make our best efforts to find a suitable alternative means of verification for you.

Please note that under the Anti-Money Laundering legislation we are required to and we will report any suspicions to the Serious Organised Crime Agency ('SOCA'); additionally under the 'tipping off' rules we cannot inform you that we have made any such report.

Return of Identification

We will return all original documentation to you by second class post. Certified copies of documents will be kept by us on file. Cheques crossed with "VOID" will be securely destroyed.

FUTURE REQUIREMENTS

Once you have met the requirements, you will not need to include further identification with subsequent applications. However, to comply with anti-money laundering requirements, Clubfinance may subsequently need to request further information and/or identification during the course of your use of the Frequent Trader Service. We also require that funds come from a UK Bank or Building Society account in your name.

Change of Address or Title

We require a **signed** letter clearly stating your old and new address or your old and new title.

Change of Name

We will require a **certified copy*** of either the marriage certificate or deed poll.

Change of Nominated Bank Account

We will require you to send in documentation as set out in section 1 above together with the relevant form.

* - Certified means it has been deemed a true copy of the original by a qualified individual. This individual must evidence their certification by writing "I certify that this is a true copy of the original", their name in block capitals, date, signature, address, telephone number and profession. A qualified individual for this purpose is resident and practising in the UK, in any of the following professions: teacher, doctor, qualified accountant (ACA, ACCA, CIMA, and CIPFA), lawyer, bank official, Minister of Religion, government official or a post-master/sub-post master.