

Address
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Date XXXXXXXX

Dear XXXXXXXXXXXX,

**Re: Name XXXXXXXX A/C XXXXXXXXXXXX
Anti Money Laundering Requirements**

Your investment and our requirement to verify your identity and address

Thank you for choosing to invest with WAY Fund Managers Limited.

In accordance with current legislation, relating principally to anti-money laundering, we are required to both identify you as an individual and also to verify your permanent residential address. We are unable to complete the registration of your investment without this. With this in mind, we have to ask you to provide appropriate documentary evidence, as follows:

Evidence of Identity and Permanent Residential Address

Identity (Certified Copies):

- Current signed Passport;
- Valid photocard Driving Licence (full or provisional);
- National Identity Card (non-UK Nationals);
- Firearms Certificate or Shotgun Licence;
- Identity Card issued by the electoral office for Northern Ireland;
- Valid (old style) full UK Driving Licence;

Address (Original or Certified Copies):

- Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, education or other grant;
- Current Council Tax demand letter, or statement;
- Current bank statements, or credit/debit card statements, issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (but not items printed off the internet);
- Current utility bills (but not items printed off the internet).

Please also note that:

- One single document, from the above list, cannot be used to satisfy both your identity and your address (one from each list is required);
- All documents presented as evidence must be current (i.e. they must be valid as at the date of presentation);
- To guard against the dangers of postal intercept and fraud, you should avoid sending originals of valuable personal identity documents such as passport, identity card, driving licence etc, by post. Copies (passport copies **must be** in black and white only) should be taken and certified "...as true copies of the original" by an "Approved Person" (see the following non-exhaustive list);

- Accountant;
- Bank/building society official;
- Barrister;
- Chairman/director of limited company;
- Commissioner of oaths;
- Councillor: local or county;
- Independent Financial Adviser who is a Registered Individual with the Financial Services Authority;
- Justice of the Peace;
- Legal secretary (members and fellows of the Institute of legal secretaries);
- Local government officer;
- Manager/Personnel officer (of limited company);
- Member of Parliament;
- Minister of a recognised religion;
- Police officer;
- Social worker;
- Solicitor.

Certified photocopies of identity and address **must be** signed, dated and marked sufficiently to evidence that the original has been seen along with printed contact details of the individual who certified (i.e. name, occupation and contact address). The signature on the certified document must be an original signature.

If the photograph on a Passport or Driving Licence is of poor reproduction the copy should also certify that it is a good likeness of the applicant.

We look forward to receiving the appropriate evidence at your earliest convenience. Should you have any queries, please do not hesitate to contact this office on 01202 855856.

Yours sincerely,

For and on behalf of WAY Fund Managers Limited