



- HLR Notary -

Notary Public and Commissioner for Oaths

Identification

As part of the process of accepting instructions from a client we are required to ensure that we properly identify the persons appearing before us and any corporate bodies.

For **INDIVIDUALS** we require:

1. Photo ID:
 - Passport; or
 - Driving licence; or
 - National ID card.

AND

2. Proof of current residential address:
 - Original utility bill dated within the last 3 months; or
 - Bank/building society statement dated within the last 3 months; or
 - Vehicle registration document; or
 - TV licence renewal document for the current year; or
 - Mortgage statement for the current year; or
 - Benefit book; or
 - Household insurance certificate for the current year; or
 - Current tenancy agreement; or
 - Council tax bill or payment book for the current year; or
 - HMRC letter dated within the last 3 months.

For **COMPANIES** we require:

1. Photo ID and proof of current residential address (see lists above) for the officer(s) appearing before us;
2. Evidence that the company exists. For UK companies we do this by making searches on the Companies House register. Please present for inspection: current Articles and Memorandum of Association, certificate of incorporation, last Annual Return, last accounts and, if requested, board minutes;
3. Evidence that the signatory has authority (under general law or by specific appointment i.e. A resolution of the directors) to represent it and to execute the document;
4. Evidence that the company is empowered to undertake the transaction, including a resolution of the directors authorising it;
5. For companies incorporated outside the UK we require all of the above documentation PLUS evidence that the company is properly constituted in the country of constitution. This information can usually be supplied by the company's accountant or legal representative.

Please note:

- *Documents presented to us from the above lists must be originals, not copies;*
- *Changes of name must be supported by a marriage/civil partnership certificate, deed poll or change of name deed;*
- *We are required to keep copies of documentation taken.*