



Why do I need to prove my identity?

Since 1994, when the government introduced the Money Laundering Regulations, financial services providers have been required to have procedures in place to prevent money laundering. We are required by law to obtain proof of identity and address from anyone who wishes to open an account or buy any financial product or service from us.

Proving your identity is simple. Just show us some of the original documents listed overleaf. We will make a record of the details and return them to you. *In the case of passports and photo driving licences, or other documents of value to be sent in the post, we would urge you to send certified copies.

These items can be certified by a UK lawyer, banker, accountant, teacher, doctor, minister of religion or post master/sub-post master. The certified copies should be signed, dated, marked 'original seen' and bear the status, name and address of the certifier who is independent of the applicant. The document itself may be a photocopy but the certification and the signature must be original.

If you are not registered on the Electoral Register, please explain why.

If you believe you will have problems supplying us with the relevant documentation, please call and we can discuss this further.

proving your identity . . .

A – To confirm your name we need two of the following

- ◆ Certified copy of your current valid full passport*
- ◆ Certified copy of your current full UK driving licence* (Your licence must show a recent photo, within the last 10 years)
- ◆ Latest Inland Revenue notice/demand
- ◆ A benefit book or notification letter from the benefits agency confirming the right to benefits
- ◆ Latest building society/bank statement covering three most recent months (internet statements will only be accepted providing full account details are printed).

B – To confirm your address, we need one of the following

- ◆ Utility bill less than three months old (eg, gas, electricity, water, telephone but not mobile telephone bills)
- ◆ Latest building society/bank statement (internet statements will only be accepted providing full account details are printed)
- ◆ Certified copy of your current full UK driving licence* (your licence must show a recent photo, within the last 10 years)
- ◆ Council tax bill valid for the current year
- ◆ Recent mortgage statement from a recognised UK lender
- ◆ Current tenancy agreement
- ◆ Current housing association rent book
- ◆ A store or credit card statement, which is less than three months old.

Please note that you can't use the same document to confirm both your name and address

Visa Debit Card applications

We need to see your latest three months bank statements for your main bank account.

**Please refer to front page*

Checklist for documentation

Before you seal your envelope, please check that you have enclosed the following:

Application form completed and signed



Two items from section A



One item from section B



Opening deposit as per the account application form
(if applicable)



This will save us time in processing your application.

Thank you

We reserve the right to vary without notice our identification and verification requirements laid down herein.

Reliance Bank Limited

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Our lines are open from 8.30 am to 4.15 pm Monday to Thursday and from 10 am to 4.15 pm on Friday. At other times please leave your name and number on our messaging service and we will call you back as soon as we can . . . alternatively, please send us an email. All enquiries are treated in confidence.

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