

## Maple Accountancy Group Ltd

### Guidance on acceptable forms of ID and documents

Maple Accountancy Group Ltd undertakes searches on our potential clients and current clients to verify their identity to ensure we comply with the Anti-Money Laundering and Counter-Terrorist Financing directives.

We do require you to provide us with one form of documentation from each box.

Please find below what we accept as suitable documentation: -

- Recent bank/building society/Credit Card statement/ (less than 6 Months Old)
- Recent gas, water, electricity or fixed line telephone bill (less than 6 months old)
- Council tax /rates bill (issues less than 6 months earlier)
- Current full driving licence
- HMRC self-assessment statement or tax demand (less than 6 months old)
- House or motor insurance certificate (issues less than 6 months earlier )

Please find below what we accept as suitable proof of identity: -

- Current valid full passport (with photographs attached)
- Current valid national identity card (with photographs attached)
- Current UK/EU full driving licence (with photograph attached)
- English Firearms or shotgun certificate
- Current EEA member state identity card
- Current identity card issues by the electoral office for Northern Ireland
- Residence permit issues by the Home Office

Please send us scanned copies of the original documents if you cannot come to the Head Office for us to take copies.