

# AML DOCUMENTATION

Guide to Acceptable Forms of Proof of Identity & Address



## Acceptable Proof of Identity

**ONE certified copy of Passport or Drivers Licence with photograph, expiry date, signature and all relevant information clearly visible.**

If the name on the ID is different to that on the account, e.g. married name, maiden name, etc., please provide a certified copy of the marriage certificate or equivalent document.

**Please do not send originals by post.**

## Acceptable Proof of Address

**TWO original or certified copies of utility bills or bank statements** bearing the name and address (must have same supply address if noted) provided on the application for each named person on the account. Mobile phone bills are only acceptable as a 2nd proof of address.

**Please send certified copies only.**

## Who can certify my documents?

A certified copy is one which has been signed, dated and stamped as a true copy of the original by an intermediary, bank manager, Commissioner for Oaths, a member of the Garda Síochána/Police or a practising solicitor/accountant. Please quote the FCCA (or equivalent) of the accountant who has certified the AML.

Alternatively, if you choose to call into a Cantor office with the originals, we will gladly take a copy of the relevant documents and certify them. We have offices in Dublin, Cork and Limerick.

## What important information needs to be on the documents?

Utility bills or bank statements may not be more than 6 months old (e.g. a telephone or electricity bill or a current/savings account statement) bearing the name and address provided on your application form. Supply address must match the postal address. If letters from Revenue are used for this purpose they must be dated within the last twelve months and show PPS number.

## Examples of Acceptable ID or Proof of Address documents:

- Official Passport (Irish or Foreign) - Must have more than 1 year to expiry.
- Official Drivers Licence (Irish or Foreign) - Must have more than 1 year to expiry if being used for identification purposes/must be within 1 year from issue if being used as a proof of address.
- Current local authority document - Dated in the last 6 months.
- Current bank statements, or credit/debit card statements issued by a regulated financial sector body in Ireland, EU or comparable jurisdiction (including those printed from the internet). Bank Fee statements are also acceptable; - Dated in the last 6 months.
- Current utility bills e.g. Gas or Electricity (including online utility bills) - Dated in the last 6 months.
- Refuse Collection Statements e.g. Greyhound - Dated in the last 6 months.
- Current household or motor insurance certificate or renewal notice - Dated in the last 12 months.
- Current documentation issued by the Revenue Commissioners showing the name, address and PPS number of the client - Dated in the last 12 months.
- Current documentation issued by the Department of Social and Family Affairs showing the name, address and PPS number of the client - Dated in the last 12 months.
- Instrument of a court appointment (such as liquidator, or grant of probate) - Dated in the last 6 months.

*Please note that any foreign documents must be translated to English by a qualified translator and certified as above.*

### Examples of Unacceptable ID or Proof of Address documents:

- TV Licence
- Health and Life Insurance Documentation
- Polling Cards
- Invoices
- Bank Correspondence
- National ID Cards
- An Post documentation
- Share Certs
- Student ID Cards
- Foreign documents not translated to English
- Irish Passport Cards
- Motor Tax Renewal
- Electoral Register

**If you have any questions, please contact our AML Team on 01 633 3888 directly or your Cantor Broker or Intermediary.**



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