

Verification of Identity and Risk Assessment Form

PROPERTY INFORMATION

Address	
31 High Street, CF39 8PH	
Price	Prime? (See QRG for thresholds)
£220,000	No

CUSTOMER INFORMATION

Customer Type		Land Registry Match
Vendor		Yes
Name		
Caroline Maria Westlake		
Address		
31 High Street, CF39 8PH		
Proof of Identity		Proof of Address
ListA	Passport	Council Tax Letter
Have we met the customer, seen the originals, and certified copies of, the Identity and Address documents?		
Yes		

FINANCIAL INFORMATION (PURCHASERS ONLY)

Amount of cash being used for purchase (including deposit for mortgage)			
Source of cash being used for purchase (including deposit for mortgage) - Select all that apply			
--Select--	--Select--	--Select--	--Select--
Are any funds coming/have any funds come from/through a high risk country?			
--Select--			
Do any funds coming from the People's Republic of China exceed £35,000?			
--Select--			

PEP/RCA/SANCTION SCREENING WARNINGS

Has the CallValidate/Credas Check resulted in a PEP/RCA/Sanction Warning?
No

ADDITIONAL COMMENTS

Provide any additional comments below
Land reg states Caroline Marie Westlake, one letter out, clear spelling typo and we can proceed

CUSTOMER RISK RATING

Risk Rating	Meaning
Low Risk	Standard Due Diligence completed on customer

STAFF CONFIRMATION

Details of staff member completing form	
Name:	Steven Huggins
Branch:	Talbot Green
Date:	14/06/2025

This form needs to be saved as a PDF and uploaded to the system: File->Save As->Save As Type: PDF

Further guidance on how to complete this form can be found below

N.B. Where the outcome is that the case must be referred to Financial Crime Prevention, await authority before proceeding.

GUIDANCE NOTES

The notes below are intended to assist you in completing the Verification of Identity and Risk Assessment Form above.

1. All applicable fields should be completed
2. Failure to complete applicable fields may result in a Fail outcome during a compliance monitoring visit
3. Where you see "--Select--", this means that there is a list from which, where applicable, a response must be chosen
4. The Additional Comments box should be used for justification of non-matches for PEPs/RCA's and any other relevant information
5. The completed form needs to be saved as a PDF and uploaded to the system
6. Failure to upload the form to the system may result in a Fail outcome during a compliance monitoring visit

PROOF OF IDENTITY AND ADDRESS

The documents we can accept to verify a customer's **identity** are as below.

1 x List A	
Valid Passport	Valid National Identity Card
Valid Driving Licence	Valid Biometric Residence Permit (Front & Back)
Valid Firearms Certificate	Valid Shotgun Licence

OR

1 x List B	and	1 x List C
Council Tax Letter (<12 months old)		Council Tax Letter (<12 months old)
Local/State Benefit Letter (<12 months old)		Utility Bill (most recent Gas/Water/Electric bill)
HMRC Letter (<12 months old)		Bank Letter (<3 months old)
DBS Letter (<12 months old)		Credit Card Statement (<3 months old)
Home Office Letter (<12 months old)		Bank Statement (<3 months old)
Valid Paper Driving Licence		Court appointment Letter (<12 months old)

The documents we can accept to verify a customer's **address** are as below.

List D - **MUST** be under 6 months old if CallVal/Credas not verified at address

Valid Photocard Driving Licence (indefinite until expiry)	CallValidate/Credas Verification
Bank/Mortgage Statement (<6 months old)	Mail Redirection (<6 months old)
Utility Bill (most recent Gas/Water/Electric bill)	TV Licence (current billing year)
Council Tax Letter (current tax year)	HMRC Letter (current tax year)
UK Solicitor Letter (<6 months old)	Landline/Broadband/Satellite TV Bill (most recent)
Local/State Benefit Letter (current assessment year)	Tenancy agreement (current)

HIGH RISK COUNTRIES

Algeria	Democratic People's Republic of North Korea	Monaco	South Sudan
Angola	Democratic Republic of Congo	Mozambique	Syria
Belarus	Haiti	Myanmar	Tanzania
Bulgaria	Iran	Namibia	Ukraine
Burkina Faso	Kenya	Nepal	Venezuela
Cameroon	Lao PDR (Laos)	Nigeria	Vietnam
Cote D'Ivoire	Lebanon	Russia	Yemen
Croatia	Mali	South Africa	

PEP/SANCTION SCREENING

CallValidate: Refer to the CallValidate User Compliance Guide for guidance on warnings

Credas: Refer to the Credas User Compliance Guide for guidance on warnings

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