

prevention of money laundering

MONEY LAUNDERING REGULATIONS



Money laundering regulations

Why do I need to prove my identity?

Since 1994, when the government introduced the Money Laundering Regulations, Ecclesiastical has been required to have procedures in place to prevent money laundering.

What is money laundering?

Criminals have to find a way of making the money they get from their criminal activities 'clean'. They try to launder their 'dirty money' by getting it into the financial system without detection or arousing suspicion. If they can get their 'dirty money' into the financial system they can then transfer it between different bank accounts or financial products in the UK or abroad, or use it to buy goods and services. The idea is to make the 'dirty money' appear to have come from a legitimate source. Criminals try to make it as hard as possible for the police to connect the money with its criminal past. The 'clean' money is often used to fund further crimes, including acts of terrorism.

So why am I being asked to prove my identity?

Criminals won't use their real name or address to buy financial products or services or open a bank account – it would be too easy to trace the money back to them. So, they use false identities and addresses. They may even try to buy a product or open an account using your identity. This is why Ecclesiastical wants to know you as a customer.

But Ecclesiastical knows me

You may wonder why, after having been with Ecclesiastical for many years, you are being asked to prove your identity. Ecclesiastical wants to take reasonable steps to find out about you as a customer. By checking each time you buy a new product, we are making sure that no one except you is using your identity.

What kind of identification does Ecclesiastical require?

You will need to show that you are who you say you are and that you live where you say you live.

Usually, the best documents to prove your identity are:

- your passport
- your driving licence
- your HM Revenue & Customs Tax Notification
- your Benefit book, or letter confirming benefits, from the Pensions Service, Department for Work and Pensions or job Centre Plus. This must be less than 6 months old.

The best documents to prove your address are usually:

- a recent local authority tax bill
- a recent utility bill
- a bank, building society or credit union statement or passbook
- a recent original mortgage statement, a local council rent card or tenancy agreement.

We will also accept confirmation from one of our financial advisers that they have visited your home.

The Money Laundering Regulations require Ecclesiastical to verify your identity and to keep copies of the documentation you give us. If it is not possible to verify your identity, then by law Ecclesiastical is not able to provide or continue to provide you with its products or services.

What's the Financial Services Authority's (FSA) role in combating financial crime?

The Financial Services and Markets Act 2000 (the Act) introduces a statutory objective to reduce financial crime. To meet this objective, the Act gives the FSA the power to make and enforce rules that apply to the firms they regulate. In particular, they can make rules to ensure financial services firms such as Ecclesiastical are not used for money laundering by terrorists and criminals. Also, the FSA's powers allow them to prosecute financial services firms if they do not follow the Money Laundering Regulations.

You can help prevent crime by:

- keeping your financial information and identity documents safe
- reporting any suspicions you have about financial crime to the police.

Verification of customer identity

Please complete all sections below and return to:

Ecclesiastical, Beaufort House, Brunswick Road, Gloucester GL1 1JZ
Telephone 0845 777 3322. Email information@ecclesiastical.com

Please note this form is required for each Applicant/Contributor.

Under the terms of the Money Laundering Regulations 2007 Ecclesiastical are obliged to verify the identity and address of a policyholder. To do this we need you to send us a certified photocopy of the evidence and an original copy as listed.

Personal details

1 Name

Title (Mr/Mrs/Miss/Ms/Dr/Revd)

Surname

First names

2 Permanent residential address

Postcode

Form of identification (certified copy)

I am enclosing the following as proof of identity. (Please tick one)

Full UK/EC Passport or
Authenticated Overseas Passport

Signed ID Card of Employer and
Employer's name and address

Full UK/EC Driving Licence

Pensioner Travel Pass

Benefit book or letter confirming benefits

Building Society Pass Book

HM Forces ID Card

Please enclose certified copy of one document. Photocopies must be certified by a Solicitor/Banker/Post Master/Other Professional e.g. Accountant

Form of identification (original copy)

I am enclosing the following as proof of address. (Please tick one)

Gas, Electric, Water or Phone Bill (less than three months old)	<input type="checkbox"/>	Bank/Building Society/Credit Card Statement (less than three months old)	<input type="checkbox"/>
HM Revenue & Customs Notice of Coding (current year)	<input type="checkbox"/>	Council Tax Demand (current year)	<input type="checkbox"/>
Mortgage Statement (current year)	<input type="checkbox"/>	Medical Card (under 18s only)	<input type="checkbox"/>

Please enclose one original document. All originals will be returned to you

A home visit by one of our Financial Advisers is also acceptable as proof of address.

Home visit by Financial Adviser

Ensure documents are enclosed

Please enclose one certified photocopy of a document proving your identity, and an original document, where applicable, as proof of address. The documents should be returned to Ecclesiastical with your application form. **If you do not return confirmation of identity Ecclesiastical will not be able to process your application.**

Please send the completed forms to:

Ecclesiastical, Beaufort House, Brunswick Road, Gloucester GL1 1JZ.

Office use only

I have verified the identity and address of the applicant

Job title

Name

Signature

Date

Date original documents returned to customer

Name and signature of sender



Beaufort House, Brunswick Road,
Gloucester GL1 1JZ

Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Ecclesiastical Insurance Group plc (EIG) Reg. No. 1718196. Ecclesiastical Life Ltd (ELL) Reg. No. 243111. Ecclesiastical Investment Management Ltd (EIM) Reg. No. 2519319. Ecclesiastical Financial Advisory Services Ltd (EFAS) Reg. No. 2046087. Ecclesiastical Services Ltd (ES) Reg. No. 1811698. All companies are registered in England at Beaufort House, Brunswick Road, Gloucester, GL1 1JZ, UK. EIO, ELL, EIM & EFAS are authorised and regulated by the Financial Services Authority and are members of the Financial Ombudsman Service. EIO & ELL are members of the Association of British Insurers and EIM is a member of the Investment Management Association