

Instructions in respect of the provision of Certified ID

We have asked the customer(s) of our client lender ("Customers") to contact a financial adviser (provided he or she is an appointed representative of an institution authorised by the [FCA](#)), a solicitor or Justice of the Peace to obtain certified ID in respect of a remortgage transaction.

First of all you should obtain any fee that you charge directly from the Customer. Our client lender will not be responsible for your fee.

These are the relevant instructions:

- Please take a copy of the passport or driving licence for each of the Customers.
- Please take a copy of a utility bill, addressed to the Customers at their home address, which must be dated within the last three months
- Please ask the Customers to sign each copy
- Thereafter, could you sign each copy adding above your signature the following words "I certify that I have met [name of relevant Customer] today and confirm that he/she is the same person shown within the ID that has been presented to me and is the same person who has signed this sheet"
- Below your signature it would be helpful if you could add the date and place of signing

Where the ID is being certified by an IFA or authorised intermediary ("Authorised Person"), the Authorised Person should add below their signature the following information:

- Full name of the Authorised Person
- The official authorised address of the Authorised Person
- The name of the organisation from which the Authorised Person derives their authority
- Any relevant authorisation number of the Authorised Person

Once the signing protocols have been carried out, please send all of the signed sheets of paper to us which should be accompanied by a letter on your own letter heading. If the Customers indicate that the matter is urgent please also fax or e-mail the item to us on the fax number stated below. The customers will have been given our reference and it would be exceptionally helpful if you could add that to your letter, if at all possible.

If any point requires any clarification whatsoever please do not hesitate to telephone us on (0141) 333 9688 and select "Information". If you want to e-mail us please just do so using the following address:

mmiidentification@mcvey-murricane.com

Many thanks for all of your help

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A list of Partners is available for inspection at the above address
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