

## **Personal Information and European Money Laundering Directive**

Under the Data Protection Act 1998, we are required to inform you that the professional services provided by Pellys may inevitably involve our collecting and processing personal information about you and disclosing that information to employees, agents and other persons involved in the conduct of your case. From time to time, we may also write to you in connection with other services we provide and which we think may be of interest to you.

In accordance with the European Money Laundering Directive, we are now required by UK law to satisfy ourselves as to the identity of all our clients.

We are required to hold on file a document which confirms your full true name, photo ID and a letter or statement confirming your up-to-date postal address.

### **Personal Identity**

Evidence of personal identity can be by:

- Current signed passport
- EU member state identity card
- Residence Permit issued by the Home Office together with own country's passport
- Current EU or UK photocard driving licence
- Armed Forces ID card
- Current full UK driving licence (old version)

### **Address**

Documentary evidence of address can be:

- Confirmation from the electoral register
- Recent utility bill or bank statement or mortgage statement with the current address
- Local authority rates bill
- Current UK driving licence (but only if not used as evidence of ID)
- Local Council rent card or tenancy agreement

### **Company Identity**

- Certificate of Incorporation
- Latest audited accounts
- Personal I.D. for two Directors, if unquoted company, as above

Please note that we are under a duty to you to keep all information relating to your affairs completely confidential unless authorised by you to disclose information to someone else.

However, we may sometimes have other duties and obligations which affect our obligations to you, for example we are obliged to disclose to the National Criminal Intelligence Service any suspicions we may have regarding money laundering or terrorist activities, and this will override our duty of confidentiality to you.

Pellys are not authorised by the Financial Services Authority. However, we are included on the register maintained by the Financial Services Authority so that we can carry on insurance

mediation activity, which is broadly the advising on, selling and administration of insurance contracts. This part of our business, including arrangements for complaints or redress if something goes wrong, is regulated by The Law Society. The register can be accessed via the Financial Services Authority website at [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register).