

## Executor / Personal Representative Identity form

For office use **FDADCD**

### Deceased customer details

Full Name:

CIN:

### Executor/Personal Representative details

Title:

Date of Birth (dd/mm/yyyy):

Full Name:

Are you now or have been known by any other names? If 'yes' please list them here:

Home address:

How long have you lived at your address?:

..... years

..... months

Nationality / citizenship:

email address:

Contact number:

If you're an existing **first direct** customer please provide us with your sort code and account number:

Sort Code:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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We'll be in touch if we need any documents from you - you can find more information about the ones we might ask for by visiting [firstdirect.com/security-centre](https://firstdirect.com/security-centre) and selecting **'What we need to keep you safe'**.

I confirm that the above information is correct.

<b>Executor/Personal Representative signature</b>
Date (dd/mm/yyyy):

Your personal information will be processed to enable us to meet in line with UK Regulatory obligations, we need to identify any Executors and Personal Representatives who are dealing with the Estates of our customers. We will use the information collected above to carry out identity checks including a search of the voters roll records held at Equifax, a credit reference agency, who may keep a record of our search. This information may also be disclosed to members of the HSBC Group\* and others to provide you with services. This information may be disclosed to members of HSBC Group\* and others to provide you with services, for the purpose of fraud prevention and if required by Governmental and Non-Governmental regulators or ombudsman.

Where information is processed by members of HSBC Group and/or other parties outside the European Economic Area, even if there are less stringent data protection laws, it will also be protected by our strict code of secrecy and security and will only be used in line with our instructions. Under data protection legislation you can ask for a copy of certain personal records we hold about you.

\*HSBC Group means HSBC Holdings plc, its subsidiaries and associated companies.

## Identity and address confirmation

This form explains why we need to identify you and what you need to provide.

Our customers and their security are very important to us and it's only through having up to date information that we can do the best possible job of keeping our customers and their money safe.

We therefore need to confirm the identity and address of Personal Representatives dealing with the Estate of our customers by providing **2 documents** – unless you're sending a full UK photocard driving licence, in which case this can be used for both your identity and address:

- one to confirm your identity
- and another to confirm your address.

We have to see **different documents** for address and identity – we've included a list of the ones you can use below.

For security reasons **we can't accept the originals, so we need the photocopies to be certified** by an independent professional person who's seen the original documents – details of who can certify them and how to do this are shown overleaf.

It's important they use the certification wording we've provided, they're active in their profession and aren't a family member or someone who lives at your address. We may contact the person signing for further verification.

We understand this may seem like a lot to ask for but we need this information to help protect against fraud and financial crime. Any document you send must:

- be a certified copy
- be current/valid and not due to expire in the next 3 months
- not be an internet or branch print-out
- show your full name (not initials) and address details.

### Proof of identity

Send us ONE certified photocopy from this list - please don't send original documents.

- current full and valid passport - we can't accept temporary ones. If you've recently changed your name, please also send certified copies of any supporting documentation. If it's a non EEA passport we'll also need you to include a Visa confirming your right to live in the UK
- current full or provisional UK photocard driving licence (not including counterpart)
- current National Identity Card which must include a photo (for European Economic Area or Swiss Nationals only)
- current Northern Ireland voters card.

### Proof of address

Send us ONE certified photocopy from this list - please don't send original documents.

- UK bank, building society or credit union statement. These must include name, current address and be dated in the last 4 months showing active transactional history
- UK credit card statement, dated in the last 4 months showing active transactional history
- utility bill for your home address eg gas, electricity, oil or broadband, dated in the last 4 months
- landline (not mobile) telephone bill for your home address, dated within the last 4 months
- Sky or cable TV bill for your home address, dated in the last 4 months
- Council Tax bill for your home address and the current billing year or reminders and demand letters, dated in the last 4 months
- water rates bill for your home address and the current billing period or reminders and demand letters, dated in the last 4 months
- UK mortgage statement from a recognised lender, dated in the last 12 months
- HM Revenue & Customs tax notification or summary, dated in the last 4 months or billing year
- Benefits Agency letter (Department of Work and Pensions (DWP), Jobcentre Plus, Child Benefit Office or Veterans Agency) confirming your rights to benefits, dated in the last 4 months.

## Getting your documents certified

Ask one of the possible certifiers from the list below to write the relevant statement on each of your photocopied documents and sign to say they verify them. If any of your documents are more than 1 page, please ask the certifier to complete the below on the 1st page and sign and print their name on each individual page.

**We can only accept the following as certifiers:** Solicitors, Chartered Legal Executives, licensed conveyancer, Chartered Accountants, Approved persons in Financial Institutions (includes IFAs), GP (General Practitioner / Doctor), Dentist, Pharmacist, Optician, Nurse / Midwife.

- A. For documents that contain a photo:  
I [full name of certifier] confirm that this is an accurate copy of the original and the photo is a true likeness of [full name of the customer].
- B. For documents that don't contain a photo:  
I [full name of certifier] confirm this is an accurate copy of the original document for [full name of the customer].

Each document must also include the:

- reference number at the top of your letter
- Certifier's signature and full name - they need to sign as an individual not for a company
- Certifier's occupation, company/professional address and phone number, ideally using a company stamp or on headed paper
- Certifier's professional registration number if they have one
- date of certification.

It's important each document includes this information as without it we may not be able to accept them.

## How to send us your documents

Please send us the certified documents along with the enclosed form in the pre-paid envelope provided.