

## Proof of identification

All customers are required to present photographic identification and proof of address at the time of opening an account, or when being added to an existing account. We do not open accounts for businesses, or accept documentation with P.O. Box addresses.

Documents should be in English or translated into English. Any translation should be legalised by either a UK registered solicitor, Embassy of the foreign national or Notary Public/Lawyer in the country of residence of the foreign national. All legalised documents and translations when presented should be no more than 6 months old.

All customers should present one item to confirm your identity and a different document from, either the UK proof of address section, for customers with a UK residential address or Overseas proof of address, for customers who do not have a UK residential address.

Metropolitan Safe Deposits reserves the right, at its sole and absolute discretion, to refuse to enter into a Contract with a prospective client for any reason, whether or not they have completed an Application Form. Metropolitan Safe Deposits is not obliged to inform a prospective client of the reason for refusal to enter into a Contract.

## UK/EEA National Proof of Identity

Proof of Identity – Documents must be original, valid and include your date of birth.

If the identity document also includes an address, this must match the address used on any other documentation provided as your proof of address.

### UK, EU and EEA Passport

**Passport** – a full and valid UK, European Union (EU), European Economic Area (EEA) passport. EEA includes Switzerland, Norway, Iceland, Lichtenstein.

**To be accepted the following criteria must be met:**

- Be the original document.
- Match the exact name used when completing the contract/application form.
- Be valid, signed and in date.

## UK Full Photocard Driving Licence

To be accepted the following criteria must be met:

- Be the original document.
- Be a full photocard driving license. Provisional/Temporary licences are not accepted.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Include your date of birth.
- Be valid and in date.

Can only be used as proof of identity or proof of address **Not Both**.

## Non-UK/EEA National Proof of Identity

For non-UK/EEA nationals, your passport must be supported by a valid Visa/Biometric Residence Permit (BRP) or a UK Government share code.

Proof of Identity – Documents must be original, valid and include your date of birth.

If the identity document also includes an address, this must match the address used on any other documentation provided as your proof of address.

## Non-UK/EEA National Passport

Your **Passport** must be:

- Valid, signed and In date.
- Match the details provided in your application form (contract)
- V.I.P.P (visa in previous passport), present your existing current passport and plus the passport that contains the valid visa.

### **YOUR VISA/BRP OR VISA AS PROVIDED BY YOUR SHARE CODE MUST BE:**

Valid and in date and match the details provided in your passport and application form (contract).

Any share code along with your date of birth and name should be emailed to MSD, 24 hours prior to your appointment.

We do not accept Tourist Visas or Electronic Travel Authorisations.

## UK Proof of Address

Proof of address applicants with UK residential addresses only – provide one of the following.

Any proof of address presented, must match the name and address as shown on the contract/application form and match the address (if any) and name as shown on any photo identification.

### UK Full Photocard Driving Licence

**To be accepted the following criteria must be met:**

- Be the original document.
- Be a full photocard driving license. Provisional/Temporary licences are not accepted.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Include your date of birth.
- Be valid and in date.

Can only be used as proof of identity or proof of address **Not Both**.

### Council tax bill/demand letter/exemption certificate issued within 12 months

**The following documents may be presented:**

- Council Tax bill, including reminders.
- Council Tax adjustment notice letter.
- Council tax letter advising of Direct Debit payments.
- Council tax exemption letter.
- Council Tax benefit letter.

To be accepted the following criteria must be met:

- Be the original document or an official online PDF statement.
- Be less than 12 months old.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.

### Bank/Building Society Statement

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF Statement.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.

### Benefits Entitlement Letter

**To be accepted the following criteria must be met:**

- Issued by Department of Works & Pensions, Scottish public pensions agency, local authority, HMRC or other UK Government Agency.
- Be the original document or an official online PDF statement.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 12 months.

### **HMRC Tax Notifications or Correspondence**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF statement.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 12 months.

### **UK Mortgage Statement**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF statement.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.

### **Gas, Electric, Water and Telephone/Mobile Phone Bill**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF Statement or Bill.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.

### **Overseas Proof of Address**

Proof of address applicants not residing in the UK only - provide one of the following.

Any proof of address presented, must match the name and address as shown on the contract/application form and match the address (if any) and name as shown on any photo identification.

### **Overseas Bank Statement**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF Statement.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.



### **Overseas Mortgage Statement**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF Statement of your mortgage.
- Must have been issued by your bank or credit institute.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.

### **Overseas Tax Assessment**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF Statement.
- Be from the tax, financial or government authority responsible for your current address in the country you reside in.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.

### **Overseas Gas, Electric, Water and Telephone Bill (Not Mobile Phone)**

**To be accepted the following criteria must be met:**

- Be the original document or an official online PDF Statement or Bill.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be dated within the last 6 months.

### **EU or EEA Full Photocard Driving licence**

**To be accepted the following criteria must be met:**

- Be the original document.
- Be a full photocard driving license. Provisional/Temporary licences are not accepted.
- Match the exact name used when completing the contract/application form.
- Match the exact address used when completing the contract/application form.
- Be valid and in date.
- Include your date of birth.