

## third party mandate

If you want someone else to give instructions on your behalf please fill in the form below. To comply with current UK Anti-Money Laundering regulations the third party should provide two original forms of identification as detailed on the enclosed sheet.

### SECTION 1: My details

Customer reference

Full name(s)

Address

Postcode

Email  Daytime phone no.

### SECTION 2: Third party's details

Customer reference       (if already a customer of The Share Centre)

Title  Nationality

Forenames  Place of birth Town

Surname  Country

Date of birth         National Insurance No.           or Tax Identification No.

Permanent residential address

Time at current address

Previous address (If less than 3 years at current address)

Postcode

Home phone

Work phone

Email  Postcode

Signature  Date

**SECTION 3: Declaration and Authority (If this is a joint account, all account holders must sign.)**

In respect of all existing and any future accounts under my/our customer reference, I/We authorise:

full name

**Tick one box only**

- To buy and/or sell shares, obtain balances and request cheque withdrawals (note: cheques will still be made payable to and sent to the account holder, not the third party).
- To buy and/or sell shares and request information only
- To request information (for example balances and dealing information) only

I/We hereby authorise The Share Centre Limited to act upon instructions given by the third party named above to the extent shown. Such instructions will apply to all existing and any future accounts under my/our customer reference. I/we remain liable for valid instructions given to The Share Centre Limited by any duly authorised third party. I/We accept that in the case of joint accounts, all account holders are jointly and severally liable. Should I/we wish to revoke this authority, I/we will instruct The Share Centre Limited in writing and agree that this authority will not be revoked until I/we receive confirmation from The Share Centre Limited to this effect.

Signature

Signature

Date

Name

Name

If this is a joint account both account holders must sign.

PO Box 2000 Aylesbury Bucks HP21 8ZB  
Phone 01296 41 41 41 Fax 01296 41 41 40  
Email [info@share.co.uk](mailto:info@share.co.uk) Visit [www.share.co.uk](http://www.share.co.uk)

## confirming your identity

Thank you for enquiring about our services. Sharedealing, like most other financial services, can be used by criminals as a way of laundering the proceeds of crime, so we are required by the UK's anti-money laundering regulations to confirm your identity. These checks also protect your interests too, for they help prevent identity theft and fraud being committed against you.

We want you to start enjoying the benefits of our service as soon as possible, so please help us by following these guidelines on providing documentation confirming your identity.

### Who do I need to provide documentation for?

Please let us have proof of identity for each person named on the completed application form or, where you are using our Certificate Sales service, for each person named on the share certificate(s).

In some circumstances, such as opening an account for a Limited Company, or acting on behalf of an Estate, we will require identification documentation for those signing the form: you'll see more details about this on the relevant application form.

If you already have a personal account with The Share Centre you will not, in general, need to provide further evidence of your identity. However, we are required under the anti money laundering regulations to re-verify your identity from time to time, especially if you have not used your account in the last 18 months. If you feel this might apply, to avoid disappointment, do please call us to find out whether we will need further ID from you.

### What do I need to provide?

You will need to let us have two original forms of identification, one from each of the two lists (A and B) below. Each document you provide must be less than six months old and must show your title, (Mr. Mrs. etc) initials, surname, and permanent residential address. Your original documents will, of course, be returned to you.

### What do I do if I have any questions?

If you are not sure whether your available documents are suitable, or if you are having trouble providing those documents listed below, do please call us.

Our Customer Service team will be pleased to advise on the suitability of the documents you plan to send us, and can discuss whether or not alternative forms of ID will be acceptable. Call us on 0800 800 008, from 08.00 to 18.00 Monday to Friday (excluding bank holidays). Please note: we reserve the right, at our discretion, to request additional proof of your identity.

Where incomplete documentation is provided it is possible we may be able to verify your identity by consulting a credit or mutual reference agency, which may retain a record of our enquiry. Failing this, we will be unable to provide the service you have requested until we have been able to confirm your identity to our satisfaction: this could lead to a delay in processing your request or to our declining to provide the service requested.

### Documents that are suitable for confirming your identity

#### List A

- A printed Bank or Building Society Account statement showing entries within the last six months.

We cannot accept a statement you have printed yourself via the internet so, if you have an internet-based account, unless you are also sending us a cheque drawn on that account, you will need to ask your Bank to send you a formal statement through the post.

(Where you are applying for an Account with The Share Centre, the bank statement you provide must relate to the bank/building society account details you have included on your Account application.)

#### List B

- Council tax bill (for the current year).
- Utility bill: gas, electricity, water or home telephone (but not for a mobile phone).
- Benefits notification letter from the Benefits Agency confirming the right to benefits (e.g. Child benefit, Working Families Tax Credit) or to the State Pension.
- HM Revenue and Customs correspondence or tax notification, e.g. notice of coding, statement of account, tax assessment.

As with bank statements, these documents must be originals sent to you by post, rather than ones printed from the internet.

When visiting us in person (rather than posting your application), please **ALSO** bring a valid passport or a valid driving licence bearing your photograph.