



## CONFIRMATION OF VERIFICATION OF IDENTITY CERTIFICATE (CVIC)

You'll need to complete this form to satisfy the verification for your client.  
As an FCA regulated firm, you can use this form for both individual and company clients.

### 1 Important information

Please read this section carefully before completing this form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- A separate Confirmation of Verification of Identity Certificate (CVIC) must be completed for each client.
- If the contributions are being paid by another person, the identification and verification of this individual must also be completed and their details included in Section 2a. If applicable, please tick this box to confirm you have done this.
- If the plan is being set up for an individual and the contributions are being paid through a business then you'll need to complete Section 3 and Section 3a as indicated overleaf. You must complete the Identification and verification for each individual that owns or has a specific interest or control of more than 25% shares of the business.
- Please note that you cannot use this form to verify the identity of an individual if you have relied on a permitted exemption defined within the JMLSG guidance. All signatures must be original, and if necessary, we can request a copy of the evidence used to verify your client.

### 2 Individual details

Please complete this section with your client's details.

<b>Client's name</b>	<input type="text"/>		
<b>Client's current address</b>	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Client's previous address</b> (If at current address for less than 3 years)	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Existing Royal London plan numbers</b>	<input type="text"/>		

## 2a. Third party payer details (if applicable)

Please complete this section with details of any other person making contributions. If the individual has lived at more than 2 addresses in the past 3 years, please complete additional copies of this form, ensuring that the client's name is included on all forms.

<b>Full name</b>	<input type="text"/>
<b>Current home address</b>	<input type="text"/>
	<input type="text"/> <b>Postcode</b> <input type="text"/>
<b>Previous home address</b> (If at current address for less than 3 years)	<input type="text"/>
	<input type="text"/> <b>Postcode</b> <input type="text"/>
<b>Date of birth</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Existing Royal London plan numbers</b>	<input type="text"/>
<b>Relationship to applicant/planholder</b>	<input type="text"/>

## 3 Business details

Please confirm the business type

Sole trader  Partnership  Limited liability partnership  Limited company (PLC/Ltd)  Trust   
Charity  Church  Club  Society  Local authority  Government department

Other (please specify)

**Full name of business**

**Nature of business**

(If a trust, nature, purpose and objectives of the trust)

**VAT number**

**Company or other registered number**

**Name of regulator**

(If applicable)

**Date of incorporation**

       

**Registered office/business address**

**Principle place of business**

(if different from above)

**Country of jurisdiction**

**Relationship to applicant/planholder**

### 3a. Business details - key individuals

Please list below the full details of the board of directors / equivalent managing body / all trustees and the beneficial owners (any individual that holds a 25% or more share or control). If there are more than four individuals please complete additional copies of this form, ensuring their name is included on all forms.

#### Key individual 1

<b>Full name</b>	<input type="text"/>		
<b>Role</b>	<input type="text"/>	<b>Share %</b>	<input type="text"/>
<b>Current home address</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Previous home address</b> (if lived at current address for less than 3 years)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Key individual 2

<b>Full name</b>	<input type="text"/>		
<b>Role</b>	<input type="text"/>	<b>Share %</b>	<input type="text"/>
<b>Current home address</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Previous home address</b> (if lived at current address for less than 3 years)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Key individual 3

<b>Full name</b>	<input type="text"/>		
<b>Role</b>	<input type="text"/>	<b>Share %</b>	<input type="text"/>
<b>Current home address</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Previous home address</b> (if lived at current address for less than 3 years)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3a. Business details - key individuals (continued)

#### Key individual 4

<b>Full name</b>	<input type="text"/>		
<b>Role</b>	<input type="text"/>	<b>Share %</b>	<input type="text"/>
<b>Current home address</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Previous home address</b> (if lived at current address for less than 3 years)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4 Declarations

Please read this section carefully before completing it.

I confirm that:

- (a) the information above was provided to me in relation to the client;
- (b) the evidence I have obtained to verify the identity of the client meets the requirements of the EU Anti Money Laundering legislation, and
- (c) this meets or exceeds the requirements guidance for standard evidence within the guidance for the UK Financial Sector issued by JMLSG
- (d) any individuals listed in this form have been informed that Royal London may carry out additional searches using trusted agencies for ID authentication and fraud prevention purposes. More information on how we use their data can be found at [royallondon.com/privacy](http://royallondon.com/privacy)
- (e) copies of the underlying evidence taken in relation to the verification of the client's identity will, in the event of any enquiry from you (or from UK law enforcement agencies, regulators under court order or relevant mutual assistance procedure), be made available.

<b>Full name of regulated firm</b>	<input type="text"/>	<b>FCA reference number</b>	<input type="text"/>
<b>Signed</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>
<b>Position</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>

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We're happy to provide your documents in a different format, such as Braille, large print or audio, just ask us when you get in touch.  
All of our printed products are produced on stock which is from FSC® certified forests.

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