



Process news.

Effective immediate

We're pleased to announce changes to processes in order to streamline applications:

- No need to certify supporting documents
- New ID&V requirements

Certifying supporting documentation

There is no longer a requirement to have supporting documentation i.e. bank statements, payslips, AST's etc certified. The broker declaration is also no longer required. Photo and address ID will still need to be certified for expat customers or where the customer fails the electronic ID search under the Society's financial crime policy.

ID&V

We have streamlined our ID&V process. Here is a quick guide to documents required to identify a customer:

| Application Type | One government issued document with photo | Second government issued document with or without photo | ID&V document certification required* |
|------------------|---|---|---------------------------------------|
| Standard UK | ✓ | ✓ | |
| Expat | ✓ | ✓ | ✓ |

We carry out an electronic ID search on all applicants.

*We require certified copies of ID documents for expat clients or if a UK customer fails the electronic check.

Acceptable government issued documents



Government issued documents with a photograph:

These incorporate the customer's full name, a photograph and either a residential address or date of birth. Such as:

- Valid passport
- Valid photocard driving licence (full or provisional)
- Firearms certificate or shotgun licence



Government issued documents without a photograph:

- Birth certificate
- Valid old-style full UK driving licence
- Recent (3 months maximum) evidence of entitlement to a state or local authority-funded benefit (e.g. housing benefit, council tax, universal credit, pension etc.)

The ideal combination of documents would be a valid passport and photocard UK driving licence which must show the current address.

For expat applications where the applicant(s) does not have a UK driving licence with their current address, we will require a valid passport and utility bill or bank/credit card statement addressed and posted to their current address within the last 3 months.

These documents must be certified by either a Notary Public, SRA Registered Solicitor or the intermediary.

Suffolk

Building Society Intermediaries

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