

Acceptable Identification Documents

Individuals

In accordance with best practice, Irish Life Assurance must obtain and verify the following information in relation to individual customers:

- Name and Date of Birth; or
- Name and Current Address

Where a plan is a joint life plan, identification and verification must be obtained and undertaken in relation to all parties.

Documentary Verification

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This is based upon one or more of the documents listed below. ILA will adopt the traditional approach of “one plus one” (one piece of photographic evidence and one piece of evidence of address).

Typical Approach to Verification of Documentation:

One item from the list of photographic IDs and one item from the list of non-photographic IDs for all bonds over €2500 and SP topups on savings plans where cumulative premium (after 15/7/2010) exceeds €5,000. Also required where cumulative SP topups on savings plans exceed €2,500 when paid by 3rd party.

Photographic ID:

- Current Passport (Irish or International);
- Current photo card driving licence;

Non Photographic ID:

- Current documentation/cards issued by the Revenue Commissioners showing the name and address of the person and their PPSN;
- Current documentation/cards issued by the Department of Social and Family Affairs showing the name and the address of the person and their PPSN;
- Instrument of a court appointment (such as liquidator, or grant of probate);
- Current local authority document e.g. refuse collection bill, water charge bill (including those printed from the internet);
- Current bank statements, or credit/debit card statements, issued by a regulated financial sector designated person in the Ireland, EU or comparable jurisdiction (including those printed from the internet);
- Current utility bills
- Current Household/motor insurance certificate and renewal notice; and
- Medical card for over 18s with intellectual disability.

For the purposes of the above, “current” means where a document has a specific expiry date that has not passed or in the absence of a specific expiry date the document was issued within 12 months of the date of submission for verification purposes.

Incorporated Entities

If a company is a listed on a recognised stock exchange or a subsidiary of such a company, a letter from the company on headed paper with authorisation for nominated individuals to act on the behalf of the company will suffice.

For non-listed organisations:

We must obtain the following information in relation to incorporated entities:

- Full name;
- Registered number;
- Registered office address in country of incorporation; and
- Principal business address.

And in addition for private companies and unlisted companies:

- A list of names of the directors; and
- The names of beneficial owners with greater than 25% of the shares or voting rights or who otherwise exercise control (S.26).

The designated body should verify the identity of the corporate from:

- Either a search of the relevant company registry (equivalent country registries should be addressed) or a copy of the company's Certificate of Incorporation.

Beneficial ownership should be identified and then verified on a risk based approach.

Designated bodies should also undertake procedures to satisfy themselves that any person representing the incorporated entity is legally entitled to do so. Receipt of a properly authorised mandate or equivalent from the directors, empowering the individual to open/operate an account or establish the business relationship would suffice, e.g. authorised signature list.

For private companies that are well known, reputable organisations, with long histories in their industries and substantial public information about them, the standard evidence may well be sufficient to meet the designated body's obligations.

For other private companies that a designated body has categorised as higher risk the following measures should be undertaken:

- Verify the beneficial owners
- Verify the identity of two directors in accordance with the requirements for individual customers.