

## Identification and Verification<sup>1</sup> ["ID&V"] of Customer Due Diligence<sup>2</sup> ["CDD"]

To proceed with your application, all we need from you via email is:

1. The completed Contractor Sign-on Form;
2. A copy of your Passport or National Identity Card. **IN ADDITION to providing a copy of your Passport or National Identity card, can you please also take "A SELFIE" which clearly shows your face and the image on the identity document being held in the same picture to demonstrate this document belongs to you;** and
3. A copy of a current [not more than six months' old] bank statement showing your usual home address. Should you not be able to provide this document, a current [not more than six months' old] utility [water, gas, electricity] bill is also acceptable. The bank statement or the utility bill must have been received by you in the post at your permanent residential address.

To comply with our local legislation, these documents should be provided to EPS as an image file, [JPEG] or another tamper resistant format [PDF].

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<sup>1</sup> ID&V refers to establishing your identity and verifying your identity. Verification refers to verifying elements of the identification information by using independent reliable sources; such sources may include material obtained from you such as your Passport or National Identity Card to verify your name.

<sup>2</sup> Where CDD documentation is obtained electronically the authenticity of this document must be appropriately verified.