
It is essential for us to establish your identity and residential address.

To enable us to do this, we would like to meet you in our office and ask you to bring with you your original passport or driving licence (and photocard) to enable us to confirm your identity.

With regard to your address, we will require an original bill addressed to you such as a credit card or bank statement or a utility bill which should be no more than 3 months old.

We do recognise that because some clients do not live close to our offices or that because of work commitments, they are unable to come to our office. In those circumstances, it may be possible for you to produce the documentation evidence we require to someone else qualified and willing to take and certify copies on your behalf. This person may be your doctor, accountant, bank official, minister of religion or perhaps a solicitor closer to your home or place of work.

If you are unable to come to our office, then please telephone to enable us to discuss with you alternative means of establishing your identity and address.