



Confirmation of verification of identity certificate (CVIC)

If you're a financial adviser completing this form, you'll need to complete this form to satisfy the verification for your client. You can use this form for both individual and workplace clients.

If you're a customer completing this form, you'll need to complete this form to tell us additional information about any third party payers who are contributing to your pension plan. You can use this form for both individuals and businesses.

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 Planholder details

Please complete this section with your/your client's details.

Name			
Current address			
		Postcode	
Date of birth	D D M M Y Y Y Y		
Existing Royal London plan numbers			

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 two addresses in the past three years, please complete additional copies of this form, ensuring that you/your client's name is included on all forms.

Full name		
Current home address		
		Postcode
Date of birth		
Existing Royal London plan numbers		
Relationship to applicant/planholder		

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
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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

Full name			
Role		Share %	
Current home address			
		Postcode	
Date of birth			

Key individual 2

Full name			
Role		Share %	
Current home address			
		Postcode	
Date of birth			

Key individual 3

Full name			
Role		Share %	
Current home address			
		Postcode	
Date of birth			

Key individual 4

Full name			
Role		Share %	
Current home address			
		Postcode	
Date of birth			

4 Declarations

Please read this section carefully before completing it.

If you're a financial adviser completing this form, please complete Part A below.

If you're a customer completing this form, please complete Part B below.

Part A: Adviser declaration

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 UK 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
- (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.

Full name of regulated firm		FCA reference number	
Signed		Name	
Position		Date	

Part B: Customer declaration

I confirm that:

- (a) the information above was provided to me in relation to the third party payer;
- (b) any individuals listed in this form have been informed that Royal London may carry out additional electronic 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
- (c) Royal London may contact me for additional evidence if they're unable to fully verify any of the information I've provided in this form.

Signature		Date	
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We'll verify your identify through an electronic check. If you'd prefer, we don't do this check electronically, please provide two pieces of identification (e.g. passport or driving licence and utility bill) with this application form. If you don't provide this evidence, then we'll take this as your acceptance and proceed with the electronic checks.

Royal London
royallondon.com

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.

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