

## Acceptable Proof of Address Documents (ALL Must Be Dated within last 28 days)

| ID Type  | CISL Compliance & Risk Comments   | Acceptable to CICL |
|--|---|--------------------|
| Bank Statement<br>(including Mortgage statement) | Any statement from a FCA regulated bank. Must include:<br>-Client name<br>-Client address as per the policy and matches the driving licence<br>-All Dated (within 28 days)  | Y                  |
| Bank or Building Society passbook.               | The passbook must have the bank or building society name.<br><br>The last transaction date printed in the book must be All Dated (within 28 days)<br><br>The name and address must be clear in the passbook. If the printed details have been crossed out and the new address handwritten it must have a date and cashier stamp to confirm they have done this. It is not sufficient otherwise.<br><br>Transactions must be printed in the book. Where they are handwritten they must have the cashier stamp as evidence.<br><br>You must take a photocopy of the name and address page and the page of the book with the latest transaction. | Y                  |
| Credit Card Statement                            | Any statement from a FCA regulated credit card company. Must include:<br><br>-Client name<br>-Client address as per the policy and matches the driving licence<br>-All Dated (within 28 days)   | Y                  |
| Utility Bills                                    | Gas<br>Electricity<br>Water<br>Telephone<br>Council Tax<br>Digital TV (Sky, Virgin, BT)<br>TV Licence<br>All Dated (within 28 days)   | Y                  |

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|---------------------|---|---|
| Mobile phone        | <p>Must be a contract mobile phone from an Ofcom registered provider (e.g. Orange, Vodafone, 02, T-Mobile).</p> <p>*note the <b>bill</b> must be from the mobile phone provider and not correspondence from the retailer (e.g. Dialaphone, phones4u, Carphone warehouse)</p> <p>All Dated (within 28 days)</p>  | Y |
| Insurance documents | <p>Full insurance schedule<br/>Letter confirming insurance cover<br/>Renewal invitation from the Insurer</p> <p><b>Document must be from the Insurer not the broker/intermediary</b></p> <p>-Client name<br/>-Client address as per the policy and matches the driving licence<br/>-All Dated (within 28 days)</p>  | Y |
| HMRC                | <p>Tax code notification<br/>Self-employment notification of accounts due or overdue<br/>Penalty letters<br/>Self-assessment confirmation<br/>Confirmation of NI contributions or exemptions<br/>All Dated (within 28 days)</p>   | Y |
| DWP                 | <p>Tax Credits<br/>Benefits<br/>Pensions<br/>All Dated (within 28 days)</p> <p>The policyholder <b>must</b> be named on the document. It is not acceptable if the document is in the name of a partner or spouse.</p>   | Y |
| Solicitors letter   | <p>A conveyancing letter from a solicitor confirming the purchase of a property, that property being the address of the policyholder. The letter must include in the content that the property at that address has been purchased. It is not sufficient that the letter confirms the purchase of a property but does not state the address, regardless of the address the letter has been sent to, unless it states in the letter that the address is the purchase.</p> <p>All Dated (within 28 days)</p> | Y |