

CONFIRMATION OF ADDRESS

For each applicant, please send us an original of one of the following documents listed below.

The document must show your current address(es), be recent and **not more than six months old**. Items marked † must be issued by a recognised bank or building society.

- Utility bill
- Council tax bill
- Bank statement†
- Mortgage statement†
- Credit card statement†

We promise to send any original identification documents back to you by return post. **Please note statements for storecards and mobile telephone bills are not acceptable as proof of address.**

If you wish to have a correspondence address that differs from your residential address, you will also be required to provide proof of this address, which can be any from the following list:

- Any item in the above list showing correspondence address or
- PO Box Contract
- Letter of authorisation from employer
- Letter of authorisation from residents of correspondence address

Where the proof of address is issued in a language other than English it must be supported by a full English translation, which should also be certified.

CERTIFICATION OF ADDRESS CONFIRMATION


If you are unable to send an original, you may provide a certified copy of your document. The certifier should state the following: **“I certify this is a true copy of the original”**

Certifiers must:

- Sign and date the copy document, printing their name clearly in the capitals underneath
- Clearly indicate their title or position on the document
- Confirm their address, telephone number and email address
- Be independent of the individual for whom the account is being provided i.e. cannot be a family member or associated in anyway with the individuals account being opened
- Certified by a professional person as listed on the front page

Contact us

If you would like any additional information or help you can contact us by any of the following methods (or speak to your Adviser, if applicable):

 By telephone 9am – 5pm Monday to Friday, 10am – 5pm Wednesday.
01624 681100 (+44 1624 681100 if calling from outside the UK).

An answerphone service is available outside these hours. To help us improve service and to assist staff training, calls may be monitored and/or recorded.

 By email to enquiries@britanniainternational.com

 By visiting our website at www.britanniainternational.com

 By visiting our branches at Douglas, Ramsey or Port Erin in the Isle of Man.

 By fax 24 hours a day 01624 681105 (+44 1624 681105 if calling from outside the UK).

 Or by writing to us at Britannia International, Britannia House, P.O. Box 231, Douglas, Isle of Man, IM99 1SD, British Isles.