

Requirements for Onboarding a New Client

1. Added to BlackBoard and all information populated on steps Lead to Service Agreed
2. Completed & Signed CRF (Client Registration Form) on CCH
3. Signed LOE (Letter of Engagement) & SLOA (Standard Letter of Authorisation) on CCH
4. Complete AML on CCH
5. Completed Risk Assessment

Acceptable Documentation

Identification Verification

Below you will find a list of acceptable documents for Identification Verification

Passport	<ul style="list-style-type: none"> • Ensure the passport is: <ul style="list-style-type: none"> ○ A full, valid, signed passport ○ Is more than 3 months from expiration date
Driving Licence	<ul style="list-style-type: none"> • Ensure the driving licence is: <ul style="list-style-type: none"> ○ A current full licence or a current provisional licence ○ Has not expired ○ Republic of Ireland, Northern Ireland & UK licences acceptable ○ Old style UK licence is not acceptable
Current National Identity Card	<ul style="list-style-type: none"> • EU Nationals Only • Ensure the card has been issued by an EU member state
UK Identity Card for Foreign National	<p>Ensure the following details are on the card:</p> <ul style="list-style-type: none"> • On the front of card <ul style="list-style-type: none"> ○ Holder's digital image (this will be in grey-scale) ○ Holder's name ○ Valid until – date card expires ○ Place and date of issue ○ Type of permit ○ Remarks ○ Unique card number ○ Holder's signature • On back of card <ul style="list-style-type: none"> ○ Biometric chip ○ Holder's gender ○ Holder's date and place of birth ○ Holder's nationality ○ Remarks
Armed Forces / Garda / PSNI Employer Identity Card	<ul style="list-style-type: none"> • Ensure the ID card has not expired
Electoral Identity Card (NI only)	<ul style="list-style-type: none"> • Ensure the ID card has not expired

Address Verification

Below you will find a list of acceptable documents for address verification

Utility bill	<ul style="list-style-type: none"> • Gas, telephone line, electric and water rates only • Must be less than 3 months old • Must relate to a utility at the permanent residential address • Mobile phone bills are NOT acceptable • Bills for closed or opening accounts are not acceptable
Bank, Building Society or Credit Card statement	<ul style="list-style-type: none"> • Must be less than 3 months old • Statement must be original and show a complete page • Internet statements are not acceptable • Can be a Fees / Charges notification • Must be a pre-printed statement – not a passbook • Closed account or duplicate statements are NOT acceptable
Voters Roll Search or Electoral Register Search	<ul style="list-style-type: none"> • Check the Voters Roll / Electoral Register and save the results
Revenue Tax Notification for the current or next tax year	<ul style="list-style-type: none"> • A letter is not acceptable • P60 or P45 is not acceptable • Must have been issued within the last 12 months
Notification of Determination of Tax Credits for current tax year / Current Balancing Statement form Revenue Commissioners	<ul style="list-style-type: none"> • Tax Credit notification must be valid for the current / next tax year • Balancing Statements can be for any tax year but must be issued within 6 months of account opening • Statements relating to VAT accounts are NOT acceptable • P60 is NOT acceptable
Land and Property Services Bill (NI) / Council Services Bill (ROI Only) / Current Rates Bill / Tax Bill (NO Only)	<ul style="list-style-type: none"> • Must be addressed to customer and must be issued within the last 12 months • Must be the original document and valid