



KYC GUIDE



2. Proof of Residence (“POR”)

The below documents can be accepted as proof of residence:

A. Utility Bill

Electricity Bill, Water Bill, Gas Bill, Landline Telephone Bill, Internet Bill, Local Authority Tax Bill, or any other utility bill meeting these requirements:

- Full name;
- Issued within the last 6 months;
- Residential address;
- All 4 corners of the document should be displayed;
- Logo of the relevant authority or clear stamp indicating the issuing authority;
- Clean colored copy.


B. Bank Statement

- Full name;
- Issued within the last 6 months;
- Residential address;
- Logo of the Bank or clear stamp of the Bank;
- All 4 corners of the document should be displayed;
- Clean colored copy.

C. Affidavit


- Issued within the last 6 months;
- Full name;
- Residential address;
- Notarised by a public notary or a government authority;
- All 4 corners of the document should be displayed;
- Clean colored copy.


Example of a Proof of Residence:



First Utility
Knowledge is Power

First Utility, PO Box 4360, Warwick, CV34 9DB

 Emergencies
 Loss of supply? Call 105
 or 0800 375 675
 Smell gas? Call 0800 111 999

 Other enquiries
 Call our customer service on 01926 320 700

E

Customer Address
Customer Address
CUSTOMER ADDRESS
CUSTOMER ADDRESS
CUSTOMER ADDRESS
Postcode



Account Number 123456789
 Bill number 123456789
 Bill date 29 Apr 2017
 Payment due 15 May 2017
 Bill period 28 Mar 17 - 26 Apr 17
 VAT registration number GB 867 2447 91
 Supply address Supply Address
 Supply Address
 Supply Address
 Supply Address
 Postcode

Hello Customer

Your Electricity and Gas Bill

Previous balance	£48.62
Payments received	£48.62
Previous outstanding balance	£0.00

Total charges this bill £37.83

	Electricity	£18.46
	Gas	£19.37

TOTAL NOW DUE £37.83

Your payment of £37.83 will be collected by Direct Debit on or after 15 May 2017.

This bill is based on actual readings.


Could you pay less?
 Your Personal Projection is £724 per year. This is your estimated energy spend for your current tariff assuming you use the same amount of energy as you did last year. It includes any discounts and charges like VAT.

Our cheapest tariff for you
 First Fixed May 2018 v5 Online Direct Debit ebill - over the next 12 months you could save £106.44*

Tariffs may be withdrawn at any time. Switching tariffs may involve moving to different terms and conditions. Visit our website for details. Remember - it might be worth thinking about switching your tariff or supplier. For more information on your tariff and switching, see overleaf.

*You will be charged up to £50 per fuel if you cancel more than 49 days before your current tariff ends, depending on your plan.

To access your energy account details quickly, simply scan this code using your smartphone or tablet. To find out more about QR codes visit www.first-utility.com/help/Bills_and_Payments



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Registered in England & Wales No. 05070887

Note: As part of regulatory requirements, clients are required to provide National Client Identifier (“NCI”) and Tax Identification Number (“TIN”), which may be included within either of the abovementioned documents. Based on client(s)’ nationality, additional documentation may be required such as a clear copy of a Citizen Card, document indicating, tax payer card, National Insurance number etc.

3. OTHER DOCUMENTS:

For deposits made through wire transfer:

A. Confirmation of deposit through wire transfer (proof of wire)

- ✓ Full Name;
- ✓ Date;
- ✓ The amount deposited.

B. Bank Statement

- ✓ Full Name;
- ✓ Date;
- ✓ Bank name;
- ✓ IBAN;
- ✓ BIC.