

Customer Due Diligence Form – for individuals

To be used only when we are instructed by one or more individuals acting solely on their own behalf.

- *This form must be completed when opening a new matter, even for an existing client.*
- *It must normally be completed before establishing a business relationship with the client.*

CLIENT DETAILS	
Name, date of birth and address:	
Nature of the work we are to undertake:	

EVIDENCE OF IDENTITY	Tick one
EITHER: I have identified the person named above and verified their identity on the basis of documents or information from a reliable and independent source.	
OR: Their identity is already known to, and has been verified by, the firm.	

OTHER CHECKS	Tick to confirm
I have made suitable enquiries, including where appropriate as to the source of funds to be used, to assess money laundering risk.	
I am satisfied that the client is not a politically exposed person, nor a family member or known close associate of a PEP.	
The client is instructing us directly. I am satisfied that there is no other beneficial owner for the purposes of these checks.	
There are no flags on the Thirdfort report.	
If there are any flags highlighted on the Thirdfort report (including PEPs or Sanctions), include your observations that you are satisfied that these flags do not relate to your client because of age/ ethnicity etc.	

RISK LEVEL – CDD Form	As applicable
Based on the contents of this form, I assess the money laundering risk level for this matter as shown.	Low Normal Higher Risk
OVERALL RISK LEVEL – Matter Level Risk Assessment & CDD Form	As applicable
I assess the overall money laundering risk level for this matter as shown.	Low Normal Higher Risk

Signed Dated
 (Fee earner)
 Signed Dated
 (Supervisor)