

Anti-money laundering, counter financing of terrorism and anti-fraud requirements

For financial advisers only

These requirements relate to our anti-money laundering (AML), counter financing of terrorism (CFT) and anti-fraud only. Other requirements to support your client’s new business or claim request will be set out in our application/instruction form, or correspondence from us.

| Product type | New business (new policies and top ups) | Money out | |
|---|---|--|--|
| Savings and investment products (single and regular premium) | <ul style="list-style-type: none"> • Copy of proof of identity • Copy of proof of address | Full/part surrender and regular/occasional withdrawals <ul style="list-style-type: none"> • Copy of proof of identity • Copy of proof of address • Certified copy of proof of bank account if other than the premium paying account | |
| Pension products (single and regular contribution, and transfer payment) | PRSA and PRSA AVC <ul style="list-style-type: none"> • Copy of proof of date of birth • Copy of proof of PPSN Other pensions <ul style="list-style-type: none"> • Normally we don't need AML/CFT documents | Transfer out <ul style="list-style-type: none"> • 'Willing and able' letter | Retirement <ul style="list-style-type: none"> • Copy of proof of identity. • Certified copy of proof of bank account if payment being made to an account other than the contribution paying account |
| ARF, AMRF and Vested PRSA | <ul style="list-style-type: none"> • Copy of proof of identity • Certificate of source from pension provider or QFM | Transfer out <ul style="list-style-type: none"> • Normally we don't need AML/CFT documents | Full/part surrender and regular/occasional withdrawals if being paid to an account not included or fully completed on application form <ul style="list-style-type: none"> • Certified copy of proof of bank account |
| Annuity | <ul style="list-style-type: none"> • Copy of proof of identity | On death, please contact us for requirements | |
| Execution-only stockbroking | Where a Stocktrade account is being opened we require <ul style="list-style-type: none"> • Copy of proof of identity • Copy of proof of address • nationality (and, if dual citizenship or not Irish, National client identifier) regardless of product. Please see Stocktrade requirements to open an account form (SYEOS1) | | |

- If the policy has more than one owner, AML/CFT documents are required for each owner
- To verify source of wealth, in certain circumstances, we may require additional information and/or documentation (for example, large premium)
- For retirements, ARFs, annuities, and Vested PRSAs, if the client’s bank account details are not fully completed on the retirement instruction form, or the client wants us to lodge to a different account, we will require a certified copy of proof of bank account
- For politically exposed persons, their relatives and close associates, we must apply enhanced customer due diligence procedures. You may be required to provide additional information and documentation (such as your client’s source of funds, wealth, and identity)

- For surrenders, transfers and retirements from one Standard Life product into another Standard Life product, the new business AML/CFT requirements apply
- For death claims, please contact us for our requirements
- For companies, see our Additional declaration by company as policyowner form (CD) for requirements
- For trusts, the new business AML/CFT requirements apply to each settlor, trustee, and trust protector. For trust money out, we will also require the money out AML/CFT documents for the beneficiary
- For charities, either the company or trust requirements will apply
- For holders of a Power of Attorney, copies of proof of identity and address, and a certified copy of the documents creating and registering/activating that power
- For transferring ownership permanently to assignees, the new business AML/CFT requirements apply, together with a certified copy of the deed of assignment

Verification examples

To verify a client's details the following are typically used:

'Current' means not expired.

| To verify | Document |
|----------------------|--|
| Identity | <ul style="list-style-type: none"> • Copy of current passport • Copy of current EU or UK driver's licence • Copy of current national identity card which includes date of birth |
| Address | <ul style="list-style-type: none"> • Copy of utility bill dated within 6 months • Copy of bank statement dated within 6 months • Copy of correspondence from financial institution (other than Standard Life) on their headed paper dated within 6 months |
| Bank account | <ul style="list-style-type: none"> • Certified copy of bank statement dated within 6 months • Certified copy of letter or correspondence from the bank on their headed paper confirming account number and name on account, dated within 6 months |
| PPSN | <ul style="list-style-type: none"> • Copy of Public Services card (both sides) • Copy of correspondence from Revenue or Dept of Employment Affairs and Social Protection |
| Date of birth | <ul style="list-style-type: none"> • Copy of current passport • Copy of current driver's licence • Copy of birth certificate, and if the client's name has changed since birth, a copy of the proof of name change (for example, marriage/civil partnership certificate, deed poll, gender recognition certificate) |

Who can certify copies?

In certain instances, certification is required (for example, where proof of bank account required, where the policy owner or beneficiary is now resident overseas, where the copies originally received were smudged/flawed/not legible/incomplete).

- You, as your client's financial adviser
- An Garda Síochána
- Chartered Accountant
- Solicitor or Notary Public
- Financial Institution
- An Post
- Your client's doctor

Existing policies and current AML/CFT standards

Where we have verification on file, we won't normally ask for further proof. If what we have on file is not up to current standards or has expired, we may ask for current and/or recent proof.

By law, if we're unable to identify and verify your client because they don't provide the necessary verification documents/information to us, we're not allowed to carry out any of your client's instructions (or your instructions on behalf of your client) until it's provided.

This is a brief summary and the lists are not exhaustive. We reserve the right to ask for additional documentation and/or certification of copies. Contact us if you need more information.

Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.

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