

# 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 (policy set up stage)	Money out	
<b>Savings and investment products (single and regular premium)</b>	<ul style="list-style-type: none"><li>✔ Copy of proof of identity</li><li>✔ Copy of proof of address</li></ul>	Full/part surrender and regular/occasional withdrawals <ul style="list-style-type: none"><li>✔ Copy of proof of identity</li><li>✔ Copy of proof of address</li><li>✔ Copy of proof of bank account to which the payment is to be lodged</li></ul>	
<b>Pension products (single and regular contribution, and transfer payment)</b>	<p>PRSA and PRSA AVC</p> <ul style="list-style-type: none"><li>✔ Copy of proof of identity</li><li>✔ Copy of proof of PPSN</li></ul> <p>Personal pension and buy out bond</p> <ul style="list-style-type: none"><li>✔ Copy of proof of identity</li></ul>	<p>Transfer out</p> <ul style="list-style-type: none"><li>✔ 'Willing and able' letter</li><li>✔ Copy of proof of identity</li></ul>	<p>Retirement</p> <ul style="list-style-type: none"><li>✔ Copy of proof of identity</li><li>✔ Copy of proof of bank account if payment being made to an account other than the contribution paying account</li></ul>
<b>ARF and Vested PRSA</b>	<ul style="list-style-type: none"><li>✔ Copy of proof of identity</li><li>✔ Certificate of source from pension provider or QFM</li></ul>	<p>Transfer out</p> <ul style="list-style-type: none"><li>✔ Normally we don't need AML/CFT documents</li></ul>	<p>Full/part surrender and regular/occasional withdrawals if being paid to an account not included or fully completed on application form</p> <ul style="list-style-type: none"><li>✔ Copy of proof of bank account</li></ul>
<b>Annuity</b>	<ul style="list-style-type: none"><li>✔ Copy of proof of identity</li></ul>	<p>Change of bank account for lodgement of payments</p> <ul style="list-style-type: none"><li>✔ Copy of proof of bank account</li></ul>	
<b>Execution-only stockbroking</b> (Stocktrade account being opened, regardless of product type)	<ul style="list-style-type: none"><li>✔ Copy of proof of identity</li><li>✔ Copy of proof of address</li><li>✔ Nationality (and, if dual citizenship or not Irish, National Client Identifier) – Please see Stocktrade requirements to open an account form (SYEOS1)</li></ul>		

- If the policy has more than one owner, AML/CFT documents are required for each owner
- 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 copy of proof of bank account
- For politically exposed persons, their relatives and close associates, we must apply enhanced customer due diligence procedures (regardless of product type). 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 charities, either the corporate entity or trust requirements will apply
- ✗ We don't accept payments from 3<sup>rd</sup> parties (except employer for employer pension contributions and/or salary deduction for employee pension contributions), or payments from outside the EU or UK

## Verification examples

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

To verify	Document
<b>Identity of a person</b>	<ul style="list-style-type: none"> <li>✓ Copy of unexpired passport (photo page and signature page) or passport card</li> <li>✓ Copy of unexpired EU or UK driver's licence (photo side)</li> <li>✓ Copy of unexpired national identity card (both sides) which includes photo, signature and date of birth</li> </ul>
<b>Address</b>	<ul style="list-style-type: none"> <li>✓ Copy of utility bill (electricity, gas, landline phone) dated within 6 months</li> <li>✓ Copy of bank statement dated within 6 months</li> <li>✓ Copy of correspondence from financial institution/insurer (other than Standard Life) on their headed paper dated within 6 months</li> </ul>
<b>Bank account</b>	<ul style="list-style-type: none"> <li>✓ Copy of bank statement dated within 6 months (account number, name (not just initials), address must be visible)</li> <li>✓ Copy of letter or correspondence from the bank on their headed paper confirming account number and name on account, dated within 6 months</li> </ul>
<b>PPSN</b>	<ul style="list-style-type: none"> <li>✓ Copy of Public Services card (both sides)</li> <li>✓ Copy of correspondence from Revenue or Dept of Employment Affairs and Social Protection</li> </ul>
<b>Date of birth</b>	<ul style="list-style-type: none"> <li>✓ Copy of unexpired passport (photo page and signature page) or passport card</li> <li>✓ Copy of unexpired EU or UK driver's licence (photo side)</li> <li>✓ Copy of birth certificate, and if the client's name has changed since birth, a copy of proof of name change (for example, marriage/civil partnership certificate, deed poll, gender recognition certificate)</li> </ul>
<b>Source of wealth</b>	<ul style="list-style-type: none"> <li>✓ in certain circumstances, we may require additional information and/or documentation (for example, large premium), see Source of wealth (SOWFA) on <a href="https://www.standardlife.ie/adviser">standardlife.ie/adviser</a></li> </ul>
<b>Identity of a corporate entity</b>	<ul style="list-style-type: none"> <li>✓ Copy of Revenue correspondence to company (quoting company name &amp; tax registration number)</li> <li>✓ List of authorised signatories, including sample signatures on company headed paper</li> <li>✓ Copy of identity documents of all directors</li> <li>✓ Copy of identity documents of all principal shareholders (if principal shareholder is a company, a chart of their legal structure may suffice)</li> </ul>
<b>Beneficial ownership of a corporate entity</b>	<ul style="list-style-type: none"> <li>✓ Copy of beneficial ownership register report from <a href="https://rbo.gov.ie">rbo.gov.ie</a></li> </ul>
<b>Beneficial ownership of a trust and registration</b>	<ul style="list-style-type: none"> <li>✓ Copy of trust report from CRBOT on <a href="https://www.revenue.ie">revenue.ie</a></li> <li>✓ Copy of proof of identity and address documents for each settlor, trustee, and trust protector</li> <li>✓ For trust money out, also copy of proof of identity and address documents for each beneficiary</li> </ul>
<b>Power of Attorney</b>	<ul style="list-style-type: none"> <li>✓ Copy of proof of identity</li> <li>✓ Copy of proof of address</li> <li>✓ Certified copy of the documents creating, and registering/activating that power (for example, copy of the report on <a href="https://www.decisionsupportservice.ie">decisionsupportservice.ie</a>)</li> </ul>
<b>Transfer of permanent ownership of savings and investment products</b>	<ul style="list-style-type: none"> <li>✓ Copy of proof of identity</li> <li>✓ Copy of proof of address</li> <li>✓ Certified copy of the deed of assignment</li> </ul>
✗ A screenshot	✗ Expired passport or licence           ✗ Mobile phone bill           ✗ Satellite/cable TV bill

## Who can certify copies?

In certain instances, certification is required (for example, where the copies originally received were smudged/flawed/not legible/incomplete, where the policy owner or beneficiary is now resident outside the Republic of Ireland, where the bank account used for payments in or out is outside the Republic of Ireland).

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

## 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, and may be required to terminate the relationship with your client.

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.

(01) 639 7900 [standardlife.ie/adviser](https://www.standardlife.ie/adviser) [brokersupport@standardlife.ie](mailto:brokersupport@standardlife.ie)

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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