

# Confirmation of residential address form

Policy number (For office use only)

**This form MUST be completed for each application where our accepted criteria for proof of residential address cannot be met.**

In the event of a joint or multiple application, please complete one form for each policy owner. For UAE and Qatar business please refer to the 'Confirmation of residential address form (for Qatar and UAE business only)'.

## 1. Details of the policy owner

Title  Mr  Mrs  Miss  Ms  Dr  Other (please give details) \_\_\_\_\_

Family name \_\_\_\_\_

Forename(s) \_\_\_\_\_

Please give details of any previous names or aliases used (including maiden name)

Current residential address \_\_\_\_\_

Correspondence address (if different to residential address) \_\_\_\_\_

Please acknowledge that you have considered each of the following alternatives for proof of your residential address confirmation and provide a brief description why this is not possible. Please note 'not applicable' or 'not available' are not acceptable reasons for not being able to provide these documents.

### Evidence type

**Please provide an explanation of why this is not available.  
One/single word answers are not acceptable.**

A recent (within three months) utility, rates or council tax bill that must include the full name of the policy owner, which makes reference to the property address.

A tax assessment document.

Bank account statement, bank credit card statement or mortgage statement.

A state pension, benefit book or other government produced document showing benefit entitlement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## Details of the policy owner (continued)

### Evidence type

**Please provide an explanation of why this is not available.  
One/single word answers are not acceptable.**

A letter from a bank which is resident and regulated in a recognised jurisdiction with which the client has an account, which confirms the policy owner's current residential address.

An entry in a local telephone directory.

An extract from the official register of electors or electoral card.

Minors (living with relatives).

Proof of payment for a P.O. Box service which must also show the residential address, where the P.O. Box shown is also the correspondence address of the policy owner.

An original letter from the policy owner's employer, confirming that they are an employee and the current residential address of the policy owner. In the case of an individual who has accompanied their spouse/partner on a work assignment, an employer may confirm the address of a non-employee where the relationship is detailed.

A current driving licence.

Government issued ID card, including US crewmans landing permit.

Singapore government foreign worker levy payment advice.

Proof of ownership or rental of the residential address.

A utility bill sent to a P.O. Box or care of address which references the residential address or plot number.

Letter from an officer or representative from a care or residential home as permanent residential address.

Please provide a physical description of location/address

If you need additional space to add any further comments to those on page one, please use the space below to explain why a suitable document cannot be provided.

## 2. To be completed by the applicant's relevant financial professional

### Relevant financial professional's details

Family name

Forename(s)

Job title

Brokerage name

Brokerage number

Suitable certifier/regulatory number (if applicable)

Signature

Date

D	D	M	M	Y	Y	Y	Y
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### Important note

**This form must be completed and signed by clients and introducers who submit business to Zurich International Life Limited. We understand that in certain circumstances it is difficult to provide proof of residential address to satisfy our anti-money laundering requirements. This can be a particular problem in territories which do not have a postal delivery system, but the regulations to which we are subject do provide a number of alternatives in recognition of the international nature of our business. In circumstances where we have been unable to obtain documentary proof of residential address, we are obliged to mark in our records that the address is not confirmed (this includes a P.O. Box address). In these circumstances, we will have to ask for complete verification (including this form if appropriate) on each subsequent change of address, until we are able to obtain satisfactory proof of residential address.**

## 3. Data protection

The personal information supplied in this form and from any background checks carried out by Zurich International Life Limited (the Company) will become part of the data held by the Company and may be:

- used for administration and accounting purposes and for the prevention and detection of fraud and financial crime;
- shared with other members of the Zurich Insurance Group and third parties who provide relevant services to the Company;
- passed to any relevant tax authority or governmental, regulatory or other bodies as required by law.

Policy owner signature

Date

D	D	M	M	Y	Y	Y	Y
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Zurich International Life is a business name of Zurich International Life Limited which provides life assurance, investment and protection products and is authorised by the Isle of Man Financial Services Authority.

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