

## Source of funds, information and evidential guide

Source of funds refers to the money being utilised for a specific transaction or transactions. We recognise that each situation is unique and it may be difficult to fit source of funds description into one of the categories provided below as examples. We will, therefore, be happy to consider acceptance of other suitable documents as evidence of funds.

Description of source (origin) of funds	Details required	Documentary evidence required (original or fully certified copy)
<p><b>1 Income-savings from salary (basic and/or bonus)</b> If self-employed or company share owner, refer to <b>8</b> below.</p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Salary per annum</li> <li>• Employer's name and address</li> <li>• Nature of business</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Payslip (or bonus payment) from the last three months</li> <li>• Letter from employer confirming salary on letter-headed paper</li> <li>• Bank statements clearly showing receipt of most recent regular salary payment from named employer</li> </ul>
<p><b>2 Maturity or surrender of life policy</b></p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Amount received</li> <li>• Policy provider</li> <li>• Policy number/reference</li> <li>• Date of surrender</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Closing statement</li> <li>• Letter confirming surrender from previous investment company paying the claim</li> </ul>
<p><b>3 Sale of investments/liquidation of investment portfolio</b></p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Description of shares/units/deposits</li> <li>• Name of seller</li> <li>• How long held</li> <li>• Sale amount</li> <li>• Date funds received</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Investment/savings certificates, contract notes, or surrender statements</li> <li>• Bank statement clearly showing receipt of funds and investment company name</li> <li>• Signed letter detailing funds from a regulated accountant on letter-headed paper</li> </ul>
<p><b>4 Sale of property</b></p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Sold property address</li> <li>• Date of sale</li> <li>• Total sale amount</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Letter from a licensed solicitor or regulated accountant, stating property address, date of sale, proceeds received, and name of purchaser</li> <li>• Copy sale contract</li> </ul>
<p><b>5 Company sale</b></p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Name and nature of the company</li> <li>• Date of sale</li> <li>• Total amount</li> <li>• Client's share</li> </ul>	<ul style="list-style-type: none"> <li>• Letter detailing company sale signed by a licensed solicitor or regulated accountant on letter-headed paper</li> <li>• Copy of contract of sale, plus bank statement showing proceeds</li> <li>• Copies of media coverage (if applicable) as supporting evidence</li> </ul>
<p><b>6 Inheritance</b></p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Name of deceased</li> <li>• Date of death</li> <li>• Relationship to client</li> <li>• Date received</li> <li>• Total amount</li> <li>• Solicitor's details</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Grant of probate (with a copy of the will), which must include the value of the estate</li> <li>• Signed letter from a licensed solicitor or estate trustees on letter-headed paper</li> <li>• The will</li> </ul>
<p><b>7 Divorce settlement</b></p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>• Date received</li> <li>• Total amount received</li> <li>• Name of divorced partner</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of court order</li> <li>• Letter detailing divorce settlement signed by a licensed solicitor on letter-headed paper</li> </ul>

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<b>8 Company profits</b>	All of the following: <ul style="list-style-type: none"> <li>• Name and address of company</li> <li>• Nature of company</li> <li>• Amount of annual profit</li> </ul>	One of the following: <ul style="list-style-type: none"> <li>• Copy of latest audited company accounts</li> <li>• Confirmation of the nature of business activity and turnover, detailed in a letter from a regulated accountant</li> </ul>
<b>9 Asset (share) exchange</b>	<ul style="list-style-type: none"> <li>• Please describe the origin and means of wealth generation used to acquire the assets (use this column here as your guide)</li> </ul>	If the assets have been held for less than 2 years: <ul style="list-style-type: none"> <li>• Provide evidence of the original source of wealth used to acquire the assets (use this column here as your guide)</li> </ul>
<b>10 Gift</b>	All of the following: <ul style="list-style-type: none"> <li>• Date received</li> <li>• Total amount</li> <li>• Relationship to client</li> <li>• Letter from donor explaining the reason for the gift and the source of donor's wealth</li> <li>• Certified identification documents for donor</li> <li>• Donor's source of wealth</li> </ul>	<ul style="list-style-type: none"> <li>• Documentary evidence of the donor's source of wealth as detailed in this table</li> </ul>
<b>11 Employer paying premium</b> If the applicant/premium payer owns or part owns the employer company, refer to requirements in section 8 previous.	All of the following: <ul style="list-style-type: none"> <li>• Employer letter (confirming what will be paid, that the client is an employee, and a brief explanation as to why the employer is paying premium)</li> <li>• Country of incorporation</li> <li>• Incorporation number</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Copy of latest audited company accounts</li> </ul>
<b>12 Retirement income</b>	All of the following: <ul style="list-style-type: none"> <li>• Retirement date</li> <li>• Details of previous profession/occupation</li> <li>• Name and address of last (final) employer</li> <li>• Details of pension income source</li> </ul>	One of the following: <ul style="list-style-type: none"> <li>• Pension statement</li> <li>• Letter from a regulated accountant</li> <li>• Letter from annuity provider</li> <li>• Bank statement showing receipt of latest pension income and name of provider</li> <li>• Savings account statement</li> </ul>
<b>13 Fixed deposit – savings</b>	All of the following: <ul style="list-style-type: none"> <li>• Name of institution where savings account is held</li> <li>• Date the account was established</li> <li>• Details of how the savings were acquired should be provided, using this source of fund table as a guide</li> </ul>	All of the following: <ul style="list-style-type: none"> <li>• Savings statement</li> <li>• Evidence of account start (letter from account provider or first statement)</li> </ul> We may request additional evidential information, in relation to the origin of the savings held.
<b>14 Dividend payment</b>	All of the following: <ul style="list-style-type: none"> <li>• Date of receipt of dividend</li> <li>• Total amount received</li> <li>• Name of company paying dividend</li> <li>• Length of time the shares have been held in the company</li> </ul>	One of the following: <ul style="list-style-type: none"> <li>• Dividend contract note</li> <li>• Bank statement clearly showing receipt of funds and name of company paying dividend</li> </ul> If dividend is payable from client's own company, one of the following: <ul style="list-style-type: none"> <li>• Letter detailing dividend details signed by a regulated accountant on letter-headed paper</li> <li>• Set of company accounts showing the dividend details</li> </ul>