CONFIRMATION OF RESIDENTIAL ADDRESS FORM

HANSARD INTERNATIONAL

This form is intended solely for exceptional use and must not be relied upon where standard acceptable proof of address documentation can reasonably be obtained.

In order to ensure the smooth & timely processing of the information contained within this form, please ensure that you are using the latest version. The latest version can be found here or on our document library hansard.com/document-library

When used, this form should be accompanied by certified copies of 2 forms of identification which must include a Passport and/or National ID Card and an identification document which has been issued by the government in the current country of residence such as a resident card or driving licence.

1. Details of Contract Owner

Contract number

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ Please State

Surname

Forename

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

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	**Reason not available**
• A utility bill	
• Bank statement	
• Tax assessment	
• Proof of ownership or a mortgage statement	
• Central or Local Government-issued correspondence e.g. Tax assessments, electoral registration/voter correspondence, correspondence from immigration, customs or residency authorities, or social security, pension or benefits letters	
• Tenancy agreement	
• A letter on the employer's letterhead from a director or manager (including a person from the HR department)	
• Any of the above in the name of a spouse (evidence of the relationship will be required)	

If an acceptable document is still unavailable, please provide a reason why this form is the only option.

In all cases the documents provided should be the most recent available and, where dated, should ideally not be more than 6 months old.

Please provide a physical description of the location of the residential address and if available/known the Google Map reference for this address.

2. Personal Information

Any personal information that you have provided on this form will be processed for the intended purpose. We may also use this information for any other purpose specified in our privacy policy which is available to view on our website: hansard.com/privacy-policy. If you have any questions about the use of your personal information, please contact our Data Protection Officer by emailing data.protection@hansard.com, or us directly, using the details at the end of this form.

3. Data protection

I provide the Company with the information supplied on or in conjunction with this application form in order to assess and decide upon my application for insurance (and any renewals or new insurance products) and to administer my contract (and any renewals or new insurance products).

I acknowledge that the information will be held in the Company's records (both manual and electronic) and processed in accordance with the terms established in the Privacy Policy.

I, and any party to this application can request that any information concerning us contained in any files used by the Company and any provider of administrative services (within the restrictions of a data processing service agreement) be sent to us, deleted or rectified.

The right of access, deletion and rectification can be exercised at the Company's address shown at the end of this application form and in accordance with the Privacy Policy.

Contract owner signature

Date D D M M Y Y Y Y

4. To be completed by the Contract Owner's Independent Financial Advisor (if applicable)

Full name

Job title

Firm name

Entity Code

Signature

Date D D M M Y Y Y Y

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