

## The Alderney Land Registry

### Proof of Identity Form – Body Corporate Section 21(1) The Alderney Land and Property etc Law 1949 *Please read the guidance notes before completing this form*

#### **PART A – DETAILS OF PARTIES TO THE TRANSACTION**

(A separate form must be completed for each party to the transaction)

<b>Name of Body Corporate or other organisation ('the Corporation')</b>	
<b>Registered Address</b>	
<b>Registered Number (if applicable)</b>	
<b>Country of Territory of Incorporation</b>	

#### **DETAILS OF INDIVIDUAL REPRESENTING THE CORPORATION**

<b>Name</b>			
<b>Home Address</b>			
<b>Connection with the Corporation</b>			
<b>Telephone numbers</b>	Home	Work	Mobile

#### **DETAILS OF TRANSACTION**

<b>Type of transaction</b> (e.g. transfer, bond etc.)	
<b>AY Number</b>	
<b>Address of Property</b>	

#### **CERTIFICATE**

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I authorise the Alderney Land Registrar to make such additional searches and checks as necessary to confirm my identity.

**Signed:** .....

**Date:** .....

**This form must be completed not more than 3 months prior to the date of the transaction**

**PART B – EVIDENCE OF IDENTIFICATION (for completion by the certifier)**

I, .....(name of Certifier or Land Registry Officer)  
of .....(address)

**Status:**

- Advocate                       Practising Solicitor                       Land Registry Officer  
 Estate Agent in Alderney                       Bank Manager (Bond Transactions only)

Certify that .....(name of individual)

has produced to me the original(s) of the evidence of identity set out in Part C below and which I have inspected. I confirm that the photograph in the panel below, and which I have signed, is a true likeness of the person who has provided this evidence **AND**

**Where the Corporation is an Alderney Company:**

- A Certificate of Good Standing dated within the last three months which confirms that the Corporation has not been dissolved; and
- Evidence of the individual's authority to represent the Corporation

**Where the Corporation is some other form of Body Corporate:**

- Evidence that the Corporation still exists; and
- Evidence of the individual's authority to represent the Corporation

**Where the Corporation is not an Alderney Company:**

- Evidence that the Corporation is one and the same as the party to the transaction; and
- Evidence of the individual's authority to represent the Corporation

Signed:

Advocate / Solicitor / Land Registry Office / Estate Agent / Bank Manager (bonds only)

Dated:

Name:

(In block capitals)

Address:

Email:

Telephone:

**Note:** The Land Registry may contact you to check that the completed form is genuine. Please note you are required to keep a copy of this form, a photograph and copy of the documents used to prove identity for a period of seven years.

**Part C – Documents Produced to Prove Identity**

**FOR COMPLETION BY THE PERSON CERTIFYING IDENTITY IN PART B**

**Evidence of identity inspected**

You must inspect:

One of the following:

Current valid full passport

*State the Country of Issue and number of the passport: .....*

Current United Kingdom, EU, Isle of Man, Channel Islands photo card driving licence

*State the number of the licence: .....*

**AND**

One of the following:

Utility bill not more than three months old

Property Tax Bill for the current year

Rent book showing the rent paid for the last three months

Mortgage statement for the mortgage accounting year just ended

Current United Kingdom, EU, Isle of Man, Channel Islands photo card driving licence

Bank, Building Society or UK Credit Union Statement (dated within the last three months)

***Notes regarding acceptable documents***

Where you need to provide two separate documents, the same one can't be used twice, even if it appears on both lists.

All statements must be postal statements – not electronic.

**Photograph of person named in Section A**

Staple or loosely  
attach the recent  
colour passport size  
photograph here

The Certifier must sign their name on the back of the photograph  
and add the date.