

# Identification Requirements for Personal Representative/ Executor(s)/Administrator(s) or Next of Kin of a Deceased Customer's Haven Account(s)



**\*\*N.B IDENTIFICATION FOR EXECUTOR(S)/ADMINISTRATOR(S) IS NOT REQUIRED if Grant of Probate is extracted by** the Solicitors acting in the administration of the estate

Haven d.a.c is required under anti money laundering & terrorist financing legislation, to identify the personal representative(s) of a deceased customer's estate.

The **Personal Representative** may be either of the following:-

- > The Executor(s) or Administrator(s) named in the Grant of Probate or Letters of Administration.  
OR
- > In the case of estates worth €25,000 or less where there is a Will, the executor(s) named in the will.  
OR
- > In the case of estates worth €25,000 or less where there is no Will, and letters of Administration are not being extracted, any one of the next kin.

## Identification of Personal Representative(s):

The personal representative must provide Photographic Identification (Photo ID, and current Proof of Address to the Bank, prior to the release of funds from the deceased's customers Haven account(s).

Alternatively, and for the convenience of the Personal Representative, **where a Solicitor is acting on their behalf**. The Solicitor may gather the required Photo ID and Proof of Address documentation, certify that he/she has sighted the originals and forward the certified copies of the Photo ID an Proof of Address to the Bank. In this situation Haven will require the following documentation:-

- > **One certified copy of their Photo ID and**
- > **Two certified copies of their Proof of Address**, from two different sources. For example a certified copy of a utility bill and certified copy of a bank statement. Please ensure that all copies are clear and that the photo on the Photo ID is recognisable.

## Where a Solicitor is a Personal Representative:

Where a Solicitor is named on the Grant of Probate / Letters of Administration as an executor or administrator they must provide their Photo ID and Proof of Current Residential Address to Haven, if they have not already done so.

Please see overleaf for examples of documentation which Haven will accept as proof of identification and proof of current residential address.

### Photographic Identification and Proof of Address Documentation

The following documentation is accepted by Haven for identification purposes:-

#### Proof of Identity:

Where solicitor is providing certified copies, please ensure copies are clear and issue and expiry dates are visible

- > **A valid passport:** or If providing solicitor certified copies please ensure that the photo page is copied
- > **Current Drivers License:** or If providing solicitor certified copies, please copy all three sections
- > **EU National Identity Card**
- > **Public Service Cards** (with Photograph)

#### Proof of Current Residential Address:

\*(Please note: documents must be issued within the past 6 months)

\*(The name on the proof of address must match the name on the proof of identity)

- > Correspondence from a **utility company** including eStatements or eBills (**telephone**, mobile, **gas/electricity**/heating oil, waste collection which has been posted to the residential address; or
- > Correspondence from a Regulated **Financial Institution** (e.g. **statements** from Insurance/Assurance Co. Bank, Building Society, Credit Card Co; or
- > Correspondence from a **Government Department** / Body (which has been posted to the residential address) but not P60.

Please contact Haven if you have any questions in relation to Photo ID or Proof of Address documentation which may not be listed here.

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