

STEP 1

Open identification document fully with both pages clearly visible.

STEP 2

Ensure the identification document is in a good light and images are clearly visible.

STEP 3

Ensure all four corners of the identification document are within the image boundary.

STEP 4

Take image from smartphone and reply to original or reminder email with a medium/large size image in the following formats: jpg/png/gif/.

or

Place original identification document in scanner and scan by email. The image must be an original scan and not a copy of the PDF generated.

STEP 5

If you do not have a smartphone or unable to send pdf by email, please see step 6 below regarding obtaining a certified copy of your identification document.

STEP 6

We will need a certified copy of your passport if step 5 applies or if your estate agent has not met you in person. You can obtain a certified copy from the following: (a *designated post office/lawyer/accountant/doctor or tax adviser*).

