

## Account Application Requirement – Private Limited Company

The following are acceptable forms of identification required for each individual party to the account.

Original or certified copy of **ONE** of the following as proof of name:

- Current signed Passport (with valid visa if applicable)
- EEA member state identity card
- Northern Ireland voter's card
- Current full UK Driving license (both the photo card and the paper counterpart)
- Self-Employed in the construction industry-tax exemption certificate with photograph of holder (Forms C155, C156, SC60)
- Shotgun or firearms certificate
- HMRC Notification (P45s and P60s are not official Inland Revenue documents and are not therefore acceptable).

Original or certified copy of **ONE** of the following as proof of address:

- Utility bill (less than 3 months old)
- Local authority tax bill (valid for the current year)
- Current UK Driving License (if not used for evidence of name), both the photo card and the paper counterpart
- Bank, building society or credit union statement (less than 3 months old)
- Most recent mortgage statement
- Local council rent card or tenancy agreement (private tenancy agreements not acceptable)
- HMRC Notification (if not used as a proof of ID)

The following are acceptable forms of identification required to verify the company.

Original or certified copy of **ALL** of the following:

- Certificate of Incorporation
- All certificates of Incorporation on change of name if applicable
- A copy certified to be true, complete and up to date, of the resolutions, the text of which is set out in the Account Opening Application Form - Corporate Clients
- List of all directors, shareholders, secretary and beneficial owners (with 20% holding or more)
- Copy of latest audited report and accounts

### Proof of Company Address:

Original or certified copy of **ONE** of the following:

- Business bank statement
- Utility bill
- VAT Registration Certificate

Or in the absence of the above documents a letter from the company's lawyers/certified accountants confirming address.

**Original documents must be certified 'ORIGINAL SEEN', dated and signed by a Solicitor, Lawyer, Accountant or Actuary. Alternative words such as 'ATTESTED' will not be acceptable.**

## Account Application Requirement – Sole Proprietorship Account

The following are acceptable forms of identification required for each individual party to the account .

Original or certified copy of **ONE** of the following as proof of name of all the signatories:

- Current signed Passport (with valid visa if applicable)
- EEA member state identity card•Northern Ireland voter's card
- Current full UK Driving license (both the photo card and the paper counterpart)
- Self-Employed in the construction industry-tax exemption certificate with photograph of holder (Forms C155, C156, SC60)
- Shotgun or firearms certificate
- HMRC Notification (P45s and P60s are not official Inland Revenue documents and are not therefore acceptable)

Original or certified copy of **ONE** of the following as proof of address of the Signatories:

- Utility bill (less than 3 months old)
- Local authority tax bill (valid for the current year)
- Current UK Driving License (if not used for evidence of name) both the photo card and the paper counterpart
- Bank, building society or credit union statement (less than 3 months old)
- Most recent mortgage statement
- Local council rent card or tenancy agreement (Private tenancy agreement not acceptable)
- HMRC Notification (if not used as a proof of ID)

The following are acceptable forms of identification required to verify the business.

Original or certified copy of **ONE** of the following (if applicable):

- VAT Registration Certificate
- HMRC Reference Number Notification (if this is in sole proprietor's name, then it can either be used as a proof of business ID or proof of personal ID)

### Proof of Business Address:

Original or certified copy of **ONE** the following:

- Business Bank Statement
- Utility Bill
- Business Rates Demand
- VAT Registration Certificate, if not used as proof of business ID
- Certified accountants/Solicitors letter confirming Sole Trader name and address

Or in the absence of the above documents a letter from the company's lawyers/certified accountants confirming address.

**Original documents must be certified 'ORIGINAL SEEN', dated and signed by a Solicitor, Lawyer, Accountant or Actuary. Alternative words such as 'ATTESTED' will not be acceptable.**

## **Account Application Requirement – Partnership Account**

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**The following are acceptable forms of identification required for each individual party to the account.**

Original or certified copy of **ONE** of the following as proof of name of all the signatories:

- Current signed Passport (with valid visa if applicable)
- EEA member state identity card
- Northern Ireland voter's card
- Current full UK Driving license (both the photo card and the paper counterpart)
- Self-Employed in the construction industry-tax exemption certificate with photograph of holder (Forms C155, C156, SC60)
- Shotgun or firearms certificate
- HMRC Notification (P45s and P60s are not official Inland Revenue documents and are not therefore acceptable)

Original or certified copy of **ONE** of the following as proof of address of the Signatories:

- Utility bill (less than 3 months old)
- Local authority tax bill (valid for the current year)
- Current UK Driving License (if not used for evidence of name) both the photo card and the paper counterpart
- Bank, building society or credit union statement (less than 3 months old)
- Most recent mortgage statement
- Local council rent card or tenancy agreement.
- HMRC Notification (if not used as a proof of ID)

**The following are acceptable forms of identification required to verify the company.**

Original or certified copy of **ALL** of the following:

- A copy certified to be true, complete and up to date, of the partnership document
- If applicable evidence of partnership registration
- List of all directors and shareholders

### **Proof of partnership address:**

Original or certified copy of **ONE** of the following:

- Business bank statement
- Utility bill
- VAT Registration Certificate

**Or** in the absence of the above documents a letter from the company's lawyers/certified accountants confirming address.

**Original documents must be certified 'ORIGINAL SEEN', dated and signed by a Solicitor, Lawyer, Accountant or Actuary. Alternative words such as 'ATTESTED' will not be acceptable.**