

## **Required identification for your new virtual office**

If you are thinking of purchasing a Business Address and Mail Handling Service from one of the Office Space in Town's centres we are required by law to establish who we are doing business with. We will need to obtain the following identification to fulfil our obligations under current Anti-Money Laundering Regulations from:

1. All responsible Partners / Directors / Individuals within the company.
2. Beneficiaries of the business who own more than 25% (shareholders)
3. All named persons that we will be receiving post and parcels for

### Company Details

We will require the following information for all Ltd, PLC and Registered Charities

1. Registered company number or Registered Charity No.
2. Registered address

We ideally require original documents or you can send certified copies.

To certify your documents, this must be done by a person that works in (or be retired from) a recognised profession or be 'a person of good standing in their community' – please see page 2 for a list of people that can certify your documents. The person certifying the documents should state "I hereby certify that this document is a true copy of the original", sign, date and provide job title on each document.

## **Approved Documents for Identification Purposes**

Two documents, one from each list, are required for each individual, individual partner, director and body corporate.

### **Proof of Identity**

#### List 1

- Passport or Driving Licence (preferred)
- Disabled Drivers Blue Pass
- National Identity Card or HM Forces Identity Card Student Card (current) or Employment Identification Card
- 2. Bodies corporate Certificate of Incorporation
- Proof of address (provided both name and address is shown)

#### List 2

- Electricity bill (preferred)
- HMRC notice of coding
- Mortgage statement or council tax bill
- Pay slip or P60 statement
- Current valid insurance certificate

- Bank/building society statement (includes credit card/store card bill)
- Financial statement (e.g. Pension endowment)
- Telephone, gas, water or television licence

Where limited companies are registered to an accountants or solicitor, we can accept a letter from the accountant/solicitor confirming this along with proof of their current registration with HMRC or their governing body for AML.

### **Businesses or Individuals registered for AML**

For all financial institutions we can accept a copy of your current registration with your governing body for AML registration.

If your business is registered for AML with another governing body then we will accept a copy of your up to date certification.

### **Where to take your documents**

Please take original documents to your closest centre or post the certified copies to your home centre. Please note we are only able to commence mail handling services once we have received and confirmed all the required documentation.

Please note that no Virtual Office Clients may use any of our addresses for their business's Registered Address or as a Service Address for their Directors.

### **Required identification for your new virtual office in London**

Provisions controlling mail forwarding businesses are contained in section 75 of the London Local Authorities Act 2007 and came into force in Westminster on 7 January 2008. The legislation requires all mail forwarding business to register with the local authority and keep records of all clients who use their services. In order that we comply with the legislation, we are required to obtain the information outlined above and keep records for at least a year after the end of an agreement. This information will be made available for inspection to the police or any authorised officer on request. It is a criminal offence for a person to fail to comply with the provisions of section 75 or to furnish false information. In relation to the investigation of an offence, Trading Standards Officers have the power to enter premises and inspect and seize goods and documents. The maximum penalty for committing offence is a fine not exceeding £5000 on summary conviction. We carry out basic checks to make sure that documents have been fully completed and signed but we do not have the statutory power or capability to verify the accuracy of the information that corporate entities send to us. We accept all information that such entities deliver to us in good faith and place it on our record.

## Who can certify your documents?

If providing copies of the required identification documents then these must be signed by someone else (countersignatories) to prove their authenticity.

Countersignatories must work in (or be retired from) a recognised profession or be 'a person of good standing in their community', eg:

- accountant
- assurance agent of recognised company
- bank/building society official
- barrister
- commissioner of oaths
- councillor - eg local or county
- dentist
- engineer - with professional qualifications
- financial services intermediary - eg a stockbroker or insurance broker
- fire service official
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs
- licensee of public house
- local government officer
- manager/personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- nurse - RGN or RMN
- officer of the armed services
- optician
- paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- person with honours - eg an OBE or MBE
- pharmacist
- police officer
- Post Office official
- social worker
- solicitor
- surveyor
- teacher, lecturer