

Documentation required when opening a Community Account



Confirming and verifying identification of individuals

In common with other financial institutions we require validation and identification of all signatories to the account. We are required by law to take two recent & original forms of identification to confirm both identity and address.

Each signatory must provide one item from **EACH** list –

| List One – Proof of Identity | List Two – Proof of Address <i>MUST be dated within the last 3 months</i> |
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| Valid signed passport Valid UK/EU picture driving licence or full UK (old style) driving licence Confirmation of state or local authority benefit entitlement (issued in the last 12 months) HMRC Tax notification letter (issued in the last 12 months) | Utility bill Tenancy Agreement TV Licence Confirmation of state or local authority benefit entitlement HMRC Tax notification letter Valid picture driving licence HMRC Tax Notification Letter Local Authority Council Tax Bill Bank / Credit Card / Mortgage statement (<i>but NOT printed from the internet</i>) |

To assist in identification and verification and to prevent fraud and money laundering we may use your information to search the Electoral Register and in searches with fraud prevention agencies. The agencies used would retain your information for 12 months regardless of whether this application is successful or not.

To verify you as a bone fide organisation we also require the following:

| Incorporated organisations | Unincorporated organisations |
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| <p>A private limited company limited by shares or by guarantee. <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i></p> <p>A public limited company limited by shares or by guarantee. <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i></p> <p>A limited partnership <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i></p> <p>A limited liability partnership (LLPs) <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i></p> <p>A Community Interest Company (CIC) <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i></p> <p>A Right-to-manage (RTM) company <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i></p> <p>A credit union A copy of the Registration Certificates and Rules</p> <p>An incorporated Industrial & Provident Society A copy of the Registration Certificates and Rules</p> <p>A Friendly Society A copy of the Registration Certificates and Rules</p> <p>A registered charity limited by guarantee or shares <i>A copy of the registration documents.</i></p> | <p>A sole trader <i>Two of: Current Business Letterhead or Company Letterhead, Inland Revenue Certificate, Recent utility bill or statement in the name of the Business for the Business Premises, Letter from an Accountant or Solicitor</i></p> <p>An 'ordinary' partnership <i>Two of: Current Business Letterhead or Company Letterhead, Inland Revenue Certificate, Recent utility bill or statement in the name of the Business for the Business Premises, Letter from an Accountant or Solicitor</i></p> <p>A credit union study group A copy of the constitution A list of officers</p> <p>A trust A copy of the Trust Deed. A list of trustees</p> <p>A project group A copy of the constitution A list of officers</p> <p>A club, society or association A copy of the constitution A list of officers</p> <p>An unincorporated charity A copy of the constitution A list of officers</p> |