

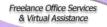
Money Laundering Regulations 2007 (as updated) and the London Local Authorities Act 2007 (where Applicable)

We would be grateful if you would take the time to complete the following form. We are required to verify the identity of both you and your business. This is a statutory obligation imposed on us under the Money Laundering Regulations 2007 (as updated) and where applicable the London Local Authorities Act 2007 which relate to Mail Forwarding Businesses. We will check against other databases (public or otherwise) to verify the information provided by you. By signing the form you give us the authority to do this.

Data Protection Act 1998 (the Act)

The information on this form will be used to verify the identity of both you and your business. The information will be held on our client file and accounting and database systems. It will only be passed to the other group companies and its trading partners for use exclusively in connection with the provision of registered and/or virtual office address/mail forwarding services. It will not be passed to any other party without your express permission unless we are required to do so by law or regulation. We will store the information and our verifications thereof in accordance with relevant legislation (which currently means for a period of five years from when you cease to have a contractual relationship with FOSVA), after which it will be destroyed. The act confers rights to access to information we hold. Details are available on request.

In addition to providing your business details we will also require proof of personal identification for you as a director, partner or owner of the Business if for example you are a sole trader.



Please Complete in Full

Please tell us your business type by ticking the relevant box		
Private Sector		
Sole Trader	Private Limited Company (Ltd)	
Partnership	Public Limited Company (Plc)	
Social (Non Profit Making Organisation) (i.e. Charit	y/Trust/Union)	
Public Sector		
Government/ Local Authority		
OTHER:		
Please Specify		
Registered Name of Your Business This is the only name we are able to receive post for		
Registered Company Number		
VAT Number if registered in EU member state		
Company Website		
Registered Office (in Country of Incorporation) e.g. as it appears on Companies House		
Principal Trading Address e.g. where you physically conduct business from on a day to day basis		
Please provide a brief description of the nature of your business If consultancy, please specify industry		

Section B: Personal Details

1 st Director/Manager/Partner		
(please provide all directors' information if more		
than one)		
Your Position/Title		
Title (Mr/Mrs/Miss/Ms etc.)		
First Name (s)		
Surname		
Date of Birth (DD/MM/YYYY)		
Gender		
	Male	Female 🗌
	Home:	
Telephone Numbers	Tiome.	
relephone rumbers	Work:	
Home number MUST be provided for ID validation		
purposes	Mobile:	
E-Mail Address		
Current Residential Address		
(including Postcode)		
,		
Time at address	Years:	Months:
Time at address	Tears.	Widitiis.
If at current address for less than 2 years		
please provide previous address (including postcode)		
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Time at address	Years:	Month:
Time at address	16015.	MOHUI.

Section B: Personal Details continued

2 st Director/Manager/Partner (please provide all directors' information if more than one)		
Your Position/Title		
Title (Mr/Mrs/Miss/Ms etc.)		
First Name (s)		
Surname		
Date of Birth (DD/MM/YYYY)		
Gender	Male	Female
Telephone Numbers	Home:	
Home number MUST be provided for ID validation	Work:	
purposes	Mobile:	
E-Mail Address		
Current Residential Address (including Postcode)		
Time at address	Years:	Months:
If at current address for less than 2 years please provide previous address (including postcode)		
Time at address	Years:	Month:

Section C: Identity Documents

Business Identification
Please provide at least one of the following to confirm the identity of your business: Partnership Deed Confirmation of your business Regulation by 3 rd party Organisation (SRA/FSA/ICAEW) Certification of incorporation (Private LTD Companies) Confirmation of Public Ltd Company's listing on a regulated market
Other, Please state In addition for London registered office please provide all the following: • Letter from HMRC from last registered address if moving registered office • Landline telephone number for directors/proprietors. • A statement of what your company does.
Additional Business ID
In the case of a Body Corporate (limited company) a <u>second document</u> must be provided from <u>List 2</u> below in order to verify the Registered Office address. Proof of Registered Office for Body Corporate
Personal Identification
Please provide recent (dated within 3 months) and legible photocopies of AT LEAST TWO (one from List 1, one from List 2) of the following to confirm your own identity:

List 1			
Photo Identification as Proof of Id	dentity (ce	ertified):	
Passport		National Identity Card	
Driving Licence (Photo card & counterpart)		HM Forces Identity Card	I
List 2			
Proof of Residential Address with (provided both name and addres			
Gas or Electricity Bill		Council Tax Bill	
Telephone (Landline Only) Bill		Bank/Building Society Statement	
Water Bill		Pay Slip	
Mortgage Statement		P45/P60 Statement	
TV Licence		Current Benefit Book	
Valid Insurance Certificate		Letter From The Benefits Agency	
HM Revenue & Customs Coding		Credit Card/ Store Card Bill	
Financial Statement(e.g. Pension		Other Proof Of Accommodation	

Virtual Office Requirements	
Registered Address (HMRC Purposes only)	
Virtual Office/Mail forwarding address	
Both VO & Registered address	
Postal Requirements	
Please select which postal service you require	e by ticking the relevant box:
Forward Daily	Collection
Forward Weekly	Other
Forwarding Address:	
Forwarding Contact:	
If different from section B please provide valid ID and proof of residential address	
Billing Requirements	
You will be invoiced annually and the service weeks clear notice before expiry date to can	will be automatically renewed. We require 2 cel if you require deposit to be reimbursed.
Your Invoice address:	

Please return this form together with your ID (certified copies) and the signed agreement and in the case of London addresses the bulleted points below, to the anne@freelanceofficeservices.co.uk following email:

- Proof of ID for all directors/proprietors (certified copy of your passport or UK driving license)
- Proof of home address and trading address for all directors/proprietors (utility bill within last 3 months/bank statement etc.)
- Copy of bank statement for business or a letter from the bank addressed to the company
- Letter from HMRC from last registered address if moving registered office
- Company registration number and certificate of incorporation if limited
- Landline telephone number for directors/proprietors.

A statement of what your company does.
Please list any other trading names associated with the main company (ie where you file the same accounts) below. If you wish to have multiple company names registered with us you must complete a new form for each. Each name is chargeable and will receive 30% discount off a 2^{nd} annual rate for each. Affiliates/reseller accounts etc. will be classed as separate companies and cannot be used as trading names of the main company listed in this form.
Trading Name of same limited company (must be registered at same address):
Signed (Director/Partner/Owner)

Signed (Director/Partner/Owner)	
Date	

