

A Guide to Providing Your Incorporated Company ID Documentation



- Company Documents
- Directors IDs
- Beneficial Owners (BO) & Persons of Significant Control (PSC) IDs

Why do I have to provide both company & personal IDs?

As with all Mail Forwarding companies, British Monomarks is classed as a Trust or Company Services provider company.

As such we are regulated by HMRC under the UK Anti Money Laundering regulations, AML.

These regulations require us to conduct regular reviews of the ID information we hold for each of our incorporated business customers, in order to ensure these are complete and fully up to date.

We are aware that you will have already provided many of these Company and Personal ID documents to us when you first placed your order for our services but we are obligated to make regular reviews. That said, our aim is to help make this ID review process as simple, secure and as painless as possible.

Please be aware that if your business, partnership, charity or association is an incorporated entity you must provide us with your ID information. There are **no exemptions**, and a failure to provide this information to us would mean we may be unable to continue to provide our services to you.

Will my information be secure?

British Monomarks Limited is ICO registered and all information is held securely on encrypted and password protected servers.

In line with GDPR regulations we only store the ID information that is required by law and then only the ID you yourselves have provided to us - we neither hold nor share anything else.

In this guide you will find clear and concise information as to the amount, type and nature of the documents you need to provide and the range of delivery methods available to get these to us.

Personal ID documentation

Required by ALL Company Directors, Beneficial Owners and Persons of Significant Control.

Please provide a total of **2** documents, one from each of the following two Personal ID sections.

1. PERSONAL PHOTO ID

We can accept the following official documents:

- **Passport**
- ***Photo Driving Licence (1 ID use only)**
- **Photo ID Card**
- **Proof of age cards with a PASS logo**
- **UK Blue Disabled Driver Pass with photo**

Whatever type of document you provide it must be valid and in date. Please do not to crop document pages in any way. The full page must be visible and all of the information clear and complete.

** Please note you can only use your Driving Licence for ONE of the two Personal IDs required, not both.*

2. PROOF OF PERSONAL RESIDENTIAL ADDRESS

It is important that this document is specifically addressed to the individual concerned at the address where they live. Any document that refers to a company or is addressed to a commercial property cannot be accepted. Please note you can only use your Driving Licence for **ONE** of the two Personal IDs required, not both.

We can accept any of the following documents:

- ***Photo Driving Licence (1 ID use only)**
- **Bank Statement (Feel free to redact financials)**
- **Utility Bill (Less than 3 months old)**
- **Landline / Broadband Bill (Not mobile phone)**
- **Council Tax Letter / Bill**
- **Annual House or Car Insurance Policies**
- **HMRC Letter or Notice of Coding or P45 / 60**
- **TV Licence**

** Please note you can only use your Driving Licence for ONE of the two Personal IDs required, not both.*

Company ID documentation



Please provide a total of **3** documents, one from each of the following three Company ID sections.

1. COMPANY CERTIFICATE OF INCORPORATION

Find this online at the Companies House website at [.gov.uk/government/organisations/companies-house](https://www.gov.uk/government/organisations/companies-house)

Click the [Find company information](#) link, then click the green [Start now](#) button. Enter your company name in the [Start here...](#) box and hit return. Your company will be listed then simply click on it to display its information.

Click the [Filing history](#) tab and then filter the results by clicking the small [Incorporation](#) box on the right. At the bottom of the filtered list you will see the word 'Incorporation'. Click the [View PDF](#) link on its right to open the PDF.

Your company's Certificate of Incorporation will be displayed. To download it to your computer click the download icon  on the top right of the screen. You can print a copy by clicking the printer icon  next to the download icon. Page 2 of the PDF will provide proof of your Company Registered Office address (CRO).

2. COMPANY REGISTERED OFFICE ADDRESS (CRO)

Download or print page 2 of your Incorporation PDF (see process above) for a proof of your company's Registered Office address. Alternatively your accountant or solicitor can confirm your CRO.

3. PROOF OF COMPANY TRADING ADDRESS

This can be a copy of an invoice, bill, licence or any correspondence which is addressed specifically to your business at the address where your business physically trades from. If a utility bill it must be less than 3 months old. Please note that we are unable to accept mobile phone bills as a proof of your business trading address.

Sending your IDs to us

4 easy ways to provide your ID to us.

1. File Upload via computer

Upload your high quality, colour ID document scans to our secure ID uploader gateway.

www.britishmonomarks.co.uk/business-account-id-uploader-gateway-2 Follow the onscreen prompts.

2. Email

Email us with your high quality, colour ID document scans. Please always put your **company name and/or account number** in the subject field.

Email to: mail@monomarks.com

3. & 4. By Post or In Person

Post high quality, colour **COPIES** of your IDs to us. Please **NEVER** post your **original documents**.

Alternatively bring your documents or high quality, colour copies to our offices for us to quickly scan for you.

Send to, or visit us at: [British Monomarks Ltd. 27 Old Gloucester Street, London WC1N 3AX.](#)

Our office hours for ID enquiries and visits are **10.00 am to 4.00 pm, working weekdays.**

We'll review your information and update our records as soon as we receive it. We will only contact you in the rare instances where further information or any clarification is required.

Need further help?

We're here to help. If you need further help please **email** us or **call** us on our ID Helpline.

Before contacting us **PLEASE** remember that for us to provide our mail services to you we are **legally obliged** to conduct this ID review process.

Email us at: mail@monomarks.com Call us on: **020 7419 5050**

Useful information

UK Anti Money Laundering (AML) regulations: Our Registration Number: XCML00000167223

Money laundering supervision for trust or company service providers. Under the money laundering regulations, a trust or company service provider is any company or sole practitioner whose business is to provide:

- **Registered office services**
- **Business address services**
- **Correspondence address services**
- **Administrative address for a company, partnership, other legal person or arrangement**

As a trust or company service provider we are required to be registered for supervision with HMRC under the money laundering regulations. The UK anti-money laundering regime requirements are set out in the Proceeds of Crime Act 2002 (POCA) (as amended by the Serious Organised Crime and Police Act 2005 (SOCPA)), the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR 2017) and the Terrorism Act 2000 (TA 2000) (as amended by the Anti-Terrorism, Crime and Security Act 2001 (ATCSA 2001) and the Terrorism Act 2006 (TA 2006)).

Information Commissioners Office (ICO): Our Registration Number: Z950981X



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