

Small Firms Services Ltd Registration Form for COVENTRY or EDINBURGH

SECTION ONE - Please use BLOCK letters. Where a full name is required give all forenames.

Business Trading name/Company Name		
Current Business trading address – Tick here if this is the same address where mail is to be forwarded to? <input type="checkbox"/>		
Registered Company Name & Company Number		
Limited Company Registered Office Address		
Company Telephone No.		Fax No.
Nature / type of business – please be specific about activities		
Company Email Address		Website

SECTION TWO – Company Director/Owner/Principal/Private Individual contact details

Note: Mail can only be forwarded to the business trading address or to the principal contact's personal address below. A mail forwarding address or PO Box is not permitted for the forwarding address.

Name:		Position:	
Address:			
Landline No:		Date of Birth:	
Mobile No:		Email:	

* See notes attached Please list below any beneficial owners and any others who may use the service

FULL NAME & POSITION OR TITLE (BLOCK LETTERS)	DATE OF BIRTH	FULL POSTAL ADDRESS
2.		
3.		
4.		

SECTION THREE

I understand that, under the Money Laundering Regulations 2007, I give my/our permission for the above details to be checked electronically and/or provide original or copy identity documents from the list attached. Credit reference agencies will place a 'soft footprint' search on your electronic file when we verify your address. I understand that, on request, your personal details may be provided to relevant authorities for the specific purpose of anti-money laundering, identity verification, tracing and fraud prevention.

I accept the Terms & Conditions as detailed on www.smallfirmsservices.com

Signature:	Date:
------------	-------

Please send this signed registration form and copies of the required documents by scan and email to office@smallfirmsservices.com or post to our Head Office. SFS, The Apex, 2 Sheriffs Orchard, Coventry, CV1 3PP

If you are not a UK resident we may ask you to provide original documents or copies of your identification certified by a solicitor or notary public. If this is requested please post to our Head Office. SFS, The Apex, 2 Sheriffs Orchard, Coventry, CV1 3PP

Small Firms Services Ltd Registration Form Notes – COVENTRY or EDINBURGH

Companies offering mailing addresses in the UK have to be registered and operate under the Money Laundering Act 2007.

Please read the following notes regarding filling in the form:

- 1 If you are a private individual please ignore section one.
- 2 If you are a sole trader fill in the relevant parts of section one and all of the section two.
- 3 If you are a limited company fill in all of section one and section two.
- 4 If you are a limited company we need section two completed by one director of the company and any beneficial owner owning 25% or more of the shares should be detailed here. We need personal identity and address documents for the director entered in this section and all beneficial owners of 25% or more of the shares.
- 5 In order to comply with the above acts we require copies of documents that prove personal identity and address for the main contact person and all beneficial owners before we can forward mail to you. If you are a limited company you should also forward a copy of your Certificate of Incorporation.
- 6 Where identification documents are not provided in a legible format using the standard English alphabet we ask that a sworn translation of the document is also certified by a solicitor or notary public.
- 7 If your company name or business activity implies involvement in finance, investment, banking or similar activities we will expect you to be regulated and registered by the FCA (Financial Conduct Authority) in the UK and will need proof of the company's registration.

Two documents are required, one from each list

1. Photo identification – Proof of identity

Passport
Driving Licence (with photo card)
National Identity Card
HM Forces Identity Card
Employment identification card
Disabled drivers blue pass

2. Proof of address (provided both name and address is shown)

Gas or Electricity bill
Landline Telephone bill (mobile phone is not accepted)
Water bill
Mortgage Statement
Council Tax bill
Bank / Building Society statement (includes credit card/ store card bill)
TV licence
Valid insurance certificate
Financial statement (e.g. pension, endowment)
Current benefit book
Letter from Benefits Agency
HM Revenue and Customs Notice of Coding

Please note that a Driving Licence is NOT allowed as a proof of address