

PROOF OF IDENTITY DOCUMENTS

Identity documents must be provided for:

- Shareholder owning / controlling 25% or more
- Directors, Partners and others responsible for the management of the company or partnership

Proof of Address:

- Current year Council Tax Bill (not a demand letter)
- Current year HMRC Letter of Coding (tax code letter for most receipt tax year)
- Current year Mortgage Statement (not printed from the internet)
- Current Gas, Water or Electricity Bill (dated within the last 3 months and not printed from the internet)
- Current Bank or Credit Card Statement (dated within the last 3 months and not printed from the internet)
- Landline Telephone Bill (not a mobile phone) (dated within the last 3 months and not printed from the internet)

Proof of Identity:

- UK Driving Licence (not expired)
- Valid Passport (not expired)

Proof of Trading Address: (the address business is conducted from on a daily basis)

- Current year HMRC or VAT notice
- Lease agreement addressed to trading address (within date range covered by lease)
- Business liability or indemnity insurance certificate or schedule (valid for current year)
- invoice or contract from supplier showing name and trading address (dated within last 3 months)

Proof of Company:

- Certificate of Incorporation

Certification:

We are only able to accept **certified documentation for an individual**. If you are able to, please alternatively bring in the original documents to be copied and certified by any member of our team at an i2 Office location. Please DO NOT scan any uncertified documents to us as this will not be accepted

Individuals that can certify documents are:

- Legal professional (Solicitor or Notary)
- Qualified Accountant (registered)
- Public Sector Official (serving Officer of the Armed Services, serving Police Officer, teacher in current employment)
- Medical professional (Doctor registered with the General Medical Council, Dentist registered with professional body)
- Post Office (Person authorised under the Post Office Document Certification Service)
- Other (Local Government Councillor, Member of Parliament, Bank Manager, Building Society Manager or Minister of Religion)
- i2 Office Staff (at any of our locations)

Documents MUST include the name of the person providing the certification, their business address and their contact details. Also, the following statement must be inscribed on the certified copy:

“I certify that this is a true copy of the original document which I have seen” along with the date upon which the document was certified.

Documents can be scanned and emailed to: clientservices@i2office.co.uk

PLEASE NOTE: A MAILING ADDRESS CANNOT BE USED UNTIL CONFIRMATION FROM I2 OFFICE HAS BEEN RECEIVED