



## Anti-Money Laundering Regulations ("AML")

### *Incorporated Business*

We will need the following information/documents from you **by email** in order to comply with AML:

➤ **Information:**

- The full name, and the mail and place of business addresses, of the **business**.
- The full name, position in the business and private physical address of the **person principally responsible for instructing us**.

➤ **Documents:**

- A copy of the part of the photo ID (either passport or photo driving licence) showing his/her likeness and the document ID.
- Copies of **one document** specified below from each of **two different organisations** in the list (dated within the last 3 months) showing the address of the **business**<sup>1</sup>:

ORGANISATION	DOCUMENT
Utility company	Invoice
Local authority	Council Tax invoice
HMRC	Correspondence or Notice
Bank	Statement of account

- A copy of **the certificate of incorporation** of the company which owns the business.
- A copy of the **VAT registration certificate** of the company.

➤ **Agreement:**

- The company's agreement by email to enable us to see the originals of the supplied copies on request.

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<sup>1</sup> As an example, you could provide 2 utility invoices from different utility organisations OR 1 utility invoice and 1 item of HMRC correspondence

**Notes:**

1. If you choose to provide HMRC and/or Bank items, please obscure financial information.
2. Please do not send original photo ID by post under any circumstances.