



## Anti-Money Laundering Regulations (“AML”)

### *Unincorporated Business (Sole Proprietor)*

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

➤ **Information:**

- The name and mail and physical addresses of the **business**.
- The full name and private physical address of the **sole proprietor**.

➤ **Documents:**

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

ORGANISATION	DOCUMENT
Utility company	Invoice
Local authority	Council Tax invoice
HMRC	Correspondence or Notice
Bank/Credit Card company	Statement

- A copy of **one document** specified above from **one organisation** in the list (dated within the last 3 months) showing the name and physical address of the **business**).

➤ **Agreement:**

- The sole proprietor’s agreement by email to let us see the originals of the supplied copies on request.

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

**Notes:**

1. If HMRC and/or Bank/Credit Card items are provided, please obscure financial information.
2. Please do not send original photo ID by post under any circumstances.