

Small Firms Services Ltd Registration Form for DALTON HOUSE ADDRESS (v07-2018)

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? ☐			
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 and London Local Authority Act 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:
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UK Customers

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

Overseas Customers

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

Small Firms Services Ltd Registration Form Notes – DALTON HOUSE ADDRESS only

Companies offering mailing addresses in the UK have to be registered and operate under the Money Laundering Act 2007 and as updated. Our Dalton House address in London is also regulated by The London Local Authorities Act 2007 Section 75.

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 For overseas customers it is a requirement under the London Local Authorities Act 2007 Section 75 that you provide original or notarised copy documents for the main contact person. If you do not want to post your original documents please visit a local solicitor or notary public and ask them to produce certified copies of your original documents. These should be 'certified as a true copy of the original'. The solicitor or notary should sign, date, and stamp the document with their address.
- 7 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.
- 8 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 list A and one from list B below:

(A) Photo identification – Proof of identity

Passport

Driving Licence (with photo card)

National Identity Card (with D.O.B)

(B) 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

Letter from Benefits Agency

HM Revenue and Customs Notice of Coding

Please note:

*A Driving Licence is NOT allowed as a proof of address as the person named is not required to live at the licence address

*A Bank Statement is NOT allowed as proof of address as banks do not require a person to live at the address the bank account is registered to.

We reserve the right to request further documents if required now or in the future to comply with legislation