

Small Firms Services Ltd Client Registration Form (not for Dalton House address) (v05-2021)

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		Co No.
Limited Company Registered Office Address (If ours write 'SFS')		
Company Telephone No. (if applicable)		Fax No.
Nature / type of business – please be specific about activities, do not provide a SIC code, we need a detailed description of the activity and specific industry		
Company Email Address (if applicable)		Website

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

Note: Mail can only be forwarded to the business trading address above or to a principal's home address below. We cannot forward mail to a PO Box or another mail forwarding service provider.

Name:		Position:	
Residential (Home) Address:			
Landline No:		Date of Birth:	
Mobile No:		Direct Email:	

Please list below any beneficial owners of 25% or more/directors/partners of the business***See note 4 attached**

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

SECTION THREE

I understand that, under the Money Laundering Regulations 2017, 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:
(No digital/typed signatures - real signature required – if sending us a scan you must print, sign then scan/photograph)	

UK clients - please send this signed registration form and copies of the required documents by email to info@smallfirmsservices.com.

Non UK clients – please post notarised copies to our Head Office. SFS, Union House, 111 New Union St, Coventry, CV1 2NT

Small Firms Services Ltd Client Registration Form Notes (not for Dalton House address)

Companies offering mailing addresses in the UK have to be registered and operate under the Money Laundering regulations 2017 and any future updates to this act.

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/partnership fill in all of section one and section two.
- 4 * If we are supplying the service to a business we need section two completed by one principal of the business and they must list all directors, business partners and any beneficial owner owning 25% or more of the business. We need personal identity and address documents for all people listed in section two. This information will be checked against public business registers (e.g. Companies House for UK limited companies)
- 5 In order to comply with the above acts we require copies of documents that prove personal identity (photo ID) and residential address (address ID) for the main contact person and persons listed in section two of the form. If you are a limited company you should also forward a copy of your Certificate of Incorporation.
- 6 * If you ask us to forward mail to a business address that is not a principal's home address then we require a document showing your business or personal connection to that forwarding address. E.g a bank statement or a rental/lease document showing the business name or a principal's name and the forwarding address.
- 7 Where identification documents are not provided in a legible format using the standard English (Roman) alphabet we ask that a translation of the document is also provided.
- 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 each list

1. Photo identification – Proof of identity

Passport

Driving Licence (Photo card type only - You cannot use as proof of address if using as photo identity, we need two separate documents)

National Identity Card

HM Forces Identity Card

Employment identification card

Disabled drivers blue pass

2. Proof of address not older than 3 months (must show the person's name and address)

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

Driving Licence (Photo card type only - You cannot use as proof of address if using as photo identity, we need two separate documents)

Financial statement (e.g. pension, endowment – subject to approval)

Current benefit book

Letter from Benefits Agency

HM Revenue and Customs Notice of Coding

We reserve the right to request further documents if required