

Depending on the type of business you will also need to provide the following

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| <p>If you are a Limited Company, Limited Partnership or Limited Liability Partnership:</p> <ul style="list-style-type: none">■ Your registered name and address, date of incorporation and company registration number. These must match Companies House before proceeding.■ If there has been a recent change in the ownership of your company, copies of the relevant Companies House forms must also be supplied as appropriate. | <p>If you are a club, society or charity:</p> <ul style="list-style-type: none">■ A copy of the Constitution or equivalent that sets out the nature, purpose and objective or the club/society■ Meeting record providing authorisation to open the account, listing and confirming the authorised operators of the account, signed by two official committee members■ In case of a charity, confirmation of your charitable status from the Charities Commission |
| <p>If you are opening a trust or pension account:</p> <ul style="list-style-type: none">■ Copy of the Trust Deed showing the names and addresses of all Trustees, Settlers and Beneficial Owners■ Relevant deed or removal or appointment, if applicable■ For a trust account, a written confirmation from a Solicitor where a pay – out has been clearly defined | <p>If you are a partnership:</p> <ul style="list-style-type: none">■ Date of formation, Partnership agreement or deed, list of all current partners |

Guidance for certification of documents

- Photocopies of original documents to be signed, dated and certified as “original seen”.
- Where the original document is a photographic ID, certification to be qualified as “original seen, copy provides good likeness of the applicant”.
- Certifier to record their name, contact number, business address (or personal address if no business address), qualification(s) and trade/industry association membership number to ensure they are contactable if necessary.

Important information about your ID documents

- If you've changed your name since the ID was issued, please provide the relevant supporting documents to prove this.
- The name and address detailed on your ID must be the same as the name and address you provided us during your application.
- You can't use the same document to prove your identity and to prove your address, nor can you use two documents from the same source (e.g. DWP and Jobcentre).
- Occasionally we may need to complete additional checks and ask you to provide us with other documents.
- We'll keep a copy of the ID provided.
- Please don't send original documents via post.

| | Applicant 1 | Applicant 2 | Applicant 3 | Applicant 4 | Applicant 5 |
|---|-------------|-------------|-------------|-------------|-------------|
| Name | | | | | |
| Passport – UK/European Economic Area (EEA) (unexpired and signed) | | | | | |
| Passport – non UK/non EEA (unexpired with a valid visa) | | | | | |
| Unexpired UK, EEA, or Switzerland photocard driving licence, with a current date of photo and licence | | | | | |
| EEA or Switzerland national identity card | | | | | |
| Northern Ireland voters card | | | | | |
| UK ID card for foreign nationals | | | | | |
| Unexpired Biometric Residence Permit | | | | | |
| Unexpired UK old style driving licence (not provisional) | | | | | |
| Notification of entitlement to: State/local authority benefit* Tax credit* Pension from the DWP* Educational grant/loan/bursary* Other government/local authority grant* DWP Universal Credit | | | | | |
| HMRC (HM Revenue & Customs) coding/assessment/statement/tax credit document* (not P45/P60s) | | | | | |
| Under 18's only (if unable to provide any of the above items): Birth Certificate NHS Medical Card Adoption Certificate Young Persons pass card UK Disability blue badge | | | | | |

| | Applicant 1 | Applicant 2 | Applicant 3 | Applicant 4 | Applicant 5 |
|---|-------------|-------------|-------------|-------------|-------------|
| Name | | | | | |
| Unexpired UK, EEA, or Switzerland photocard driving licence, with a current date of photo and licence | | | | | |
| Unexpired UK old style driving licence (not provisional) | | | | | |
| Notification of entitlement to: State/local authority benefit* Tax credit* Pension from the DWP* Educational loan/grant* Other government/local authority grant* | | | | | |
| Annual council tax bill/demand letter* | | | | | |
| HMRC coding/assessment/statement/tax credit document* (not P45/P60s) | | | | | |
| Bank statement** | | | | | |
| Utility bill (not mobile phone, satellite/cable TV bills)** | | | | | |
| Credit card statement** | | | | | |
| Printout of digital UCAS AS12 letter (students only)* | | | | | |
| Local council rent card or council tenancy agreement* | | | | | |
| HMRC correspondence including name, address and permanent NI number* | | | | | |
| Pension/benefit correspondence from the DWP* | | | | | |
| Instrument of a court appointment e.g. Probate or Court registered Power of Attorney | | | | | |
| Mortgage Statement from a recognised lender* | | | | | |
| Under 18's (if unable to provide any of the items listed above) NHS Medical card or GP registration document Adoption Certificate (full certificate containing address) Parents ID documentation from list 2 (under 18's only) | | | | | |

* Must be the most recently issued document and less than 12 months old. ** Must be the most recently issued document and less than 3 months old (except water bills, which can be up to 12 months old, but only if they are an annual bill).

Financial Advisers

Financial Advisers who are PRA and/or FCA Regulated may supply a CVIC (Confirmation of Verification of Identity Certificate) for each named person on the Application/Renewal Mandate Form provided that it is fully completed and is of sufficient quality.

Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print, Braille and Audio CD. If you would like to register to receive correspondence in an alternative format please contact us on 0800 092 3300. For the hard of hearing and/or speech impaired please use the Text Relay service. Further details can be found at <http://ngts.org.uk/>

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