

## LANDMARK VIRTUAL OFFICE PROOF OF IDENTITY DOCUMENTS

### One proof of ID and one proof of address must be provided for:

- Shareholders owning / controlling 25% or more
- Directors, Partners and others responsible for the management of the company or partnership

### Proof of Address:

- Current year HMRC Letter of Coding (tax code letter for most receipt tax year)
- Current year Mortgage Statement/Council Tax Bill (Not printed from the internet or a demand letter)
- Current Gas, Water or Electricity Bill (dated within the last 3 months and not printed from the internet)
- Current Bank or Credit Card Statement (dated within the last 3 months and not printed from the internet)
- Landline Telephone Bill (not a mobile phone) (dated within the last 3 months and not printed from the internet)

### Proof of Identity:

- UK Driving Licence (not expired)
- Valid Passport (not expired)
- National Identity Card

### Proof of Trading Address: (the address business is conducted from on a daily basis)

- Current year HMRC or VAT notice
- Lease agreement addressed to trading address (within date range covered by lease)
- Business liability or indemnity insurance certificate or schedule (valid for current year)
- Invoice or contract from supplier showing name and trading address (dated within last 3 months)

### Certification:

We are only able to accept certified documentation for an individual. If you are able to, please alternatively bring in the original documents to be copied and certified by any member of our team at a Landmark location.

**Please DO NOT scan any uncertified documents to us as this will not be accepted**

### Individuals that can certify documents are:

- Legal professional (Solicitor or Notary)
- Qualified Accountant (registered)
- Public Sector Official (serving Officer of the Armed Services, serving Police Officer, teacher in current employment)
- Medical professional (Doctor registered with the General Medical Council, Dentist registered with professional body)
- Post Office (Person authorised under the Post Office Document Certification Service)
- Other (Local Government Councillor, Member of Parliament, Bank Manager, Building Society Manager or Minister of Religion)
- Landmark Staff (at any of our locations)

"I certify that this is a true copy of the original document which I have seen" The certification MUST include

- a. Name of certifier
- b. Their occupation
- c. Statement to the effect 'I certify that this is a true copy of the original document which I have seen'
- d. Date of certification and
- e. Business contact details of certifier

Documents can be scanned and emailed to: [VirtualOffice@landmarkspace.co.uk](mailto:VirtualOffice@landmarkspace.co.uk)

PLEASE NOTE: A MAILING ADDRESS CANNOT BE USED UNTIL CONFIRMATION FROM LANDMARK HAS BEEN RECEIVED