

# Proof of Identification for Entities

(Corporate, Unincorporated, Clubs & Societies, Charities, Churches & Places of Worship and Trusts)

We are required by law to verify the existence of your business, club and charity etc. This is to protect you against the risk of identity fraud and allows the Society to comply with money laundering regulations.

## Constitution documents should have

- Name of Entity
- Purpose of Entity
- How the Entity will be run
- Who the Key people are and their title

## Minutes of Meeting Documents should have

- Confirmation of agreement to open an account with Dudley Building Society
- Who is authorised to operate the account and confirmed signing rules
- The minutes should be signed by at least 2 key persons of the entity

Where letters are acceptable as identification of the entity they should be on entity letter headed paper.

<b>Sole Trader and Partnership</b>	
<b>Verification of the Company</b>	<b>Verification of Owner</b>
HMRC Correspondence	Private ID Requirements
Letter from Registered Accountant	
Confirmation of entity membership of any professional/trade association	
A copy of partnership deed	
Minutes of Meeting (See above)	

<b>Corporate Accounts (Limited Companies)</b>	
<b>Verifying the Company</b>	<b>Verification of Directors</b>
Confirmation of companies listed of regulated companies	See Private Individual List
Companies House Search using Companies House Number (Copy of certificate required)	
Companies House Search using companies house or forms AP01 and AP03 forms confirming appointment of director and secretaries	

<b>Clubs and Societies</b>	
<b>Verifying the Clubs and Societies</b>	<b>Verification of Operators</b>
Confirmation of entity membership of any professional/trade association	See Private Individual List
Minutes of Meeting (See above)	
Constitution Document (See Above) or Letter on headed paper with details	

<b>Charities, Church's and Places of Worship</b>	
<b>Verifying the Charity/Church</b>	<b>Verification of Operators</b>
An unregistered charity will require Minutes of Meeting (See above) and Constitution Document (See Above) or Letter on headed paper with details	See Private Individual List
A registered charity will have required minutes of meeting (See above) and charity commission registration details/number	
A register limited charity will be required charity commission registration details/number and Companies House Number	
Certificate of Worship issued by the general register office	

<b>Trusts</b>	
<b>Verifying the Trust</b>	<b>Verification of Trustees</b>
Copy of the Trust Deed	See Private Individual List
Confirmation of any professional registrations if the trust itself is a company	