



Know Your Customer—(KYC) Anti-Money Laundering (AML)

**READ IN
FULL**

We are required by Anti-Money Laundering (AML) regulations and 'Know Your Customer' (KYC) requirements to obtain proof of ID and proof of address documents for **all customers** who use our address services. More information can be found at the following helpful link:

<https://www.gov.uk/topic/business-tax/money-laundering-regulations>

All documents should be submitted in full colour and be a high quality scan or photo. No information should be covered up or hidden. ID Documents must be valid and not expired. When photographing any documents make sure images are in clear focus.

Photo ID: (Type A)	Proof of Address: (Type B)
<ul style="list-style-type: none">• Passport• Current UK Photo-Card Driving Licence (Full or Provisional)• Current Full EU Photo-Card Drivers Licence• Armed Forces / Police ID Card• EU Member State ID Card• National Identity Card	<ul style="list-style-type: none">• Bank Statement (Issued Within Last 2 Months)• Council Tax Bill (For Current Year)• Current UK Photo-Card Driving Licence (Full or Provisional) <i>* If not already used for Type A</i>• Mortgage Statement (For Current Year)• Tax Bill (Issued Within Last 2 Months)• Utility Bill - Water, Gas Or Electricity (Issued Within Last 2 Months)

Documents can be securely uploaded via our website or sent to us via post.

[Click Here To Upload Documents](#)

Post:

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82 James Carter Road
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www.office-serv.co.uk - 01638485100