

## Application for a Virtual Office Mailbox

Fernbank Business Centre (Bandicoot Limited) is registered with HMRC under the Money Laundering, Terrorist Financing and Transfer Funds (Information on the Payer) Regulations 2017. It is obliged to comply with money laundering legislation such as the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007. The legislation requires us to carry out appropriate identity checks when providing mailbox services and other virtual office services for customers that are not physically present at the address for a meaningful period of time, to any customer that is a company, partnership or similar legal person. It **does not apply** to sole practitioners or private individuals.

Appropriate identity and Company checks will be carried out to ensure the Business Centre is not providing a “brass plate” for criminals. Companies can be popular vehicles for money laundering as complex arrangements can sometimes make it difficult to tell who owns them.

**Our identity checks take place in a face to face meeting at our offices. Please bring original forms of identification only.** Our staff will scan and save an electronic copy on our secure server.

If an individual client is not able to produce evidence of his/her identity then a responsible person, such as solicitor or doctor etc. who knows the client, can confirm their identity and permanent address.

Due to the practicalities of collecting mail and the potential complications of dealing with applicants from high risk countries, we only provide Virtual Office services to UK residents who can collect their own mail. Please note, we do not provide any mail forwarding services.

### Service required

Level	Package	Tick box
Bronze	Postal address where mail and packages will be received and signed for.	
Silver	Postal address where mail and packages will be received and signed for; An 01282 telephone number, voice mailbox and telephone divert.	
Gold	Postal address where mail and packages will be received and signed for.;; An 01282 telephone number, voice mailbox and telephone divert; VoIP handset and unlimited free calls.	
Platinum	Postal address where mail and packages will be received and signed for.;; An 01282 telephone number, voice mailbox and telephone divert; VoIP handset and unlimited free calls; Telephone answering in your name.	

### Applicant's details

Name	
Permanent address and postcode	
Occupation	
Date of birth	
Nationality	
Telephone Number	

### Applicant's Business

Name of business*	
Nature of business	
Business address	
Website/email address	
Applicant's title/role	
Business owner	
Director/s names	
Date business set up/incorporated	

\*Corporate customers should complete the "Corporate Customers" instead.

### Corporate customers

Certificate of incorporation/trade*	
Company's registered address	
List of shareholders and directors	

\*A search of the file at the office of the Registrar of Companies or an enquiry via a business information service; or an undertaking from a firm of lawyers or accountants confirming the documents have been submitted to the relevant registry will be sufficient.

### **For Internal Use Only**

#### Proof of identification

Document type	Scan copy saved	Employee signature	Date
Current signed passport			
Current UK photo-card driving licence			
Armed Forces identity card			

#### Proof of address

Document type*	Scan copy saved	Employee signature	Date
Utility bill (within three months old)			
Bank statement (within 3 months old)			
HMRC tax notification			
Local authority tax bill (for current year)			

#### Approval by the Nominated Officer

	Signature	Date
HMT list check		
Signature		