

Identification requirements for



- Businesses
- Charities
- Clubs

	Personal identification ¹	Minutes of meeting ²	Company number/ Charity number
Incorporated business	✓		✓
Limited liability partnership	✓		✓
Incorporated charity	✓		✓
Unincorporated charity	✓		✓
Club	✓	✓	

¹ Identification is required for all signatories. Please see overleaf for a list of acceptable documents to prove your identity.

For incorporated businesses, we also require full identification for anyone who holds at least 25% of the shares in the business.

² Minutes must be signed by the Chairman, Company Secretary or Treasurer, stating the intention to open an account with MHBS and detailing the names of the signatories.

Wherever possible we will try to establish proof of identity by electronic means. If needed we will require one different original item from each of the columns overleaf.

Please note we are unable to accept online copies of documents.

TO CONFIRM YOUR IDENTITY	TO CONFIRM YOUR ADDRESS
Full, current passport	Gas, electricity or telephone bill (excluding mobile phones)*
EEA member state ID card with photograph	UK based bank, building society or credit card statement*
EE member state military personnel/government official documentation	Local council, housing association or tenancy agreement
National Insurance card, accompanied by a recent P60** or payslip* which also shows the NI Number and name	Mortgage statement (not MHBS) or water utility bill**
Firearms certificate	Council tax bill or TV licence renewal notification**
Current EU National ID card	Letter from a care/nursing home confirming residency**
UK photo card driving licence (full or provisional, in date). Full UK driving licence paper version (not provisional).	UK photo card driving licence (full or provisional, in date). Full UK driving licence paper version (not provisional).
Notification letter from a Government Department e.g. DWP, the Benefits Agency, etc.**	Notification letter from a Government Department e.g. DWP, the Benefits Agency, etc.**
HMRC letter e.g. Tax notice of coding**	HMRC letter e.g. Tax notice of coding**

*less than three months old

**less than 12 months old

For your own protection you are advised not to send original passports or driving licences through the post. Copies can be accepted, but must be signed and dated by a professional and their name, address, telephone number and profession must be provided. The table below provides details of acceptable professions for certification purposes:

Lawyer	Authorised Financial Intermediary
Banker	Accountant
Justice of the Peace	Chartered Surveyor
Medical Practitioner	Minister of Religion
Teacher	Notary Public
Embassy/Government Official	

This information can be made available in braille, large print and audio format

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