

## Identification requirements for

- Businesses
- Charities
- Clubs



	Personal Identification #1	Minutes of Meeting #2	Certificate of Incorporation #3	Partnership Agreement #3	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 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.

#3 Original or certified copy.

**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.**

### Applications made via post or internet:

A second piece of documentation from the 'To Confirm Your Address' list overleaf will be required.

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

<b>TO CONFIRM YOUR IDENTITY</b>	<b>TO CONFIRM YOUR ADDRESS</b>
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
UK photo card driving licence (full or provisional). Full UK driving licence paper version (not provisional).	Mortgage statement (not MHBS) or water utility bill**
HMRC letter e.g. Tax notice of coding**	Council tax bill or TV licence renewal notification**
Notification letter from a Government Department e.g. DWP, the Benefits Agency, etc.**	Letter from a care/nursing home confirming residency**
Current EU National ID card	UK photo card driving licence (full or provisional). Full UK driving licence paper version (not provisional).
National Insurance card, accompanied by a recent P60** or payslip* which also shows the NI Number and name	Notification letter from a Government Department e.g. DWP, the Benefits Agency, etc.**
Firearms certificate	HMRC letter e.g. Tax notice of coding**

\*less than 3 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.

[mhbs.co.uk](http://mhbs.co.uk)

01858 412250

[customersfirst@mhbs.co.uk](mailto:customersfirst@mhbs.co.uk)

Market Harborough Building Society, The Square, Market Harborough LE16 7PD,  
Established 1870, Member of the Building Societies Association.