

DOCUMENTATION REQUIREMENTS
Please do not send us original documents

Appendix 2 - Please use the table below to identify the documents which we need you to provide:

Type of Business	Documents to be provided
Sole Trader	Latest tax return, SA302, business bank statements (dated within the past 3 months) or signed year end accounts
Partnership	Partnership Deed or a letter from your solicitor or accountant confirming the % of the business each partner owns & Latest signed year end accounts
Limited Company	We will contact you if further identification is required
Limited Liability Partnership	Partnership Deed or a letter from your solicitor or accountant confirming the % of the business each partner owns
Registered Charity	We will contact you if further identification is required
Unregistered Charity	HMRC documentation containing charity number and signed year end accounts
School	Certificate of incorporation and signed year end accounts
Trust	Trust Deed & Trust Declaration & Last audited report of the accounts confirming what assets have been placed in the trust.
Club, Society or Association	Relevant constitution and a copy of minutes which include a list of the officers of the Club, Society or Association