



Verifying the identity of your business, charity or client account.

If you are opening an account on behalf of the above, we will accept the following identification for your organisation.

Existing business customers

Additional identification is not normally required for your organisation unless you have not used your existing account for one year or more, or you are changing your constitution or authorised signatories.

- A copy of the firm's AML policy
- Identification for all signatories and owners
- Articles of Association or Certificate of Incorporation
- Last year's accounts

Limited companies

We will require:

- Articles of Association
- Last year's accounts
- Identification for all account signatories and owners*
- Completed application form

For all categories of account, identification is required for individual authorised signatories. For new customers to the Society, we will use our electronic verification system first to verify your identity and that of anyone else who is associated with your account. Further proof of your identity is required and we may also ask you 'security' questions.

Limited Liability Partnerships

We will require:

- Certificate of Incorporation
- Last year's accounts
- Identification for all account signatories and owners*
- Completed application form

Acceptable options

For signatories visiting in branch, we will require one of the following. For signatories unable to visit a branch or applying by post, we will require both of the following:

- A valid UK photocard driving licence
- A valid passport

Original documents should not be posted to the Society; copies will be accepted. If you are unable to provide the requested identification, our staff will be happy to advise you on alternative forms of identification.

We reserve the right to request any documentation that we feel is necessary and appropriate to a particular application. We will keep a record of the ID you have provided. This will involve retaining a copy of your documents as they are required to meet statutory obligations.

Registered Charities

We will require:

- Constitution document
- Last year's accounts
- Identification for all account signatories and chair and treasurer
- Completed application form

Client accounts

We will require:

- Completed Application form/Information request form

* Owners are any individuals who own more than 25% of the firm's shares or profits.

Suffolk

Building

Society

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