

ID AND PROOF OF ADDRESS FOR
KYC ("KNOW YOUR CUSTOMER")
COMPLINACE



Office Suites

CLUB

Why do I need to provide my personal documents ?

The Law surrounding Anti-Money Laundering requires us to collect and to verify identification documents in respect of anyone applying to use our business address services.

In respect of limited Companies and other legal entities the Know Your Customer rules in Ireland provide that we must identify and verify the identity of the company directors and also the beneficial owners of the business and that such identity checks require the provision of personal ID documents along with a due diligence process.

We approved by the Department of Justice to collect this information in our capacity as a licenced Trust Company Service Provider ("TCSP").

What photo ID documents are acceptable?

You can provide any of the following as your Photo ID.

- Passport (Booklet form)
- Passport (Card form)
- Drivers Licence

Note, the photo ID provided must be valid and in date. Expired photo ID's will not be accepted.

What can I use as a proof of address?

You can provide any of the following as your Photo ID:

- Current utility bills; (including those printed from the internet)
- Current household/motor insurance certificate and renewal notice
- Official documentation/cards issued by a taxation authority (For Example the Revenue Commissioners in Ireland or HMRC in the UK) and addressed to the individual
- Instrument of a court appointment (such as liquidator, or grant of probate)
- Current local authority document e.g. refuse collection bill, water charge bill (including those printed from the internet)
- Current statement of account from a credit or financial institution, or credit/debit card statements (including those printed from the internet)

Note, the proof of address must be dated within 3 months. The proof of address document must show your full name, your current address, the date of the document and identity of the sender.

If you're sending a proof of address that contains additional sensitive information (eg a bank statement) be sure to redact any additional information (eg details of financial transactions) before sending it to us.

What is the Verification process?

In addition to collection ID and proof of address, the rules provide that we need to verify your Identity. In other words, we need to establish that it's really you and not, for example, someone attempting to impersonate you.

Verification can be completed by various different methods. For example by ID verification technology, by provision of additional ID's, by provision of appropriate selfie + photo matching and by face to face meeting.

Data Protection

The documents that you provide are used solely for the purposes as set out in the The Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended and for no other purpose.

Questions or Queries

The Questions about this process can be addressed to the Office Suites Anti Money Laundering Officer by emailing digitalmailbox@officesuites.ie

Further information about the law on Anti-Money Laundering as well as our role as a TCSP can be found on www.amlcompliance.ie