

hoxton!  
Plugin mix



## Proof of ID

and address document checklist



# Proof of ID and address document checklist

## Activating your service

Your service can not be activated until all ID and Proof of Address documents have been verified.

Your account will not be active until we receive and successfully verify your documents. Therefore, you should not start to use your virtual office service until you receive confirmation that your account has been activated.

Any mail received before the account has been activated, will not be processed and will have to be returned to the sender.

## Why does The Hoxton Mix need to collect this information?

We have a legal obligation to verify identification documents for anyone using our address services. This is to ensure we comply with Anti-Money Laundering (AML) regulations and Know Your Customer (KYC) requirements.

## What documents we accept

ALL Directors and Ultimate Beneficial Owner (UBO) which is also known as Person of Significant Control (PSC) must provide one of each of the following from the proof of ID and proof of residential address document list.

## Photo identification – Proof of identity

- Passport
- Driving License (with photocard)
- National Identity card

## Proof of address (provided both name and address is shown)

- Utility bill (gas, electric, television, landline phone bill) issued within the last three months
- Local authority council tax bill for the current council tax year
- Current UK driving licence (but only if not used for the name evidence)
- Bank, Building Society or Credit Union statement or passbook dated within the last three months
- Original mortgage statement from a recognised lender issued for the last full year
- Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
- Council or housing association rent card or tenancy agreement for the current year
- Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
- HMRC self-assessment letters or tax demand dated within the current financial year
- Electoral Register entry
- NHS Medical card or letter of confirmation from GP's practice of registration with the surgery



## Take a Selfie holding the same ID document next to your face

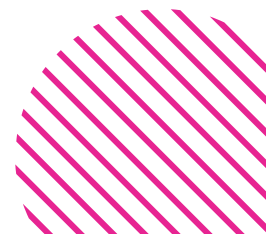
After you submit the Photo identification and Proof of address our software guides you to take the clearest selfie possible holding the same ID document next to your face, we use the selfie to perform liveness checks to verify that the selfie is a live photo, and matches the photo in the ID. This is to protect us both from the possibility of impersonation.

## Electronic verification

UK based clients ID are electronically checked, but, if we are unable to confirm your identity, you are required to provide certified copies.

## International customers

If you live outside the United Kingdom and European Union, your proof of identity and proof of residential address documents must be certified by a bank, financial institution, lawyer or notary.



## Guide to certify documents

The following professional person or authority can certify documents:

- The Hoxton Mix (You must visit our office with original documents)
- Bank or Building Society Official
- Solicitor or Notary
- Post office
- Councillor
- Minister of Religion
- Dentist
- Chartered Accountant
- Local Town Hall
- Teacher or Lecturer
- Doctor

## The following persons cannot certify documents:

The following professional person or authority can certify documents:


- Those related to you
- Living at the same address; or In a relationship with you

## How to certify a document?

You will need to take the photocopied and the original document and ask the professional person or authority to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- Printing their name under the signature
- Adding their occupation, address and telephone number





# What is an Ultimate Beneficial Owner (UBO)?

## What is an Ultimate Beneficial Owner (UBO)?

An Ultimate Beneficial Owner or Person of Significant Control (PSC) is a natural person (individual) who:

- Owns or controls 25% or more of shares or voting rights in the business, or;
- Otherwise exercises control over the management of the company ( e.g. CEO, COO, CFO)

## What if no one owns 25% or more of my company?

We will perform Know Your Customer (KYC) checks on anyone who exercises control over the management of the company, which is usually the most senior managers, e.g. board of directors, CEO, COO, CFO.

## Where can I find this information?

Companies House are responsible for holding and maintaining a register of Ultimate Beneficial Owner or Person of Significant incorporated that can be inspected by the public. If you are UK Incorporated, we will monitor for changes to Person of Significant Control (PSC), but you must also notify us.



## My company is outside of the UK what documents do I need to provide to prove who the Ultimate Beneficial Owners are?

We require proof of ID and proof of address for the Ultimate Beneficial Owners listed on the following documents.

| Country        | Document type   |
|----------------|---|
| Australia      | ASIC current company extract  |
| Austria        | Articles of Association   |
| Belgium        | Copy of Constitution on the Crossroads Bank for Enterprises Register  |
| Bulgaria       | Beneficial owners must be identified via the NPLE Register, under Sole Owner of the Capital.  |
| Canada         | Shareholder Agreement/certified list  |
| Croatia        | Certified list  |
| Cyprus         | Certified list of the company's beneficial owners   |
| Czech Republic | The Veřejný rejstřík entry  |
| Denmark        | Registration entry on the CVR   |
| Finland        | Entry on the PRH business register  |
| France         | Verified letter from notary confirming beneficial ownership <b>OR</b> Up-to-date Company articles of Association displaying share structure/beneficial ownership <b>OR</b> Shareholder meeting report |
| Germany        | List of shareholders provided by the Unternehmens-Register  |
| Hungary        | Certified list of beneficial owners, with full names, addresses and nationalities   |
| Italy          | Company registration report from the Registro delle Imprese   |
| Luxembourg     | Articles of Association from the Registre de Commerce et des Societes   |
| Malta          | Company's Memorandum and Articles of Association  |
| Netherlands    | Company Extract of Registration with the KvK  |
| New Zealand    | Registration entry on the NZBN Register   |
| Norway         | Registration entry on the Brønnøysundregistrene   |
| Poland         | Certified list or the shareholder agreement   |

# My company is outside of the UK what documents do I need to provide to prove who the Ultimate Beneficial Owners are?

We require proof of ID and proof of address for the Ultimate Beneficial Owners listed on the following documents.

| Country             | Document type   |
|---------------------|---|
| Portugal            | Verified letter from notary confirming beneficial ownership                 |
| Republic of Ireland | CRO Annual Return   |
| Romania             | NTRO report   |
| Slovakia            | S.R.O. Company Entry  |
| Slovenia            | Details of UBOs can be found on AJ PES under 'Partners & Equity Interests.' |
| South Africa        | Certificate of Incorporation  |
| Spain               | Deed of Incorporation on the Registro Mercantil OR Notarial Deed of Update  |
| Sweden              | Memorandum of Association with the Bolagsverket                             |
| Switzerland         | Cantonal Register Entry   |
| United States       | Articles of Association   |



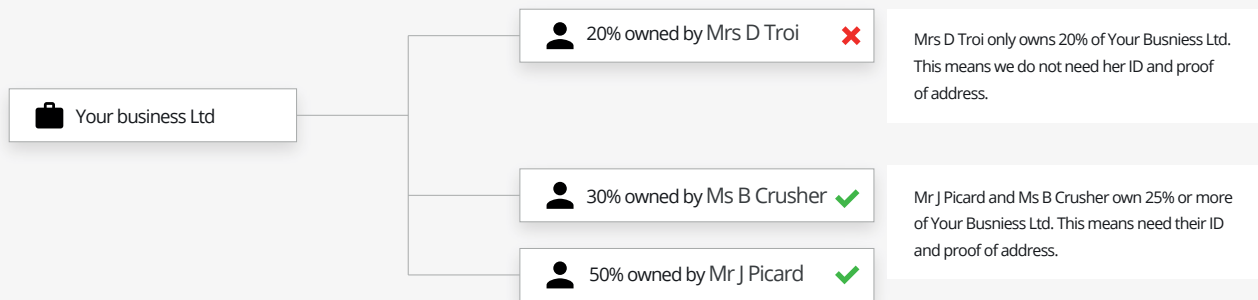
Who's  
Who

Can you give me an example of the information I would need to provide?



# Option One

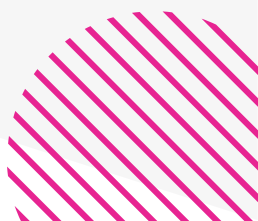
Option 1 - Your company is owned by several individuals.



## Summary of information to be provided:

ID and proof of address required for:

- Mr J Picard
- Ms B Crusher



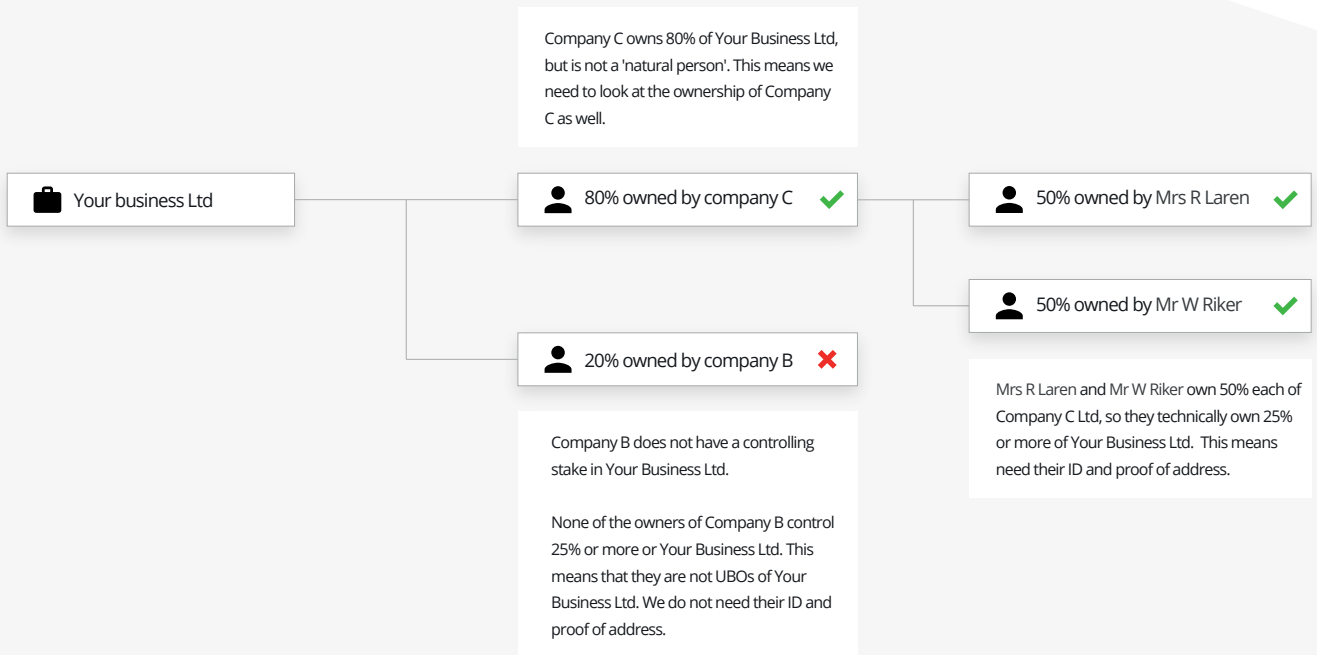


Can you give me an example of the information I would need to provide?



# Option Two

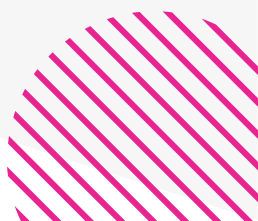
Option 2 - Your company is owned by other companies.



## Summary of information to be provided:

ID and proof of address required for:

- Mr W Riker
- Mrs R Laren

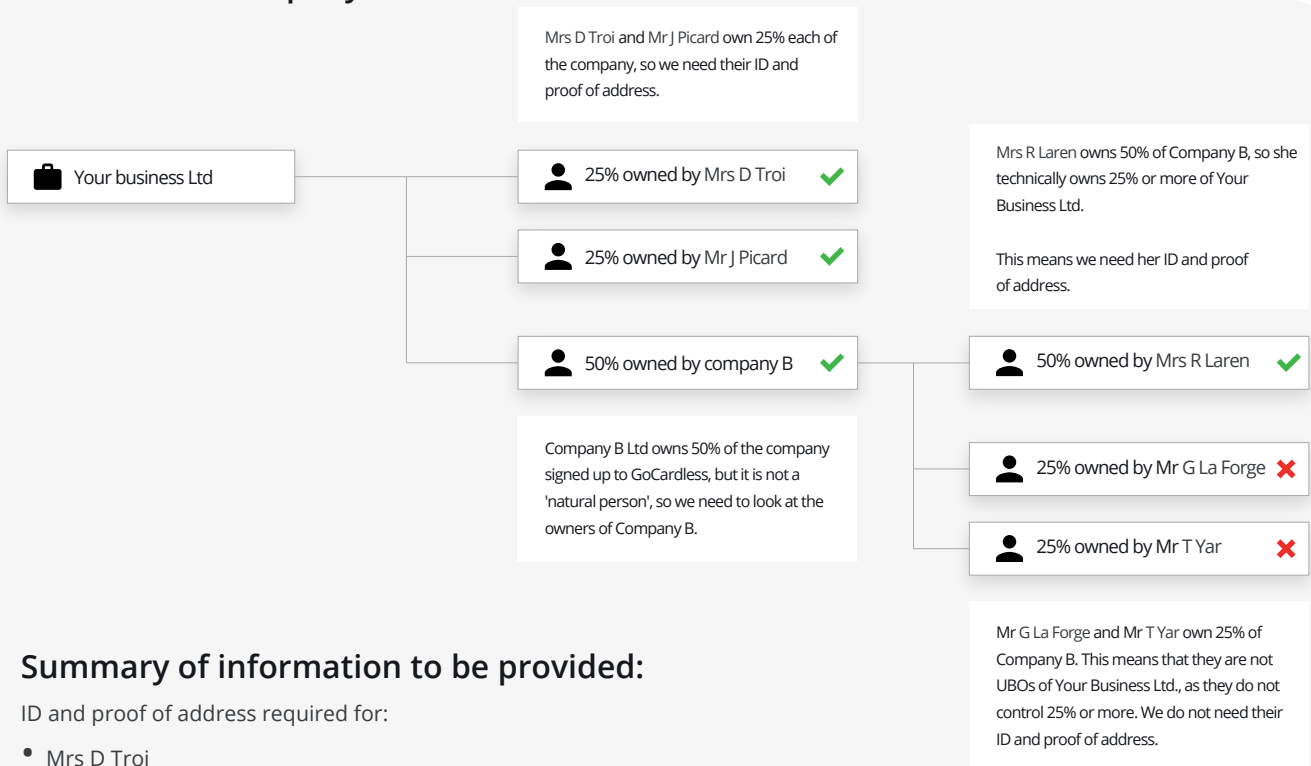


Can you give me an example of the information I would need to provide?



# Option Three

Option 3 - Your company is owned by both individuals and another company.



## Summary of information to be provided:

ID and proof of address required for:

- Mrs D Troi
- Mr J Picard
- Mrs R Laren

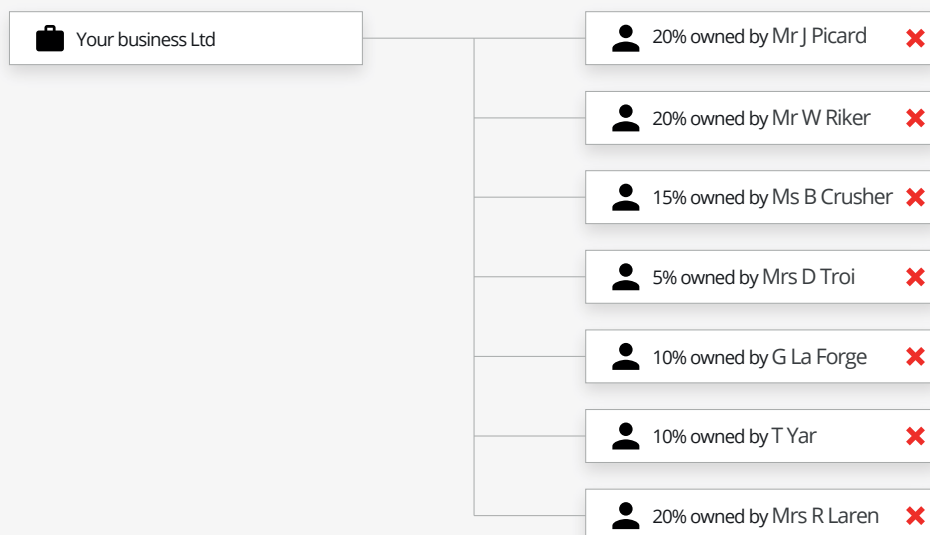


Can you give me an example of the information I would need to provide?

# Option Four



Option 4 - No one controls 25% or more of your company.



Summary of information to be provided:

- Individuals with company management control

