



VIRTUAL OFFICE PROOF OF IDENTITY DOCUMENTS

*London Local Authorities Act 2007 Mail Forwarding/Holding Businesses
Annex 1: Documents Approved by the City of London Corporation for Identification Purposes*

TWO documents, one from each list below, are required for each individual, individual partner, director and body corporate.

The above London Local Authorities Act 2007 requires us to keep a record of copies of the original identity documents.

1. PROOF OF IDENTITY

- (a) Individuals, individual partners and directors of bodies corporate
 - Passport
 - Driving Licence (with photo card)
 - National Identity Card
 - HM Forces Identity Card
 - A current student card from an educational establishment approved by the Department for Business, Innovation & Skills
 - Disabled drivers blue badge
- (b) Bodies corporate
 - Certificate of Incorporation

2. PROOF OF ADDRESS *(provided both name and address is shown)*

- Gas or Electricity bill *(less than 3 months old)*
- Telephone bill (landline only, not mobile, *less than 3 months old*)
- Water bill *(less than 3 months old)*
- Mortgage Statement *(less than 12 months old)*
- Council Tax bill
- Bank / Building Society statement (includes credit card/ store card bill, *not expired or closed*)
- TV licence
- Valid insurance certificate
- Pay slip
- P45/P60 statement
- Financial statement (e.g. pension, endowment)
- Current benefit book
- Letter from Benefits Agency
- HM Revenue and Customs Notice of Coding
- Student hall of residence agreement or other proof of accommodation

You are required to present these documents to your nearest Orega Centre. If this is not possible notarised copies may be accepted.