



Identification Requirements

Thank you for choosing Servcorp as your Virtual Office and Hot Desk provider. Your account and billing have been set up at the time your Welcome Email was sent, however, before we can commence your services, we are required by law to obtain and hold certain documentation on file. It is the responsibility of all clients to provide the exact documentation requested in a timely manner.

Before Servcorp can activate your Virtual Office or Hot Desk services, we are legally required to hold the following documentation:

1. Service Agreement (fully completed)
2. Certificate of Incorporation (if registered outside of UK)
3. **Verified**** - Proof of Identity for the Signee of the Service Agreement
4. Proof of Residential Address for the Signee of the Service Agreement (e.g., utility bill, landline bill, water bill, bank statement)
5. **Verified**** - Proof of Identity for any Beneficial Owners of the company (individuals who own 25%+ of the company shares).

**To verify your ID, you can either bring it into your nearest Servcorp branch or provide a clear colour photo/scan of your ID alongside a photo of you holding your ID beside your face (a comparison image).

If you require mail handling services (including receiving, handling, holding, or forwarding of mail), we will require further documentation.

For more information on how you can have your documentation verified, acceptable forms of documentation and the law, please click [here](#) or go to **Servcorp.co.uk > Learn & Inform > The Law**.

Servcorp is authorised by the Information Commissioner's Office to act as a Data Controller in line with the General Data Protection Regulation and the Data Protection Act 2018. A copy of Servcorp's Privacy Policy document can be found on **Servcorp.co.uk > Learn & Inform > Privacy**.

Registered Company Name:

Directors' Details (as shown on the company's registration entry)				
	Full Name	Home Address	Personal Contact Number	
1				
2				
3				
4				
Beneficial Owners' Details (Individuals who directly or indirectly own 25% or more of the company's shares or voting rights)				
	Full Name	Home Address	Date of Birth	% of Shares Held
1				
2				
3				
4				

Declaration of the Signee

As Signee of the Service Agreement, I attest on behalf of myself and the company that no illegal or immoral activities will be undertaken whilst a client of Servcorp. I declare that the facts stated in this document are true to the best of my knowledge:

Signed for an on behalf of the client:

Name (Printed):

Date:

Signature: