

# LONDON OFFICE Registration Form (Sole Trader/Non Limited Company)

**Please use BLOCK letters. Where a full name is required give all forenames.**

Sole Trader/Business Trading name		
Current Business trading address – Is this address where mail is to be forwarded to?		YES / NO
Business Telephone No/Fax No:		
Nature / type of business		
Business Email & Website address:		

## SECTION TWO –Appointed representative/principal contact and others requiring this service

**Note: Mail can only be forwarded to the business trading address or to the principal contact's personal address below. A mail forwarding address or PO Box is not permitted for the forwarding address. Please provide a passport number and driving licence number as requested below.**

Name:		Position:	
Address			
Landline No.		Date of Birth:	
Mobile No:		Fax No.	
Email		Driving Licence*	
Passport No*			

\* See notes attached

Please list others who will be using the service below:

FULL NAME & POSITION OR TITLE (BLOCK LETTERS)	DATE OF BIRTH	FULL POSTAL ADDRESS
2.	..... / ..... / .....	
3.	..... / ..... / .....	
4.	..... / ..... / .....	

## SECTION THREE - THE MAILING, ACCOMMODATION AND INTERNET LOCATIONS SCHEME - M.A.I.L. (operated by the TRADING STANDARDS SERVICE) AND MONEY LAUNDERING REGULATIONS 2007

*I understand that, under the Money Laundering Regulations 2007 and M.A.I.L. Scheme, I give my permission for the above details to be checked electronically and/or provide original or copy paper documents that may be requested at anytime to verify my identity.*

*All details provided may be passed to law enforcement and other investigative organisations if requested in accordance with the above scheme and regulations.*

*I accept the current Terms & Conditions shown overleaf.*

Principal Signature:	Date:     /     /
2 <sup>nd</sup> Signature:	Date:     /     /
3 <sup>rd</sup> Signature:	Date:     /     /
4 <sup>th</sup> Signature:	Date:     /     /

**Notes for Completion of the Form.**

1. In order to pass the electronic check we have to submit accurate information so we require you to write clearly in block capitals . It is vital that we have the accurate passport and driving licence numbers .

2 . Passport : Please can you give us the long number at the bottom of the passport in the format as below

UK Example	123456789	1	GBF	700101	F	1201018		04
International Example	1372462C<	2	SGF	651112	M	1004056	1234567890<<<<	08

3. Driving Licence : The format is AAAAAA222222AA2AA

4. Section 2 is for the personal details of the principal contact to be used for an electronic identity check to comply with the Money Laundering Regulations 2007 .

5. Please do not forget to sign the form.