

Identity Verification Form for a company or other group

Before we can accept any payments, such as contributions or rent payments, or make any payments, such as death benefits, we are required to verify the identity of the entity.

Please use this form to give us the details we will need to complete this identity check.

For Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffolk Life SIPP, please return your completed form to:

Curtis Banks, 153 Princes Street, Ipswich, Suffolk, IP1 1QJ

For all other Curtis Banks SIPP products, please return your completed form to:

Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ

Plan number / Application ID (if known)

FA number / Property address*

*This field can be left blank if the client has not invested in commercial property

1 Details of entity

What type of company, group or legal entity will be making or receiving the payment?	Public company (quoted)	Public company (unquoted)	Private Limited company
	Limited liability partnership	Partnership	Charity
	Club	Society	Trust
	Sole trader		

If the entity is none of these, but is an individual person, please complete our Identity verification certificate for private individuals, available on our website or on request from us.

Full name of entity

Nature of Business

Registered address of entity

If different from the registered address, please also provide details of the operating address.

Operating address of entity

Company registration number

Only required if the entity is registered

Name of the issuer of the registered number

2 Details of individuals

- Before we can make or accept any payments to or from the entity, we are required to electronically verify the identity of:
 - Two individuals that are directors, trustees or controllers; or
 - One owner, shareholder or partner with a shareholding of 25% or more.
- Please provide details of individuals so that we are able to conduct the relevant checks. If a check on an individual fails, we will attempt to verify an alternative individual. If no additional details have been provided, we will contact you to obtain these.
- If the entity is fully owned by a corporation (not an individual), a separate copy of this form must also be completed to verify the identity of this corporation, unless it is listed on a recognised stock exchange or regulated by a recognised regulatory body.

If an individual does not have a UK based address, please contact us for an alternative form. Please call a member of the Contributions Team on 01473 296 810 if you require an additional or alternative form.

Example

Name	Mr John Adam Director	Date of birth	01/01/1960
Home address	1 Second Avenue London AB1 2CD		
Role	Shareholder	Percentage share	50%

1

Name Date of birth
Home address

Role Percentage share

2

Name Date of birth
Home address

Role Percentage share

3

Name Date of birth
Home address

Role Percentage share

4

Name Date of birth
Home address

Role Percentage share

2 Details of individuals (continued)

5

Name
Home address

Date of birth

Role

Percentage share

3 Additional requirements

If the entity is a sole trader or partnership, please provide copies of the following documentation:

- HMRC tax notification: Notice of assessment, or Bank statement linking the individual and the company name, where the entity is a sole trader
- The partnership agreement, where the entity is a partnership

4 Declaration

- We accept that Curtis Banks will aim to electronically verify the identity of the entity, that of its ultimate parent undertaking and those of any directors, trustees, partners or controlling shareholders, to satisfy anti-money laundering regulations.
- By signing below, we confirm that we have authority from our ultimate parent undertaking, our directors or trustees and our owners.
- In the event that Curtis Banks is unable to complete the identity verification electronically, we acknowledge that they will request documentary evidence as an alternative.
- We acknowledge that Curtis Banks will not be able to process any amounts paid or make any payments until sufficient identification has been provided.

Details and signature of authorised individuals of the entity

First signatory

Name

Signature

Date

Position

Telephone

Email

Second signatory (if applicable)

Name

Signature

Date

Position

Telephone

Email

Curtis Banks Limited,
3 Temple Quay,
Bristol, BS1 6DZ

T 0117 910 7910
F 0117 929 2514
curtisbanks.co.uk

Call charges will vary. We may monitor and record calls.

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Pensions is a trading name of Suffolk Life Pensions Limited. Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) with its registered address at 153 Princes Street, Ipswich, Suffolk IP1 1QJ. Suffolk Life Pensions Limited is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468) and is registered in England & Wales (number 1011674) with its registered address at 153 Princes Street, Ipswich, Suffolk IP1 1QJ.

Curtis Banks Limited (registered number 6758825) is a company registered in England & Wales with its registered address at 3 Temple Quay, Bristol, BS1 6DZ. Curtis Banks Limited is authorised and regulated by the Financial Conduct Authority. SL036.202109 September 2021

