

Virtual Office Requirements

One Form of Certified ID from the following list:

- Passport
- Driving Licence (with photo card)
- National Identity Card
- HM Forces Identity Card

Two Forms of Certified Proof of Home Address

The proof of home address needs to be dated within the last 3 months and from the following list:

- Gas, electricity, telephone (landline, not mobile), water bill
- Council Tax bill
- Mortgage statement
- Bank/Building Society statement
- TV licence
- Valid insurance certificate
- Pay slip
- P45 or P60
- Financial statement (e.g. endowment, pension)
- Current benefit book or letter from the Benefits Agency
- HMRC coding notice
- Proof of accommodation

Documentation can be certified by the following professionals:

- Bank or building society official
- Councillor
- Minister of religion
- Dentist
- Chartered accountant
- Solicitor or notary
- Teacher or lecturer

Bodies Corporate, please provide;

- Confirmation of legal entity and Certificate of Incorporation (if applicable)
- A full description of the nature of your business