

Dear Customer,

Thank you for your recent application to become a newspaper and magazine retailer. Before we can proceed with your application we require certified copies of your ID and proof of address to verify your identity.

Please read the information below, complete the form on the reverse side and send it with your certified identification documents to **Central Retail Services, Smiths News, Blockhouse Close, Worcester, WR1 2BT**. Alternatively, you can scan and send your certified documents to **mynewsaccount@smithsnews.co.uk**

Smiths News is committed to complying with industry best practice and the Money Laundering Regulations 2007 (the 'Regulations'). As a result of the obligations contained within the 'Regulations', we (Smiths News) are required to carry out Customer Due Diligence checks to verify the identity as well as the home address of all our customers. These are known in the Regulations as 'know your customer' procedures and must be followed before entering into any business relationship or shortly after the commencement of a business relationship. Our obligation to 'know your customer' is also reflected within our Terms and Conditions which were recently sent to you.

In order to progress your application, we would ask you to help us comply with our obligations under the 'Regulations' and provide us with the required certified photocopies, rather than sending the original copies of your ID. To help you understand what we need, please read the following:

### What is certified ID?

Certified ID is getting a photocopy of your original ID documents **stamped, signed and dated** by a professional person confirming that the details you have provided are correct. Please do not send us your original documents. It is safer to send us certified photocopies rather than sending us your original ID documents which, after all, are at risk of being lost in the post.

### Who can certify my documents?

To certify ID documents, ask a professional person like a; solicitor, teacher, engineer, accountant, surveyor, police officer (serving or retired), bank or building society manager, minister of religion, justice of the peace, independent financial advisor, post office official (postmaster/sub-postmaster), doctor, fire service official, officer of the armed services (serving or retired), nurse, dentist, chemist, optician, and a civil servant is also suitable. The person you ask should not be:

- Related to you
- Living at the same address
- In a relationship with you

### What if I have difficulties getting my documents certified?

Whilst the list of professional persons is wide, you can alternatively, take your documents to your local post office as they offer an Identity Checking Service for a small fee. To find your nearest post office offering this service and for further details, please visit:

[http://www.postoffice.co.uk/counterservices/passport identity/identity-checking-service](http://www.postoffice.co.uk/counterservices/passport%20identity/identity-checking-service).

### How many types of ID Documents do I need to send to Smiths News?

Please refer to the table overleaf. This table will help you identify which types of certified ID documents are needed and which documents are deemed acceptable.

Please provide us with certified copies of your ID requirements detailed in the table below.

<p><b>If you are a Sole Trader</b></p>	<p><b>One</b> personal ID: document which has been stamped/signed</p>	<p><b>One</b> photocopy of: evidence showing your home address</p>	
<p><b>If your business is a Partnership</b></p>	<p><b>One</b> personal ID document supplied by each partner which has been stamped/signed</p>	<p><b>One</b> photocopy of: evidence showing your home address</p>	
<p><b>If your business is a Ltd Company</b></p>	<p><b>One</b> personal ID: document which has been stamped/signed</p>	<p><b>One</b> photocopy of: evidence showing your home address</p>	<p><b>One</b> photocopy of:</p> <ul style="list-style-type: none"> <li>• Company Registration Number</li> <li>• Registered Office details</li> <li>• Certificate of incorporation</li> </ul>

**A personal document can be any one of the following:**

- Valid photo page of passport
- A valid photo card driving licence
- National identity card
- Firearms certificate
- Identity card issued by the Electoral Office for Northern Ireland

**Evidence of your home address\* could be a photocopy of:**

- Utility bill or utility statement
- Bank or building society statement or pass book
- Credit card statement
- Most recent mortgage statement from a recognised lender

**Please note: we can only accept documents that are less than 3 months old.**

**Examples of ID Documents:**

<p><b>Photo card driving licence</b></p> 	<p><b>Photo page of passport</b></p> 	<p><b>Utility bill</b></p> 	<p><b>Please note:</b></p> <p>If you require help or further information, please contact the Central Retail Services team on 0845 121 2235 who will be happy to assist you. Lines are open Monday to Friday, between 7:30am and 5:00pm.</p>
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**How to return your certified ID:**

You can complete the form below and send your certified photocopies (not originals) to Central Retail Services (address below). Alternatively, you can scan your certified documents and email them to [mynewsaccount@smithsnews.co.uk](mailto:mynewsaccount@smithsnews.co.uk). Failure to include all of the required certified documents could delay your application.

**Please complete the following:**

Online Ref No / Customer Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Return via recorded delivery to: **Central Retail Services, Smiths News, Blockhouse Close, Worcester, WR1 2BT.**