

## Required Verification Documents



**Biometric ID\***



**Address ID\***



**Proof of Registered Office Address**



**Proof of Trading Address**



**Certificate of Incorporation**

\*Directors and beneficial owners with 25%+ ownership or control, plus account holder if not listed

## Why Do We Need To Verify Your Identity?

At UK Postbox security is our top priority. Our Know Your Customer (KYC) protocols are essential for regulatory compliance and to help create a secure environment, protecting our users against fraud, identity theft, and other forms of misuse. The process only takes a few minutes.

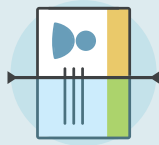
## How Does the Identity Verification Work?

### 1. Identity Document



Ensure you have your ID available and be ready to take a Selfie

### 2. Upload Document



Scan your ID using your Mobile Phone or Desktop Webcam

### 3. Biometric Selfie Check



Take a Selfie using your Mobile Phone or Desktop Webcam

### 4. Address ID Upload



Upload a photo of your proof of address document

Using facial recognition technology, we accurately verify your identity against the document provided.

## What Documents Do We Accept?

### Accepted Documents



**Passport**



**Driving Licence**  
(subject to country)



**Government-Issued ID Card** (subject to country)

### Requirements



**Must be in colour**  
(Black and White is not acceptable)



**All four corners are visible, with no glare or distortion**



**ID expiry date of no less than 6 months**

## Address ID Documents We Accept

### Residential Address



Dated within 3 months

- » Utility bill (gas, electricity, water)
- » Landline telephone bill
- » Mortgage statement
- » Lease statement
- » Bank statement
- » Building Society statement
- » Credit Card statement
- » Certificate of Insurance
- » Store card statement
- » Financial statement (eg. pension or endowment)
- » Payslip
- » P45/P60 statement
- » HMRC notice coding
- » Benefits letter

### Business/Organisation Address



Dated within 3 months

- » Utility bill (gas, electricity, water)
- » Landline telephone bill
- » Mortgage statement
- » Lease agreement
- » Bank statement
- » Building Society statement
- » Credit Card statement
- » Certificate of Insurance
- » Commercial Invoice
- » Commercial Agreement

### Registered Office Address



Dated within 12 months

#### From HMRC

- » **CT41G** - Corporation tax new company details (for newly registered companies)
- » **CT600** - Corporation tax reminder

#### From Companies House

- » Notice to file accounts/annual return
- » Authentication codes for new companies
- » General Companies House notices

## Address Documents We Do Not Accept

Mobile Phone Bill | Drivers Licence | Government issue ID



The declared addresses of verified individuals must be their actual residential address. A residential address is defined as the location where an individual lives for 183 days or more in a year.

Additional verification documents may be requested to support enhanced due diligence or to meet our compliance and regulatory requirements.