

## Helping you open your account

We are required to check the identity and address of the business entity, people of significant control within the business entity and all signatories to the account. For details on how we verify the business entity's identity and address please refer to the list below. Additionally, for people of significant control within the business entity and signatories to the account please refer to <https://www.thetipton.co.uk/savings/acceptable-savings-identification/> as we are also required to verify individual identification.

We must comply with Money Laundering Regulations and to protect our customers from fraud, we must confirm the identity and address of every applicant. We can access credit reference agency databases which, in most cases, will allow us to open your account without any paper-based identification. This will show as a search of the database only and not a credit score, so will not affect your credit rating.

Alternatively, you can contact us on 0121 557 2551 for further information.

### Limited Company

If you're opening an account on behalf of a Limited Company, the following items are required:

- Identification for beneficial ownership and all people of significant control (for all individuals who own or control more than 25% of the company's shares or voting rights) and confirmation of their role within the organization. If no individual owns or controls more than 25% of the shares or voting rights, then the Society shall use its judgment in determining whether an individual owning or controlling a lower percentage exercises effective control.
- Identification of all signatories to the account.
- We will also complete a Companies House search on the Business Entity. This search will include identifying the Certificate of Incorporation, providing full name, registered number, details of registered office and principal business address (if different from the registered office), as well as the Memorandum/Articles of Association providing company objectives, as well as their governance rules and the rights and responsibilities of the company's officers.

### Partnerships/Sole Trader

If you're opening an account on behalf of a partnership/sole trader where applicable, the following items are required:

- Identification of all partners/sole trader and confirmation of their role within the partnership/business
- HMRC correspondence- must be less than 12 months old.
- Letter from Registered Accountant dated within the last 12 months.

Additionally, to open any of our Business Saving Accounts, your business must hold and maintain a UK bank/building society account in the name of the organisation to open and transact on your account. You must be able to provide a bank statement for the nominated bank/building society account no older than 3 months old.

Tipton branch  
**0121 557 2551**  
70 Owen Street, Tipton,  
DY4 8HG

Coseley branch  
**01902 883173**  
Castle Street, Coseley,  
WV14 9DW

Bilston branch  
**01902 403853**  
73 Church Street,  
Bilston,  
WV14 0BJ

Sedgley branch  
**01902 882469**  
6 Bull Ring, Sedgley,  
DY3 1RX