

Acceptable forms of ID.

For all forms of ID, they must be dated within a year when provided.

Change of name.

One of the following:

- Unexpired passport
- Unexpired UK/EEA photo card driving license (full or provisional)
- EEA or Swiss national identity card
- Unexpired UK paper (old style) Driving license (cannot be provisional)

And one of the following:

- Business Banking: Must detail business and owner(s) name
 - Business Bank Card/Cheque Book/Paying in Book
 - Business Bank statement (<3m old)
- Business Property: Must detail business and owner(s) name
 - Leasehold agreement/Premise purchase document
- Business VAT or TAX: Must detail business and owner(s) name
 - VAT registration (paper/online)
 - HMRC notification of business/year end accounts (<12m old)
- Business Utility bills: Must detail business and owner(s) name
 - Business utility bill (<3m old)
- Business Insurance: Must detail business and owner(s) name
 - Insurance certificate/policy document: Must be for current year
- Deed Poll confirmation of change.

Change of home address.

- Bank/mortgage statement or correspondence (not internet provider)
- Council tax bill or demand letter
- Credit card statement (not internet printed)
- Utility Bill (not a mobile phone bill, satellite/ cable TV or internet printed)
- Local Council rent card or council tenancy agreement

Change of trading address.

- Bank/mortgage statement or correspondence (not internet provider)
- Council tax bill or demand letter
- Credit card statement (not internet printed)
- Utility Bill (not a mobile phone bill, satellite/ cable TV or internet printed)
- Local Council rent card or council tenancy agreement

Change of trading name.

- Business Banking: Must detail business and owner(s) name
 - Business Bank Card/Cheque Book/Paying in Book
 - Business Bank statement (<3m old)
- Business Property: Must detail business and owner(s) name
 - Leasehold agreement/Premise purchase document
- Business VAT or TAX-must detail business and owner(s) name
 - VAT registration (paper/online)
 - HMRC notification of business/year end accounts (< 12m old)
- Business Utility bills: Must detail business and owner(s) name
 - Business utility bill (<3m old)
- Business Insurance: Must detail business and owner(s) name
 - Insurance certificate/policy document – must be for current year
 - Bank/mortgage statement or correspondence (not internet provider)
 - Council tax bill or demand letter
 - Credit card statement (not internet printed)
 - Utility Bill (not a mobile phone bill, satellite/ cable TV or internet printed)
- Local Council rent card or council tenancy agreement

Change of registered or limited company name.

No additional proof needed. This will be visible on 'Companies House'.

Change of registered office address.

No additional proof needed. This will be visible on 'Companies House'.

Directorship change.

Proof from 'Companies House' house and either of these:

- Unexpired passport
- Unexpired UK/EEA photo card driving license (full or provisional)
- EEA or Swiss national identity card
- Unexpired UK paper (old style) Driving license (cannot be provisional)