



# ID Verification



For money laundering purposes LRC are required by law to verify the identity of your organisation.

The information that we will need you to confirm is set out below and is dependant upon your trading status.

## **COMPANY/LLP**

Please provide details of the following:

1. Your organisation's full name as it appears on the certificate of incorporation.
2. Your organisation's registration number and registered office address.
3. Your trading name, if this differs from the registered name.
4. Your trading address, if this is different from your registered office address.
5. If your trading address is different from your registered office address, please provide a copy of a recent utility bill showing the trading address and the organisation's name.

## **FIRM/PARTNERSHIP**

Please provide details of the following:

1. Business letterhead showing your business trading name and address.
2. A copy of a recent utility bill addressed to the business.

We also require personal information for at least 2 partners of the business as follows:

3. Full name and residential address of partner.
4. A copy of a utility bill which verifies partners residential address.

## **SOLE TRADER**

Please provide details of the following:

1. Business letterhead showing your business trading name and address.
2. A copy of a recent utility bill addressed to the business.

We also require 2 separate forms of identification in order to comply with the requirements of the law:

3. Documentary evidence of your personal identity, e.g. passport/photo driving licence.
4. Documentary evidence of your home address e.g. copy of a recent utility bill or council tax demand

Other than sending out the initial Letter Before Action to your debtor(s), we cannot undertake any work for you until we have the required information so please ensure you return this to us as soon as possible. If you are having difficulties in obtaining this information, please let us know.

**THANK YOU FOR INSTRUCTING LRC TO BE YOUR NEW DEBT RECOVERY SUPPLIER**

# Debtor Information Sheet

Full Company Name/Full Debtor Name:	DOB (if known):    /    /
Contact Name (if Ltd/Plc)/Full Trading Name (if Sole Trader/Partnership):	
Legal entity (please tick):    Ltd <input type="checkbox"/> Plc <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/>	
Address: _____ Postcode: _____	
Landline number: _____ Mobile number: _____ Fax: _____	
Email address: _____	
<b>Invoice/Statement Attached (please delete as appropriate):    YES / NO</b>	
<b>Amount outstanding: £</b>	
Full Company Name/Full Debtor Name:	DOB (if known):    /    /
Contact Name (if Ltd/Plc)/Full Trading Name (if Sole Trader/Partnership):	
Legal entity (please tick):    Ltd <input type="checkbox"/> Plc <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/>	
Address: _____ Postcode: _____	
Landline number: _____ Mobile number: _____ Fax: _____	
Email address: _____	
<b>Invoice/Statement Attached (please delete as appropriate):    YES / NO</b>	
<b>Amount outstanding: £</b>	
Full Company Name/Full Debtor Name:	DOB (if known):    /    /
Contact Name (if Ltd/Plc)/Full Trading Name (if Sole Trader/Partnership):	
Legal entity (please tick):    Ltd <input type="checkbox"/> Plc <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/>	
Address: _____ Postcode: _____	
Landline number: _____ Mobile number: _____ Fax: _____	
Email address: _____	
<b>Invoice/Statement Attached (please delete as appropriate):    YES / NO</b>	
<b>Amount outstanding: £</b>	
Full Company Name/Full Debtor Name:	DOB (if known):    /    /
Contact Name (if Ltd/Plc)/Full Trading Name (if Sole Trader/Partnership):	
Legal entity (please tick):    Ltd <input type="checkbox"/> Plc <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/>	
Address: _____ Postcode: _____	
Landline number: _____ Mobile number: _____ Fax: _____	
Email address: _____	
<b>Invoice/Statement Attached (please delete as appropriate):    YES / NO</b>	
<b>Amount outstanding: £</b>	