

MAILING / BUSINESS ADDRESS CLIENT

REQUEST FOR IDENTIFICATION - AS OF JANUARY 2008 LEGISLATION CHANGE

ID Required – 2 Forms of ID required

- | | |
|----------------------|---|
| (1) PHOTO ID | (e.g. - Passport or Driving License) |
| (2) PROOF OF ADDRESS | (e.g. - Utility bills, bank statements etc) |

Note every business centre and mailing address by law requires two forms of ID on every client as of January 2008.

This data / ID information is covered and protected by the data protection act 1998.

Why Do I need to provide ID?

Westminster drafted section 75 of the London Local Authorities Act 2007 (LLA). The LLA requires Mail Forwarding and Mailing Business centre/addresses to keep copies of two documents for identification purposes e.g. passport, driving license, utility bills.

Westminster set legislation in place which came into force in January 2008.

You can contact should you wish to speak to Trading Standard – LACORS

Visit www.lacors.gov.uk or Telephone **020 7665 3846**

Your Account will be closed if you do not provide sufficient identification