

**PART 1**

**GENERAL INTRODUCTORY PROVISIONS**

**Introduction**

1. The registrar of companies makes the following rules in exercise of the power conferred by regulation 5 of the Registrar (Identity Verification and Authorised Corporate Service Providers) Regulations 2024.

The purpose of these rules is to set out

- a) the contact information, personal information and types of evidence an applicant must provide when applying for verification of their identity, and
- b) the additional steps an applicant must take in order for their application to be determined. [DN: To be added later]

**PART 2**

**REQUIRED INFORMATION**

**Contact information**

2. The applicant must provide:
  - A valid email address which in the ordinary course of events, emails sent to it by the registrar or otherwise would be expected to come to the attention of the applicant
  - Their current residential address.

**Types of evidence**

3. The applicant must provide either one or two pieces of evidence from the approved lists at Schedules 1 and 2 when applying for verification of their identity. The evidence needed will depend on the route the applicant takes.

Applicants resident outside of the UK, including UK citizens, must provide government issued evidence as their primary document.

The evidence must be valid.

Applicants must not provide:

- expired evidence
- foreign equivalent if that evidence is listed as '(UK)' only

Where available biometric or photographic evidence that can be compared against the individual must be provided.

## SCHEDULE 1

### APPROVED EVIDENCE, IDENTITY VERIFICATION BY THE REGISTRAR

4. Individuals verifying their identity must use the following documents

Using the following routes, the individual can use any one of the following documents:

Using the GOV.UK ID Check app	Using the One Login web journey	At a Post Office
Passport with a biometric chip	UK passport	Passport with a biometric chip
UK photocard driving licence	UK photocard driving licence	Passport without biometric chip, supported countries only
UK biometric residence permit		UK and EU photocard driving licence
UK biometric residence card		UK biometric residence permit
UK Frontier Worker permit		National identity photocard from an EEA country, standardised chipped biometric cards only

Where an individual does not have access to the evidence required to use the above routes ie. their country of citizenship does not issue a passport with a biometric chip, they may use the following documents. This is an exceptions route.

<b>Using a registrar-approved third party supported by an identity checking interview – Two pieces of evidence are required - either two pieces of evidence from Group A or one from Group A and one from Group B</b>
<b>Group A</b>
Passport, not supported by the routes above
Photographic ID listed on the public register of authentic identity and travel documents (PRADO) such as: Director Identification Number, India National Identity Card, Pakistan Driving Licence, Philippines Driving Licence, Nigeria Crew Member Certificate, South Africa
<b>Group B</b>
Birth or Adoption Certificate
Marriage or Civil Partnership Certificate
Immigration Document, Visa or Work Permit
Bank or Building Society Statement

Mortgage Statement
UK Local Authority or Social Housing Rental Agreement

**SCHEDULE 2**

**APPROVED EVIDENCE, IDENTITY VERIFICATION BY AN ACSP**

5. Individuals verifying their identity through an Authorised Corporate Service Provider registered with Companies House must use evidence from one of the options lists below.

<b>Option 1 - Only one piece of evidence is required if the individual can provide one of the following AND the ACSP can validate cryptographic features</b>
Biometric or Machine-Readable Passport or Irish Passport Card
UK, Channel Islands, Isle of Man and EU photocard driving licence
EU or EEA identity card, with biometric information
UK biometric residence permit
UK biometric residence card
UK Frontier Worker Permit

Where an individual does not have evidence from Option 1 or the ACSP cannot validate the cryptographic features:

<b>Option 2 - Two pieces of evidence are required if the individual cannot verify through Option 1 - either two pieces of evidence from Group A, or one from Group A and another from Group B</b>	
<b>Group A</b>	<b>Group B</b>
Passport or Irish Passport Card	Birth or Adoption Certificate
EU or EEA identity card	Marriage or Civil Partnership Certificate
UK biometric residence permit	Immigration Document, Visa or Work Permit
UK biometric residence card	Bank or Building Society Statement
UK, Channel Islands, Isle of Man and EU photocard driving licence	UK Local Authority or Social Housing Rental Agreement
UK HM Forces ID Card	Mortgage Statement
UK HM Armed Forces Veteran Card	
UK Frontier Worker Permit	
Photographic Work Permit (government issued)	
Photographic Immigration Document	
Photographic Visa	
UK, Channel Islands and Isle of Man Firearms Licence	

Photographic ID listed on PRADO such as:

Director Identification Number, India

National Identity Card, Pakistan

Driving Licence, Philippines

Driving Licence, Nigeria

Crew Member Certificate, South Africa

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