



# bidder's registration and identification form

Please complete the following details legibly and in full **IN BLOCK CAPITALS** and provide two forms of identification prior to bidding as detailed in Lists A & B below.

If bidding on behalf of a company, and if successful, you will also be required to present a copy of the Certificate of Incorporation and a letter of authority on company letterheaded paper and signed by a company director prior to signing the contract.

**Bidder (please fully complete ALL sections legibly):**

First name(s) ..... Surname.....

Date of birth .....

Address .....

Postcode .....

Tel No ..... Mobile No .....

**Bidder's Signature** ..... **Date** .....

Data Protection: The information that you provide on this form and the identification documentation details requested are required under the Money Laundering Regulations 2007 for identification and security purposes, and will be retained by Eddisons Commercial Limited for a minimum of 5 years from the above date. The details may also be supplied to other parties if Eddisons Commercial Ltd are legally required to do so.

**FOR EDDISONS OFFICE USE ONLY: Identification documentation seen (one form each list):**

**List A – Photographic evidence of Identity:**

**List B – Evidence of Residence:**

Item	Tick	Item	Tick
Current signed passport		Utility bill issued in last three months (not mobile phone)	
Current full UK/EU photocard driving licence		Recent bank / building society / mortgage / credit card statement	
Valid identity card (e.g.HM Forces, police warrant / prison officer card, government / local authority issued card)		Revenue & Customs tax notification (current tax year)	
Firearm or shotgun certificate		Current house / motor insurance certificate	
Resident permit issued by the Home Office to EU Nationals		Recent council tax bill / council rent book	

**Details and reference numbers re above items:**

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Signed ..... Dated .....

**on behalf of Eddisons**