



# bidder's registration and identification form

Please complete the following details in full and **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:**

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

Address .....

.....

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

Security questions: Date of Birth: / / Mother's maiden name.....

**Bidder's Solicitor:**

Firm ..... Contact name .....

Address .....

.....

Tel 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 from each list):

List A – Photographic evidence of Identity:

List B – Evidence of Residence:

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

Signed .....

Dated .....

**on behalf of EDDISONS**