

# Important information on identification

Anyone wishing to open an account with the West Brom must confirm proof of their identity in accordance with the provisions of any relevant legislation or codes of practice relating to anti-money laundering activities.

## Organisational identification

The organisational identification required depends on the type of organisation you represent. The list below provides details of our requirements.

### Organisation ID required for Clubs/Associations

- Copy of the Constitution of the Club/Association
- Names of all officers
- A written instruction, on the Club/Association's letterhead, signed by all officials including the official correspondent, authorising the opening of the account

### Organisation ID required for Charities

- Copy of the Charities Registration Document showing registration number
- Copy of the Charity's Constitution or Rules or Trust Deed
- Names of all Trustees (or equivalent)
- A written instruction, on the charity's letterhead, signed by all officials including the official correspondent, authorising the opening of the account

**Please note that, for legal reasons, we are unable to open an account unless valid identification is provided. Identification requirements for any other organisation type are available on request.**

## Confirming the proof of identity

The Society will check the personal identity electronically; therefore, there is no need to send any personal documents at this stage. If this is not successful we will write to you to ask for further documentary evidence.



**branch**



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