

Things to remember before you submit an application to us




This guide tells you more about the important information we need once we've received an application.

We'll email you to gather further information once the application is received. This will include:

- The insurance policy schedule.
- Details of the controlling officer and details of the authorised signatory
- If the application is for a charity, please provide the registered charity number. You can find this here: www.gov.uk/find-charity-information

We may need to get in contact for more information if the customer's name raises an alert against our financial crime background checks.

When submitting your application you must provide us with:

-  The full name of the club or society
-  The name, home address and date of birth of the controlling officer. This might be the President, Chairman, Treasurer or Secretary
-  Name of the authorised signatory



Getting the right information
first time ensures a smoother
process and a quicker
response for your customer.

Do's and don'ts

Do

- ✓ Provide all the requested details
- ✓ Use the website links we've provided if you're missing information
- ✓ Double check the trader type you've selected before submitting the application
- ✓ For limited companies, make sure you provide the full company registered name, the registered address and the company registration number when submitting a new application
- ✓ If the customer is not a limited company, please remember we'll need to see the policy schedule
- ✓ Respond promptly to requests for further information, particularly when we need details of the ultimate beneficial owner (the UBO)

Don't

- ✗ Leave any information fields blank
- ✗ Populate information fields with dummy data
- ✗ Input the wrong trader type
- ✗ Provide the trading address instead of the registered address

Contact us

Should you have any additional questions regarding our Anti Money Laundering processes, please contact your Sales Manager.

