

# Know Your Customer (KYC) form

Please complete this form to finalise your account set up with The People's Pension. We need this information for KYC purposes and to comply with United Kingdom (UK) anti-money laundering requirements. You'll be unable to access your Online Services account or make data submissions until you provide this additional information, and our KYC checks are complete.

You can fill the form out by downloading the PDF, adding your answers on screen, then saving and sending it back to us with any relevant documents to [kyc@peoplespartnership.co.uk](mailto:kyc@peoplespartnership.co.uk). Please note that emailing is not considered to be a secure way of sending us information. You can also print and complete this form, and post it with copies of your documents to:

**Client Banking Team, People's Partnership, Manor Royal, Crawley, West Sussex, RH10 9QP, UK.**

If you require help or have any questions, please call us on +44 (0)1293 586666  
– we're open Monday to Friday 8.30am-6pm UK time.

**Please provide documented evidence for the below information.**

## Business details

Full business name

Full business address

  
  


Town

State

Postal/ZIP

Business industry

Country

## Business information required

Name your home state authority

In the UK it would be the Financial Conduct Authority or Companies House

Are you registered with your home state authority or equivalent?

If yes, please provide details

☐ Yes

☐ No

  


Full name of director(s) or equivalent

An equivalent could be the full names of senior management

  
  


**Please provide photocopies of passports and proof of address of those directors (or equivalent) who have authority to give the firm instructions concerning the use or transfer of funds or assets.**

## Business information required (continued)

Full name of the beneficial owner(s)

This can be a company or an individual

  
  

If the beneficial owner is a company, what is the nature of their relationship with your home state authority?

If you're an individual this does not apply

  

Source of funds

This refers to the origin of the funds being used for the transaction with us

  

Please state the nature of the intended business relationship with us, including the number of employees based in the UK, and the length of their stay in the UK

  

## Declaration

Please read the following declarations carefully and sign and date the form before you return it to us:

- I confirm that to the best of my knowledge and belief the information I have given in this form is true and complete. I understand that if I knowingly give false information I may face prosecution by or have to pay a fine to HM Revenue & Customs.
- I understand that the information and personal data I have provided on this form and any personal data about me that is held by People's Partnership in connection with my account, may be disclosed in accordance with People's Partnership's data protection policies.

Full name

Job title

Full business name

Signature

Date