



**London Local Authorities Act 2007  
Mail Forwarding/Holding Businesses  
Annex 1: Documents Approved by the City of London  
Corporation for Identification Purposes**

Two documents, one from each list, are required for each individual, individual partner, director and body corporate

**1. Proof of identity**

- (a) Individuals, individual partners and directors of bodies corporate
  - Passport
  - Driving Licence (with photocard)
  - National Identity Card
  - HM Forces Identity Card
  - A current student card from an educational establishment approved by the Department for Business, Innovation & Skills
  - Disabled drivers blue badge
- (b) Bodies corporate
  - Certificate of Incorporation

**2. Proof of address (provided both name and address is shown)**

- Gas or Electricity bill
- Telephone bill (landline only, not mobile)
- Water bill
- Mortgage Statement
- Council Tax bill
- Bank / Building Society statement (includes credit card/ store card bill)
- TV licence
- Valid insurance certificate
- Pay slip
- P45/P60 statement
- Financial statement (e.g. pension, endowment)
- Current benefit book
- Letter from Benefits Agency
- HM Revenue and Customs Notice of Coding
- Student hall of residence agreement or other proof of accommodation