

Documents required for Identification Checks

To enable us to complete identity checks please enclose one document from the identification checklist and one document from the address list for each director/partner. If you are unable to provide these documents please contact us for guidance. Please note, we cannot accept statements from the same bank for identification and address checks.

Section A

Full Name		Full Name	
Identity Document Number		Identity Document Number	
Nationality		Nationality	
Date of Birth		Date of Birth	
Landline Telephone Number		Landline Telephone Number	

Identification

Identification - One document per applicant

Original Birth Certificate		
Original Valid Full Passport		
Original Drivers Licence -both parts		

Address - One document per applicant

Original Utility Bill (must be dated in last 3months)		
Original Inland Revenue Correspondence		
Original Bank Statement (must be dated in last 3months)		
Original Council Tax bill for current year		

Additional Documents

Last 3 Years Audited Accounts		
Financial Projections		



Lease Application Form

Cardiff Business Technology Centre Ltd
Senghennydd Road
Cathays
Cardiff CF24 4AY

You must answer all questions relevant to your business. Please note a £50.00 non-refundable application fee is charges.

TENANCY APPLICATION FORM

Business Information

Legal Classification of Business (Sole Trader/Partnership/Limited Company)	
Name of Business	
Company Registration Number (if applicable)	
Registered office Address	
Postcode	
Principle Business Address (if different to registered office)	
Postcode	
Telephone number/Fax Number/Mobile Numbers	
Owners of the Business (attach list if more space is required)	
Number of Premises from which the business operates Please provide details of additional sheets	
Nature of Business	
How long in Business & Previous Experience	

Director/Partner Details			
Director/Partner 1		Director/Partner 2	
Name		Name	
Address		Address	
Postcode		Postcode	
How long at this address		How long at this address	
Have you ever Been Declared Bankrupt	Yes/No	Have you ever Been Declared Bankrupt	Yes/No
Previous address if less than 3 years at current address			
Director/Partner 1		Director/Partner 2	
Name		Name	
Address		Address	
Postcode		Postcode	
How long at this address		How long at this address	
Bank Details			
Name of Bank			
Address			
Sort Code			
Account Number			
Telephone Number			
Accountant			
Name			
Address			
Telephone Number			

Solicitors			
Name			
Address			
Telephone Number			
Business Reference			
Name		Name	
Address		Address	
Telephone Number		Telephone Number	

Declaration

Only an authorised official of the company or owner of the business should sign this form. The limited company or owner(s) of the business are ultimately responsible for the accuracy of the information provided on this form. Please make sure you have read and understood all of the form before you sign the declaration.

I declare that I have authority to sign this form. I have answered every question and included all relevant details. The information given is true and complete and not intended to mislead.

Declaration			
Name		Name	
Signature		Signature	
Position in Organisation		Position in Organisation	
Telephone Number		Telephone Number	
Date		Date	

Data Protection

Cardiff Business Technology Centre Ltd will use the information you supply for the purposes of Anti-Money Laundering supervision under the Money Laundering Regulations 2007. It may also, for the purposes of supervision, obtain information it considers relevant from other sources (for example, other regulatory, enforcement or public authorities). While the Data Protection Act 1998 and section 237 of the Enterprise Act may restrict disclosure of such information, they also allow disclosure for a number of purposes without your further consent. For example, Cardiff Business Technology Centre Limited may use the information in connection with enforcement or regulatory action it takes under its own powers or may refer the information to other government departments or regulatory, enforcement or public authorities in connection with the exercise of their functions.

Company Registration Number: 2074331

Data Protection Registration: Z8239117