

One Box. One Place. All your valuables.

Metropolitan Safe Deposits



Proof of Identification

All customers are required to produce identification with Metropolitan Safe Deposits (MSD). Listed below by individual/business classification are documents that are acceptable forms of photographic identification (ID) and proof of address. Simply select the individual/business classification applicable to you and refer to the adjacent columns for the photographic ID and proof of address required. If you are unsure about which documents should be presented when opening an account please email Metropolitan Safe Deposits Limited at enquiries@metrosafe.co.uk.

Individual Client Identification

Classification:	One of the following forms of photographic ID:	One of the following proofs of address:
UK National living in UK or UK National living outside UK	<ul style="list-style-type: none">• Current signed UK passport• Current UK photocard driving licence• Serving armed forces police or other agency identification• Freedom Pass issued by a London Borough for person(s) 60 or over (only where a client does not possess a passport or photocard driving licence)	<ul style="list-style-type: none">• HMRC tax statement• Local Council tax bill for the current year• Current UK photocard driving licence (not valid if used for photo ID)• Utility bill, bank/credit card statement, mortgage statement or house/motor insurance – in any event not more than 3 months old
Non-UK National living in UK or Non-UK National living outside UK	<ul style="list-style-type: none">• Current signed passport• Current signed passport or European Economic Area* photocard driving licence or European Economic Area* state identity card	<ul style="list-style-type: none">• If foreign national resident in the UK, any of the above documents listed for UK Nationals• Utility bill, bank/credit card statement, mortgage statement or house/motor insurance from your place of residence – in any event not more than 3 months old or driving licence or state identity card if the residential address is provided on the card and it has not been used to prove identity

Business Accounts

Company/Business Classification:	Each of the following documents are required:
UK Limited Company/LLP Foreign Limited Company	<ul style="list-style-type: none">• Description of Business• Certificate of Incorporation• Registered address• Identity of the directors/LLP members and main shareholders• Letter of Authority to open an account in the company name signed by at least two directors• Verification of the identities of at least two directors and any shareholders holding more than 25% of the issue share capital or equity supported by the evidence referred to in relation to the individuals above
UK Partnership	<ul style="list-style-type: none">• Description of Business• Partnership Agreement• List of partners• Letter of Authority to open an account• Verification of the identities of at least two of the partners supported by the evidence referred to in relation to client identification above
Other Foreign Business	<ul style="list-style-type: none">• Email: enquiries@metrosafe.co.uk requesting further information

Important: If documents are not in English they will need to be translated and legalised at the British Embassy or Consul in the country of origin or alternatively the embassy of the foreign national in the UK.

* EEA Countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK (Switzerland is not in the EEA but its nationals have the same rights as EEA nationals).

CM Last Updated 14.03.2011

Metropolitan Safe Deposits Ltd. Brompton/St John's Wood