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| **Customer Compliance Checks** |
| **Guidance** |
| Please select a customer type (either Organisation or Individual) from the drop down menu in section 1 and complete all fields that are relevant to the type of customer selected. Please insert N/A if the field is not applicable or not required. If you are an individual customer, identity checks for money laundering purposes are interpreted as obtaining a copy of photo identification (such as a passport) and proof of address (such as a recent utility bill). These documents should be provided when submitting your form, and your proof of address should dated within the last 3 months. |
| Section 1: Customer Details |
| Choose an item. |       | Contact E-mail: |       |
|  Name of Contact:(*For Organisations)* |       | Position of Contact:*(For Organisations)* |       |
| Financial Contact:*(For Organisations)* |       | Financial Contact E-mail:*(For Organisations)* |       |
| Website Address:*(For Organisations)* |       | Fax Number:*(For Organisations)* |       |
| Section 2: Address Information |
| Company / Home Address: | Address line 1:      Address line 2:      City/Town:      Postcode:      Country:      Telephone Number:       |
| Billing Address (If different from primary address): | Address line 1:      Address line 2:      City/Town:      Postcode:      Country:      Telephone Number:       |
| Shipping Address (If different from primary address): | Address line 1:      Address line 2:      City/Town:      Postcode:      Country:       |
| Section 3: Additional Information |
| Descriptions of Goods or Services:  |       |
| Customer VAT Registration Number: *(Mandatory Field For Organisations)* |       |
| Company Registration Number:*(For Organisations)* |       |
| Modern Slavery Statement URL:*(For Organisations)* |       |
| Please be aware that the University’s standard payment terms are 30 days, and we will be unable to use any type of Online Portal for submitting invoices. All of our invoices will be sent formatted as a PDF and sent directly to the e-mail address set up on the customer’s account. |