Identification Documents – Non-Individual (company, legal entity, or any other entity who can provide a BRN, CRO number or foreign equivalent)

If you are requesting a credit report for a company or other entity, it will be necessary to provide:

- identification documents of the entity;
- identification documents of the person making the request/the person to whom authority has been delegated to make the request;
- an application form signed by the appropriate person within the entity (see list at 3 below);
- a letter of authority signed by the appropriate person within the entity if necessary.

1. Identification documents of company or entity

Certificate of Registration including CRO number, or equivalent if non-national company.

Tax Reference number - Any correspondence issued by the Revenue Commissioners containing the full tax registration number.

Any other equivalent identification documentation, such as proof of Business Registration Number or Legal Entity Identifier.

Proof of address (registered address and business address if different), using any of the following documents issued in the previous six months:

- a utility or landline telephone bill,
- a statement from a Bank, Building Society or Credit Union,
- any correspondence from the Department of Employment Affairs and Social Protection or the Revenue Commissioners addressed to the entity,
- any correspondence from any other statutory body or State agency addressed to the entity,
- any correspondence from an insurance company addressed to the entity in respect of an insurance policy currently in force.

Completed application form
2. Identification documents of person making the request

If the individual making the request is:

- The Chief Executive
- A member of the Board of Directors
- The Company Secretary
- The Chief Legal Officer
- The Chief Financial Officer
- The Chief Operations Officer

The following identification documents will be required:

a) The individuals’ identity

One of the following documents is acceptable:

- the identification page and signature page of the borrowers passport; or
- the identification side of the borrowers EU driving licence card.

If providing a copy of the paper driving licence please ensure you provide all 3 pages.

b) The individuals’ address

One of the following documents is acceptable but it must be no more than six months old:

- utility or landline telephone bill;
- statement from a bank, building society or credit union;
- a letter from the Department of Employment Affairs and Social Protection or the Revenue Commissioners addressed to the borrower;
- a letter from any other statutory body or State agency addressed to the borrower; or
- a letter from an insurance company addressed to the borrower relating to an existing insurance policy.

We cannot accept a Public Service Card as proof of PPSN or identity.

If the person making the request is not listed above then the following also is required:

- Letter of Authority signed by any of the individuals at 2 above (see Appendix 1)
- Identification documents as listed above for the person providing the Letter of Authority and
• Identification documents as listed above for the person to whom authority is delegated

Please ensure that:
• you send copies and not original documents if posting;
• copies of any uploaded or scanned documents are legible.

Please note that the personal information provided to prove identity will be retained for a period of five years after which it will be deleted or, if in hard copy, securely destroyed.
LETTER OF AUTHORITY

Central Credit Register
First Floor, Block E
Adelphi Plaza
Georges Street Upper
Dun Laoghaire
Co Dublin

DATE

I [insert name of requestor], being [insert position held in entity] delegate authority to [insert name of delegatee and position in entity] to request the credit report of [insert name of entity].

[insert name of delegatee] will be required to complete an application form and provide copies of his or her identification documents, showing proof of identity together with similar documents to verify my identity. We understand that he or she may be contacted in order to verify these documents.

Please forward the credit report to [insert name of delegatee] at [insert address – this must be registered or main address of entity].

SIGNED name of requestor

SIGNED name of delegatee