

Identification Documents

Request by a company or other entity

Who can request a credit report on behalf of a company or other entity?

- 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

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

- a) Letter of Authority signed by any of the individuals above (see template letter provided in Appendix 1);
- b) Identification documents as listed at point 3 below for the person providing the Letter of Authority; **AND**
- c) Identification documents listed at point 3 below for the person to whom authority is delegated.

What identification documents are needed?

We will need proof of the:

1. Identity of the entity;
 2. Registered Address and Business Address of the entity;
 3. Identity of the person making the request and/or the person whom authority has been delegated to make the request;
 4. Letter of authority signed by the appropriate person within the entity if necessary.
- Identification documents are necessary to validate your request.
 - Processing of this information is provided for in the Credit Reporting Act 2013, as amended and associated Regulations.

For online applications: -

Upload a legible copy of ONE document from EACH of the points below.

For postal applications:-

Post a legible copy of ONE document from EACH of the points below.

Do not send original documents.

1. Identity of the entity

Provide a copy of ONE of the documents at (a) OR (b):

- a) *Companies Registration Office* Certificate of Registration including CRO number.
If not available, then
Companies Registration Office Business Name Registration Certificate.

OR

- b) Tax Reference Number – as provided on any correspondence issued by the Revenue Commissioners containing the full tax registration number.

Any other equivalent identification documentation, such as proof of Legal Entity Identifier (LEI) if available.

2. **Address of the entity**

Provide a copy of ONE of the following documents (no document should be more than 6 months older than the date of the application)

- 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.

If the registered address of the entity is different to the business address, then provide ONE document for each address.

3. **Identification documents of the person making the request AND, where relevant, the person to whom authority is delegated**

a) **Your identity**

Provide a copy of ONE of the following documents (no document should be more than 6 months older than its expiry date):

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

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

b) **Your address**

Provide a copy of ONE of the following documents to prove your address (no document should be more than 6 months older than the date of your application):

- 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 you;
- a letter from any other statutory body or State agency addressed to you; or
- a letter from an insurance company addressed to you relating to an existing insurance policy.

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

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.

APPENDIX 1

LETTER OF AUTHORITY

Central Credit Register

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