

United Kingdom – GuestyPay Applicant Requirements

List of documents and information to be provided by applicants. Additional documentation may be requested during underwriting and verification. / List of documents and information to be provided by applicants. Additional documentation may be requested during underwriting and verification.

Requirement	Document name	Requirements
Website screening	Company website	The website must be live, functional and actively maintained. It must contain Terms & Conditions, Privacy Policy, Refund Policy and Governing Law. The Terms & Conditions must clearly state the legal name and business address.
Business registration	Certificate of Incorporation / Business Registration Certificate	Provide official evidence of company registration. Sole proprietorships must also provide official proof of registration of the sole proprietorship/business.
Tax identification	Company Registration Number (CRN) or VAT Registration Number, if applicable	Provide the applicable company registration or VAT number.
UBO evidence	Applicable UBO evidence	UBO evidence should be dated within the last 3 months. If providing a shareholder structure chart , it must show all shareholders and ownership percentages and be signed by an authorised representative or notarised within the last 12 months . Where shareholders are legal entities, provide documentation for every ownership layer until the relevant natural persons are identified.
Identity documents	Government-issued photo ID	Provide ID for every person owning 25% or more and/or every director. Documents must be valid, unexpired, clear, in colour and fully visible, with all four corners visible and both sides where applicable. Driving licences are accepted.
Personal tax ID	National Insurance Number (NI Number)	Provide the applicable personal tax identification number.
Bank account confirmation	Official bank statement dated within the last 3 months	The document must show the account holder/legal entity name, bank name, bank address, account number, IBAN and SWIFT/BIC. The bank logo must be visible. Screenshots of banking portals,

		photographs of documents, watermarked documents and documents that appear edited are not accepted.
Business address	Official business address	The address must be an official address associated with the company.
Corporate address	Registered office	Provide separately if different from the business address.
DBA / Trading name	Trading name	If the DBA/trading name is different from the registered legal name, provide official documentation confirming that the DBA/trading name is registered in the name of the applicant/legal entity.
Contact details	Business phone number and email address	Provide a valid business phone number and email address for official notices.
Target countries	Target countries	Provide between 1 and 10 target countries.