



How to apply for your Equifax business report

If you are a company secretary or director of a limited company, a business owner or in a business partnership you can use this form to apply for a copy of your Equifax business report. Your report will be returned to you by post within seven working days.

To request your business report by post, please complete the form clearly, in block capitals, using black or blue ink, and send it to the address below.

Please provide any additional information and support documentation (eg names of other proprietors, previous business names, trading names or styles) on a separate sheet of paper, along with requested verification documents where applicable.

Please note

To help us make sure we only send credit reports to people who are entitled to see them, all applications are subjected to security checks. If we produce a personal credit report for you, we will check your details with the records we hold and share with fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, we will record this and details will be passed to the other fraud prevention agencies. Law enforcement agencies may access and use this information. We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:

- checking details on applications for credit and credit related or other facilities
- managing credit and credit related accounts or facilities
- recovering debt
- checking details on proposals and claims for all types of insurance
- checking details of job applicants and employees
- please contact us at Equifax Ltd, Customer Service Centre, PO Box 10036, Leicester, LE3 4FS if you would like to receive details of the fraud prevention agencies. We and other organisations may access and use information recorded by fraud prevention agencies in other countries
- we may use this application to help make sure the information we hold about your business is accurate

Next steps

Return your completed form to: mybusinessreport@equifax.com

When we receive your business report application we will:

- send your credit report to your registered office, if we hold it, or inform you that we have no business information about you within seven working days
- record the fact that we have sent you your credit report. This record may appear on any future credit reports we send you but lenders will not see it during a credit check

Verification requirements

If you are a sole trader, partner, or the owner of a non-limited company please supply two of the following documents:

- **Proof of identity:**
 - current UK passport
 - current non-UK passport
 - UK Driving Licence - full or provisional
 - current non-UK driving licence
 - national identity card

- **Address verification**

If your trading address is the same as your residential address please provide one of the following:

- current drivers licence (if not used as proof of identity)
- council tax bill
- entitlement to state/local authority benefit (less than 12 months old)
- notification of entitlement to tax credit (less than 12 months old)
- HMRC Inland revenue assessment/statement tax credit document (less than 12 months old)
- bank statement (less than 3 months old)
- utility bill (less than 3 months old)
- local council rent card or tenancy (less than 12 months old)

If your trading address is different from your residential address please provide one of the following:

- business bank or credit card statement sent to the business at the trading address (less than 3 months old)
- utility bill address to the business at the trading address (less than 3 months old)
- fire certificate relating to the business at the trading address (less than 12 months old)
- proof of VAT Registration (needs to be in the name of the business)
- health and safety certificate relating to the business at the trading address (less than 12 months old)
- valid trading licence issued by local government authority (e.g. taxi licence, premises licence etc.).
- business liability or indemnity insurance certificate or schedule (less than 1 year old).
- employer's liability insurance certificate (needs to be in the name of business).
- business rates documentation in the name of the business

Equifax business report application form

I understand that Equifax will provide me with a copy of my Equifax business report, within 7 working days of receipt of this application form. This request satisfies Equifax's regulatory obligations under Section 7 and Section 9 of the Data Protection Act 1998/Section 158 (1) of the Consumer Credit Act 1974 and The Small Business, Enterprise and Employment Act 2015 (SBEEA). We may disclose your personal information to other members of the Equifax Group and other reputable companies and suppliers whom we engage to help process your application on our behalf and who may be based outside the EEA. For more information about how Equifax process your data please visit www.equifax.co.uk/About-us/Privacy_policy.html

Signature:				Date:	DD / MM / YY
Partner/proprietor/director/company secretary details					
Title:	Full forename:	Middle name:	Surname:	Date of birth:	
				DD / MM / YY	
Current residential address:					
			Town:		
County:			Postcode:		
Other names you may be known by (e.g. maiden name)					
Title:	Full forename:	Middle name:	Surname:		
Partner/proprietor/director/company secretary details					
Title:	Full forename:	Middle name:	Surname:	Date of birth:	
				DD / MM / YY	
Other names you may be known by (e.g. maiden name)					
Title:	Full forename:	Middle name:	Surname:		
Business details – please supply all business names and addresses traded at in the last six years					
Limited companies			Non-limited companies/sole traders		
Company name:			Business name:		
Company number:			Trading as:		
Director name:			Address:		
Director number:					
Company secretary name:			Town:		
Email address:			County:		
Telephone number:			Postcode:		
Registered address:			Date trading commenced: DD / MM / YY		
			Length of time at address:		
Town:			Email address:		
County:			Telephone number:		
Postcode:					
Incorporation date: DD / MM / YY					

Return to: mybusinessreport@equifax.com