Modulr

How to submit a complete application and avoid delays

Please note, an incomplete submission may lead to significant delays in your onboarding journey.

Required documentation per company type

Ordinary Partnerships

We require a copy of the **Partnership Agreement** showing the shareholding/partnership split between the partners or in the absence of that, we can accept one of the following documents:

1. **A recent tax return** that has the VAT number and clearly showing the partnership split.
2. **Certified declaration by an Accountant/Solicitor** indicating how profits are distributed (or a clear split of shareholding).

Sole Traders

For Sole Traders, we require a copy of the **Trading Certificate** or a **recent bill/statement within the last 3 months** which clearly displays the Company name and the Trading address.

Please note, all the information you provide will be checked against Companies House website, unless outdated (or on other official Governmental bodies' websites, where applicable).

Checklist

- Ensure that you select the right **company type**.
- Nominate an **Admin User** – the person that will administer Modulr accounts, managing and approving payments.
- Include full details (full name (including middle name), DOB, home address) on the **Applicant Director**– the person responsible for the application and hence, contact details are required in the event Modulr requires further information.
- Include **full name and date of birth** of all Directors/ Partners/ Trustees.
- Include full details (full name, date of birth, home address, contact details) for all Ultimate Beneficial Owners/Partners **with ownership of 25% or above**. If no single shareholder possesses at least 25% of total shares, then the **next largest shareholder** must be provided instead.
- **Exact percentage of shareholding or of partnership split** between Partners is required for all UBOs/Partners with ownership of 25% or more.
- Ensure that you attach a **colour scanned copy** of the original **identification document** for all UBOs/Partners.
  Attach a copy of a **proof of address document** dated within the last 3 months for all UBOs/Partners.