



Bank Details and VAT - Important Information

In order to safeguard the risk of any fraudulent activity on your account, UMPG operates a stringent control and validation process in relation to the setting up and changing of bank details. This process will require the completion of our standard bank details form and adherence to UMPG's proof of identity requirements:

- If you are an individual client, or an agent or other such body acting on behalf of an individual client, the following are mandatory requirements:
 - copy of signature photo ID (e.g. passport or driving licence)
 - copy of bank statement (no requirement to show transactions, but must show name, address, bank logo, sort code and account number)
 - copy of utility bill or council tax statement if proof of address not available via bank statement
 - signed letter of direction from client (if acting on behalf)
- If contracted via a company (service or otherwise):
 - copy of signature photo ID (e.g. passport or driving licence)
 - copy of the company registration form
 - copy of the company bank statement
- If you are VAT registered and wish to register for UMPG's *self-billing* service:
 - copy of VAT registration certificate
 - signed *self-billing* registration form

Due to the mandatory fraud prevention checks that must be undertaken, account change requests must be received within 21 days of the close of each royalty period (21 days from the end of March / June / September / December) in order to be included on the standard payment distribution. Requests received after this time, but within a further 21 days will be included on a supplementary distribution run one month after the standard distribution. Requests received after these time frames will be carried forward to the next standard payment distribution.

We take your account security very seriously and as such, we now include a compulsory call-back measure to validate any updates to clients where we already have existing details on our payment platform. If you have any concerns over this process, please contact us at custservpubuk@umusic.com

For the avoidance of doubt no physical or cheque payments are made by UMPG.