

Getting registered with WorldFirst as a business

We're here to help your business get up and running with a World Account.

Before we get started make sure you have the following documents to hand:

- ✓ Your company's basic information (including your registration number, trading address, and company structure)
- ✓ A valid ID (e.g., your passport or driver's license)
- ✓ Your mobile phone
- ✓ Details of all current directors registered within the company
- ✓ Valid ID for all shareholders (e.g., passport or driver's license)



Getting your account set up

Step 1

- (a) Select the **country or region** where your business is registered using the dropdown list

Where are you registered?
This will be the country or region where your business is registered.

Country or region

United Kingdom

Continue

Step 2

- (a) Enter your **email address**
- (b) Click the **'Send code'** button to verify your email address
- (c) Enter the code that has been emailed to you
- (d) **Create a secure password** for your account
- (e) Read and accept the **Terms and Conditions** as well as the **Privacy Policy** before selecting **'Create Account'**



Helpful tip: if you do not see the email in a few minutes, check your junk/spam folder

Welcome to WorldFirst
Verify your email, set a secure password and create your account.

Email

Please enter your email address

Send code

Enter verification code

Create your World Account login password

Enter a password

I want to receive market insights, updates and offers.

By creating an account you agree to our [Terms And Conditions](#), [Privacy Policy](#), you also confirm that you are the owner or a Director of the business.

Create account Previous

Step 3

- (a) Enter your mobile phone number and click **'Send code'**
- (b) When prompted, enter the 6-digit verification code sent to your mobile phone number via SMS and click **'Confirm'**

Verify your mobile number

For security reasons, please enter a valid mobile phone number

Please enter the phone number

+44 07445719097

Send code

Verify your mobile number

We've sent a 6-digit code to 07445719097

Resend SMS

Confirm

Continued...

Information about your business

Step 4

- (a) Please select 'Company'

Please select your business type
At WorldFirst we can tailor our product features and services to suit your business goals.

Company
My business is registered with Companies House

Sole trader
I am trading under my own name - my business isn't registered

Next **Cancel**

Step 5

- (a) Enter your **Company Registration Number** – you can find this on documents you have received from Companies House. This is part of our due diligence checks.

Helpful tip: you can search your business name on the [Companies House website](#) to find your registration number.

Company lookup
We can fill out a lot of the paperwork for you using your company number.
[Where can I find my company number?](#)

Company registration number

Please enter your company registration number

Next **Previous** **Save & come back later**

Step 6

- (a) Your company information will be pre-populated based on your company registration number. If any information is incorrect or missing, please review and manually amend.

Please note: all information you provide here should match the record for your company on Companies House.

Basic information about your company or business
Please review and verify the information below

Company registration number
0125874 [Try to search again](#)

Registered company name

Type of business

[Change your information from the first page](#)

Registration date
Please select date

Registered address
Address line 1 (number and street name)
Address line 2 (optional)
Address line 3 (city, town or region)
Postcode
United Kingdom

Next **Previous** **Save & come back later**

Continued...

Step 7

- (a) Provide the address where your day-to-day business trades from (where clients would visit you). If your registered address is the same as your trading address, then click next, otherwise enter your trading address and proceed.

Trading address or principal place of business

This is where your customers or clients would visit and/or contact you

Your trading address

- Same as your registered address

12 The Street
The Village
The City
AB1 2YZ
United Kingdom

- Alternative location**

Please fill in the form below

Trading address

Address line 1 (number and street name)

Address line 2 (optional)

Address line 3 (city, town or region)

Postcode

United Kingdom

Next

Previous

Save & come back later

Step 8

- (a) Using the dropdown, select the industry that best describes your business and let us know where you do business so we can quickly verify your information
- (b) The next two questions are **optional**, but we encourage you to provide the Website /Storefront link as this can help speed up your application process



Helpful tip: you can do business in multiple regions so please select all that apply

Your business

We need to understand these details about your business

Which industry does your business operate in?

Please select

Where do you do business?

Please select

Trading name (optional) ⓘ

Website or storefront address (optional) ⓘ

Please enter your company website or storefront web address

Next

Previous

Save & come back later

Continued...

Proof of identity – make sure you have your documents to hand

Step 9

- (a) Select in which country your ID was issued
- (b) Select your ID type, either passport or drivers licence
- (c) Use your mobile device camera to scan the QR code - this will link you to our secure portal to scan your ID as well and provide a selfie
- (d) When the above steps are complete, you'll be prompted to return to your application window and click '**View verification result**' to continue



Please note: if using a driving license, you'll be prompted to scan the front and back.

Verify your identity


Take a photo of your ID and yourself and we'll do the rest!

Your ID's country or region of issue

United Kingdom

ID type

Driving licence



Please scan the QR code using the camera app on your mobile device and click the link to continue
Supported mobile browsers: Safari, Chrome, Firefox, UC
Please do not close this window whilst using your mobile.

[View verification result](#) [Save & come back later](#)

[Previous](#)

Step 10

- (a) If verification is successful, you'll see a confirmation message highlighted in green (see screenshot for reference)
- (b) Please review the information that's been automatically populated relating to your Name, ID number, Nationality, Date of Birth, ID expiry date and Residential Address
- (c) If any of the above information is incorrect, please amend
- (d) If you haven't clicked '**View verification result**' after **3 minutes**, you'll receive an on-screen option to choose whether to continue with the scan option (recommended for fastest onboarding)
- (e) Alternatively, you'll be able to upload a copy of your ID and a selfie

Verify your identity


Take a photo of your ID and yourself and we'll do the rest!

Your ID's country or region of issue

United Kingdom

ID type

Driving licence

 **Identity verification successful**

[Continued...](#)



Helpful tip: in case your ID verification is rejected, you can manually upload your ID by clicking **'Upload passport photo / Driving Licence'** as well as a selfie of you holding your ID by clicking **'Upload selfie'**.

Verify your identity

Please scan the QR code below using the camera app on your mobile device. You'll then be able to use your device camera to scan and provide your ID.

Your ID's country or region of issue

United Kingdom

ID type

Driving licence

! Sorry, we couldn't verify your details. Please try again using another ID type or uploading your selfie image. [Re-scan face and ID](#)

Upload your ID document

[View sample](#)

- Please upload the photo page of your driving license. Make sure your profile image is not rotated or flipped.
- The photo format is .bmp, .jpg, .jpeg. The file size cannot exceed 5MB.

[Upload driving license](#)

Upload a picture of yourself holding your photo ID.



- The applicant should hold the ID card in one hand, while taking a selfie. Make sure the picture is clear and the ID is visible.
- The photo format is .bmp, .jpg, .jpeg. The file size cannot exceed 5MB.

[Upload selfie](#)

[Next](#)

[Re-scan](#)

[Save & come back later](#)

Company director/ownership information

Step 11

- (a) Legislation requires us to verify all the directors of our clients, so please make sure you declare all directors of your company to help speed up the registration process.

Directors

We need to identify all directors in your company

Do you have any additional directors?

Yes No

[Next](#)

[Previous](#)

[Save & come back later](#)

Directors

We need to identify all directors in your company

Do you have any additional directors?

Yes No

Nationality

United Kingdom

Name

Please enter your full name (including middle names)

Re-enter name in plain characters

Given name Surname

Date of birth

Please select date

[+ Add another director](#)

[Next](#)

[Previous](#)

[Save & come back later](#)

Continued...

Step 12


- (a) If your company has shareholder(s) that own **more than 25%** then select **'Yes'** and enter the details requested (please see image 1 below).
- (b) If your company doesn't have shareholder(s) that own 25% or more then select **'No'**. You'll need to add the details for **your company's Key Controller(s)**. See the helpful tip section for more information (please see image 2 below).



Helpful tip: a Key Controller is someone who is selected to oversee the governance or senior executive activities (e.g. CFO) of a business.

1

Company ownership

We need to identify all shareholders who own 25% or more of the company 
[How to find your owners?](#)

Do any shareholders own 25% or more of the company?

Yes No

Please provide details for all shareholders with more than 25% ownership

1

Do you, as the applying director, own 25% or more of the company?

Yes No

ID type

Driving licence

Shareholding ratio (%)

Please fill in a number between 25 and 100

Upload owner's ID document

[View sample](#)

- Please upload the photo page of your driving license. Make sure your profile image is not rotated or flipped.
- The photo format is .bmp, .jpg, .jpeg, .png. The file size cannot exceed 5MB.

[Upload front of driving license](#)

- Please upload the reverse side of your driving license. Make sure your profile image is not rotated or flipped.
- The photo format is .bmp, .jpg, .jpeg, .png. The file size cannot exceed 5MB.

[Upload reverse of driving license](#)

Name

Please enter your name on the ID document

ID number

Nationality

United Kingdom

Date of birth

Please select date

+ Add another shareholder


Submit

Previous

Save & come back later

2

Company ownership

We need to identify all shareholders who own 25% or more of the company 
[How to find your owners?](#)

Do any shareholders own 25% or more of the company?

Yes No

Please provide details for all Key Controllers

1

Does this apply to you as the applying director?

Yes No

ID type

Driving licence

Shareholding ratio (%)

Please fill in a number between 0 and 25

Upload owner's ID document

[View sample](#)

- Please upload the photo page of your driving license. Make sure your profile image is not rotated or flipped.
- The photo format is .bmp, .jpg, .jpeg, .png. The file size cannot exceed 5MB.

[Upload front of driving license](#)

- Please upload the reverse side of your driving license. Make sure your profile image is not rotated or flipped.
- The photo format is .bmp, .jpg, .jpeg, .png. The file size cannot exceed 5MB.

[Upload reverse of driving license](#)

Name

Please enter your name on the ID document

ID number

Nationality

United Kingdom

Date of birth

Please select date

+ Add another key controller

Submit

Previous


Save & come back later

Continued...

Your application has been submitted

Step 13

- (a) Click '**Submit**' to finish your application
- (b) You'll receive an email confirming the status of your application so keep a look out.
- (c) This can take up to **two working days**. If you don't receive an email from us after this point, please contact the team by calling **0207 326 9120** or send as an email at: **clients@service.worldfirst.com**



Thanks for completing your application.
It can take up to 2 working days for us to verify your details.

You will receive an e-mail/text message notification when the application review is completed.

Application received Review in progress Application reviewed Account activated

[Back to home page](#)