

## What you need to open a Business/Community Account

In order to open your Business/Community Account we need to gather some important information to make sure that your account is opened promptly and safely. The information we ask you to provide can help protect you against identify theft and fraud. You may be asked to provide different types of information depending on your personal circumstances and the type of business/organisation entity. The guide below will help you to understand what you need to bring along with you when you come to open an account.

**Your account opening may be delayed if you do not provide the relevant documents with your application.**

### 1. PERSONAL IDENTIFICATION:

**For all individuals involved in opening a Business/Community Account you will need to be identified individually, therefore please also ensure that you refer to 'What you need to open an account' for a list of acceptable documentation.**

#### Individuals requiring identification

##### Account Operators (Authorised Signatories and Nominated Persons)

To enable us to open your Business account we will need to identify you, the principle Business Account Operators and any other Authorised Signatories or Nominated Persons you wish to add to the account

##### Responsible Individuals

We will also be required to identify any Beneficial Owners of the Business regardless of whether or not they will be an Account Operator (a Beneficial Owner is any individual who: is ultimately entitled to or who controls (whether directly or indirectly) 25% or more of the capital or profits of the Business or 25% or more of the Voting Rights; or otherwise exercises control over the management of the Business)

##### Company Officials

We will also need to identify all Company Officials - If there is only one company Official appointed to the Company then we must identify the sole Company Official.

##### Trustees

All trustees of a charity are required to complete a Personal Details form and provide identification documentation

### 2. SOLE TRADER / PARTNERSHIPS (UNINCORPORATED AND UNREGULATED):

**For New/Start Up and Existing Businesses one of the following documents is required to confirm the name(s) of the business owner(s), the trading name (if appropriate) and the business address**

- An existing Business bank statement (dated within the last three months)
- A utility bill (dated within the last three months)
- An invoice from a supplier (dated within the last three months)
- If you are unable to provide us with one of the other address documents we may visit your Business premises (must be a different address to your residential address) to confirm the existence of an established Business
- Letter addressed to Reliance Bank from an accountant acting on behalf of your Business
- HMRC correspondence (dated within the last 12 months)
- Business Premises Rates Advice (dated within the last 12 months)



### 3. LIMITED COMPANY/LIMITED LIABILITY PARTNERSHIPS

We will carry out a Companies House electronic business search and providing this is satisfactory no further documentation will be required for the business itself.

### 4. COMMUNITY ACCOUNTS FOR CLUBS, SOCIETIES, CHARITIES AND OTHER NOT-FOR-PROFIT ORGANISATIONS

You will need:

**Unregistered Charity:** Minutes of the meeting confirming the proposal to open an account with Reliance Bank Limited and Constitution documents

**Registered Charity:** Minutes of the meeting confirming the proposal to open an account with Reliance Bank Limited and Charity Commission number and Company Number where applicable

**Club/Society/Association:** Minutes of the meeting confirming the proposal to open an account with Reliance Bank Limited and Constitution documents.

**We will need your Constitution document to state:**

- The full name of your organisation as this is the name the account will be opened in.
- The purpose of your organisation and how it will be run.
- The Key official role titles for your organisation (i.e. Chairperson, secretary. Treasurer etc.)

**We will need a copy of your Minutes that state:**

- The agreement to open an account with Reliance Bank.
- Who has been appointed in the Key official roles.
- Who is authorised to operate the bank account and the account signing rules.
- The Minutes must be signed by at least 2 Key officials of the club/society/association(original signatures not a photocopy document)

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