

# Business Account(s) Opening form

Please use black or blue ink and write clearly in the spaces provided in BLOCK CAPITAL letters. Mark relevant boxes with a clear cross.

## 1. TELL US ABOUT YOUR BUSINESS

Business/Association Name (if Sole Trader, your name here)

<input type="checkbox"/> Limited Company (Private, Public & Limited by Guarantee)	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership (inc. Limited Partnership)	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> Club, Society or other Unincorporated Association	<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Unregistered Charity	

<input type="checkbox"/> Other (please state)	<input type="text"/>
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Company Number (if applicable)

Registered Charity Number (if applicable)

Nature of Business

Detailed Description of Activities

### Primary Contact

Title	Forename(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Held	Contact Number
<input type="text"/>	<input type="text"/>

Email Address

# Business Account(s) Opening form (continued)

## 1. TELL US ABOUT YOUR BUSINESS (continued)

### 1A Business Names and Addresses

Trading Name (if applicable)

Previous Business Name (if applicable)

Registered Address

Correspondence Address (if different to Registered Address)

Postcode

Postcode

Trading Address (if different to Registered or Correspondent Address)

Projected Annual Balance Sheet Total:

<£2m

£2m - £3.26m

£3.26m-£10m

£10m-£45m

>£45m

Projected Annual Turnover/Income

Website

If your business is a registered charity, a UK registered pension scheme or a sole trader you are not required to complete the next two questions

1. Is more than 50% of your income from investments/dividends/interest/royalties?

Yes

No

Don't Know

2. Is more than 50% of Company assets held for the purpose of generating this income?

Yes

No

Don't Know

Purpose of the Account (What will the account be used for)

Are you regulated by a Professional Body?

Yes (If YES, please provide details below)

No

Professional Body name:

Registration Number:

# Business Account(s) Opening form (continued)

## 1. TELL US ABOUT YOUR BUSINESS (continued)

How long has the Business actively been trading?

### Transactions

Provide details of frequency and volume of average incoming transactions either per month, per quarter or annually

Frequency expected  Monthly  Quarterly  Annually

Volume  Volumes to increase in next 12 months \_\_\_\_\_ Physical Cash in % \_\_\_\_\_ Cash Turnover to increase in next 12 months

Plans to grow business in next 12 months (e.g. build additional distribution capacity throughout London)

### International Activity

Do you make or receive International Payments?

Yes – Please complete details below  No – Please go to Section 2

#### Countries of Trade/Geographical Markets

Country of Trading	When	
	Now <input type="checkbox"/>	In next 12 months <input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Overseas Payments

Country	Frequency of transactions (e.g. monthly / quarterly /annually)	Will you be trading with:	Currency	Average transaction amount	Expected payments		
					Inward	Outward	Both
<input type="text"/>	<input type="text"/>	Businesses <input type="checkbox"/> Individuals <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Businesses <input type="checkbox"/> Individuals <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Businesses <input type="checkbox"/> Individuals <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Businesses <input type="checkbox"/> Individuals <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Businesses <input type="checkbox"/> Individuals <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Key International Suppliers

Supplier Name	Country
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

#### Overseas Offices/Outlets/Subsidiaries

Type	How many Offices/Outlets	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Business Account(s) Opening form (continued)

### 2. WHO OWNS YOUR BUSINESS AND WHO RUNS IT? (Sole Traders - go to Section 3)

#### Beneficial Owners and Company Officials

##### Parent Companies

A Parent Company is a company which holds more than 50% of the voting rights in your business

Do you have a Parent Company?  Yes (Please provide us with a chart detailing the full group structure)

##### Beneficial Owner(s)

For a **Limited Company (Private, Public & Limited by Guarantee)**; a Beneficial Owner is any individual/Business who/that:

- ultimately owns or controls (whether through direct or indirect ownership or control, including through bearer shareholdings) **25% or more** of the shares or **25% or more** of the voting rights in your business; or
- otherwise exercises control over the management of your business

For a **Partnership (inc. Limited Partnership), Limited Liability Partnership, Club, Society, Charity or other Unincorporated Association**; 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 in your business; or
- otherwise exercises control over the management of your business

In all instances, a Beneficial Owner must be identified using the Personal Record Form (regardless of whether or not they will be an account operator).

##### Company/Organisation Official(s)

For a **Limited Company (Private, Public & Limited by Guarantee), Limited Liability Partnership**; please provide details of all Company Officials (Directors/Designated Members/Company Secretaries). Two of these Company Officials (if two or more exist) are required to be identified using the Personal Record Form (whether they will be an account operator or not) and are required to sign the Declaration page of this Business Account(s) Opening Form.

\*Please note that if one of the Company Officials is a Company Secretary who plays no active role in the Company, there is no requirement for them to be identified and verified and they are not required to sign the Declaration page of this Business Account(s) Opening Form.

For a **Club, Society, or other Unincorporated Association**; please provide details of two Officials (Chairperson/Treasurer/Trustees/Office Bearers) if two or more are appointed. If only one Official is appointed to the Organisation, please provide details for the sole Official only.

This/these Official(s) is/are required to be identified using the Personal Record Form and is/are required to sign the Declaration page of this Business Account(s) Opening Form.

Please use this table to provide details of Beneficial Owners and Company Officials **only** (as detailed above)

Name of Individual/Organisation	% Shareholding (if Beneficial Owner)	Position in Business	Authority Level	Is this individual a UK Resident?
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Individual/Organisation	% Shareholding (if Beneficial Owner)	Position in Business	Authority Level	Is this individual a UK Resident?
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
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			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Primary User <input type="checkbox"/> Secondary User <input type="checkbox"/> Not Active on Account	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Business Account(s) Opening form (continued)

### 3. HOW MAY WE HELP?

Please select the account type(s) you would like to open

#### Business Current Account(s)

**Business Current Account** (Business operating with Annual Turnover <£2m.)

**Charity** (Applicable only to Clubs, Societies and other Unincorporated Associations)

#### Loan Accounts

**Business Loan Account**

**Charity Loan Account**

		Paperless Statements	Cheque Book
Account Name	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Name	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Name	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Name	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Business Savings Accounts

If you wish to open a Savings Account, the information in this form regarding term, interest rates and interest payment arrangements shall be Additional Provisions (as defined in the Reliance Bank "Terms and Conditions" brochure).

Paperless Statements

2 Year Fixed Term Deposit

1 Year Fixed Term Deposit

90 Day Notice Business Savings Account

35 Day Notice Business Savings Account

Instant Access Business Savings Account

#### HOW DID YOU HEAR ABOUT US

Advert  Event  Internet  Leaflet  Recommended

Recommended by:

Other (Please Specify)

## Important information and customer declaration

### Marketing purposes

When you take up a mortgage with us we will write to you 4 months prior to the expiry of your mortgage product term, to notify you that your mortgage product term is due to expire and we will provide you with a follow-on offer at that time. This follow-on offer is not classed as marketing because it is related to the renewal of your existing mortgage.

**From time to time, we would like to send you information on other products and services that you could be interested in. This could be a customer communication in the form of a postal letter, email or telephone call. Please tick the boxes below to tell us the ways you would prefer to hear from us:**

Post

Telephone

Email

You can check or change your marketing preferences, and update how you would like us to keep in touch at any time. If you would like to change the way we contact you, please contact us by:

Email on [mortgages@reliancebankltd.com](mailto:mortgages@reliancebankltd.com)

Phone us on 020 7398 5400

Or write to us at Reliance Bank Limited

Faith House

23 – 24 Lovat Lane

London

EC3R 8EB

### General Data Protection Regulation

We will process your personal information in accordance with the General Data Protection Regulations and it will be treated as private and confidential now and in the future. The only exceptions to this will be when the law requires us to disclose information, with your consent or where disclosure is necessary. To fulfil our regulatory obligations your identification documents will be copied and saved securely on the Bank system whilst you remain a customer with us. Should you cease to be a customer of the Bank, this data will be securely archived at the time and destroyed 6 years from the date of closure. Where copies of your identification documents have been supplied to us, but the account application does not result in the account being opened, this data will be securely destroyed after 3 months.

### How we will use your information

The personal information we have collected from you will be shared with Credit Reference Agencies (CRA) and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity and we also share your information with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our Privacy Policy, which can be found on the footer of our Reliance Bank Ltd website, or by writing to our head office at Reliance Bank, Faith House, 23-24 Lovat Lane, London, EC3R 8EB

### Subject Access Requests

**You have the right to request copies of the personal data we hold on you by contacting the Data Protection Officer at our office address.**

Is there anything you would like us to be made aware of which may affect the management of your accounts?  Yes  No

If yes, Please notify to whom we should call and discuss their needs and offer suitable support where possible.

Name

Telephone number

Address

Email address

# Business Account(s) Opening form (continued)

## 4. Important Information

### Authorities, Representations and Warranties

It should be noted that the use and acceptable operation of Reliance Bank Accounts are stipulated by the Reliance Bank Business Terms and Conditions and the relevant 'Summary Box' factsheet.

**Please refer to the Reliance Bank Business Terms and Conditions for a full description of the eligibility criteria applicable to each type of Account and product factsheet for key features (including but not limited to charges and interest).**

#### Please read and confirm the following:

1. By signing this form the Sole Trader, Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity, Club, Society or other Unincorporated Association ('You') request Reliance Bank to open the specific type of Business Account(s) applied for, for the term selected (if applicable).
2. By signing this form 'You' agree and, where applicable, represent that:
  - I) the account(s) and related services, if this application is accepted, will be directed and mandated by the Reliance Bank Business Terms and Conditions and the relevant product factsheet, both of which may undergo periodic review and amendments as necessary.
  - II) business has all necessary (and legal where applicable) authority to enter into the agreement of Reliance Bank Business Terms and Conditions upon this account application.
  - III) all information set out in this form is true, accurate and complete and further you undertake to indemnify Reliance Bank against any loss, charge or expense that Reliance Bank may suffer or sustain and to absolve Reliance Bank of all liability for loss or damage which the applicant business may sustain as a result of Reliance Bank acting in reliance on this application and where applicable, 'You' represent and warrant in favour of Reliance Bank that this application does not, and the accounts and related services if offered will not, contravene the terms of the business's constitutional documents or the terms of any agreement to which the business is a party.
3. By signing this form 'You' acknowledge receipt of the Financial Services Compensation Scheme Information Sheet.

#### The signature(s) below constitute(s) (as may be relevant):

- I) application on behalf of the Sole Trader, Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity, Club, Society or other Unincorporated Association for a Business Account(s) and/or Business Savings Account(s) in accordance with the provisions of Section 3;
- II) as well as the Mandate to Reliance Bank in relation to the Sole Trader, Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity, Club, Society or other Unincorporated Association's use and operation of its account(s) with Reliance Bank

## SIGNATURES

**Sole Trader** (please circle)

**Director/Company Secretary/Member/Partner**  
(please circle)

Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Club, Society or Other Unincorporated Association

**Print Name**

**Signature**

**Date**

**Director/Company Secretary/Member/Partner**  
(please circle)

on behalf of the Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Club, Society or Other Unincorporated Association

**Print Name**

**Signature**

**Date**