



Business and Charity Account(s) Application 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 OR CHARITY

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

☐

Company (Private, Public & Limited by Guarantee)

☐

Sole Trader

☐

Partnership

☐

Limited Liability Partnership

☐

Community Interest Company (CIC) / Charitable Incorporated Organisation (CIO)

☐

Registered Charity

Company Number (if applicable)

Registered Charity Number (if applicable)

Nature of Business

Detailed Description of Activities

Primary Contact

Title

Forename(s)

Surname

Position Held

Contact Number

Email Address

Business / Charity / Partnership Website Address



Business and Charity Application Account(s) form (continued)

1.TELL US ABOUT YOUR BUSINESS OR CHARITY (continued)

1A Business / Charity Names and Addresses

Trading Name (if applicable)

Registered Address

Postcode

Correspondence Address (if different to Registered Address)

Postcode

Trading Address (if different to Registered or Correspondent Address)

Projected Annual Turnover/Income

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 and Charity Application Account(s) form (continued)

1. TELL US ABOUT YOUR BUSINESS OR CHARITY (continued)

How long has the Business / Charity 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

£

Physical
Cash in %

Volumes to increase in next 12 months?

☐ Yes ☐ No

Cash Turnover to increase in next 12 months?

☐ Yes ☐ No

Plans to grow business / charity in next 12 months? If yes, please provide us with further details

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 the 12 months <input type="checkbox"/>
	Now <input type="checkbox"/> In next the 12 months <input type="checkbox"/>
	Now <input type="checkbox"/> In next the 12 months <input type="checkbox"/>
	Now <input type="checkbox"/> In next the 12 months <input type="checkbox"/>
	Now <input type="checkbox"/> In next the 12 months <input type="checkbox"/>

Overseas Payments

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

Key International Suppliers

Supplier Name	Country

Overseas Offices/Outlets/Subsidiaries

Type	How many Offices/Outlets	Country



Registered Office: Reliance Bank Limited, Faith House, 23-24 Lovat Lane, London EC3R 8EB
Tel: 0207 398 5400 · Website: www.reliancebankltd.com

Reliance Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Prudential Regulation Authority and the Financial Conduct Authority.

2. WHO OWNS YOUR BUSINESS OR CHARITY 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 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 and Limited Liability Partnership)

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/Charity / Partnership Organisation Official(s)

For a Company (Private, Public & Limited by Guarantee), Limited Liability Partnership and Charity; 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 Account(s) Application 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 Account(s) Application Form.

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 Account(s) Application 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	Is this individual a UK Resident?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No



3. PLEASE SELECT THE ACCOUNT(S) YOU WANT TO OPEN?

Business / Charity Current Account(s)

☐

Business / Charity / Partnership Current Account

Loan Accounts

☐

Business Loan Account

☐

Charity Loan Account

Your account will be opened using your trading name. If you require additional accounts with additional characters e.g. reserve / expenses, then please specify the number of additional accounts and any additional characters.

Please tell us how often you would like to receive a statement: (please tick a box)

☐

Monthly

☐

Quarterly

☐

Annually

☐

To opt out of paperless statements please tick here.

Business / Charity 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).

☐

2 Year Fixed Term Deposit

☐

1 Year Fixed Term Deposit

☐

6 month Fixed Term Deposit

☐

3 month Fixed Term Deposit

☐

90 Day Notice Business / Charity Savings Account

☐

35 Day Notice Business / Charity Savings Account

☐

Instant Access Business / Charity Savings Account

HOW DID YOU HEAR ABOUT US

☐

Email

☐

Digital Advertising

☐

Social Media

☐

Press

☐

Event

☐

Recommendation

Recommended by:

Other (Please specify)

Initial Deposit Amount (refer to the accounts terms and conditions for the exact amount)

What is the source of the initial deposit?

☐

Existing Savings

☐

Maturing Investment

☐

Other (Please specify)



Important information and customer declaration

Marketing purposes

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 customer.experience@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

UK General Data Protection Regulation

We will process your personal information in accordance with the UK 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.



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Business and Charity Application Account(s) 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' fact sheet.

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, Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, ('You') request Reliance Bank to open the specific type of Business / Charity 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/ Charity 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 / charity 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 / charities constitutional documents or the terms of any agreement to which the business / charity 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, Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership) or, Limited Liability Partnership, Charity 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

4. I/we have read and agreed to the Instant Access Personal Savings Account and / or 35/90 day Notice Business/Charity Account or Fixed Term Deposit Account(s) Terms and Conditions (T&C's) and Reliance Bank Business Terms and Conditions.

5. I/we acknowledge receipt of the FSCS information Sheet and Exclusions List Bank in relation to the Sole Trader, Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership's, Charity use and operation of its account(s) with Reliance Bank

5. SIGNATURES

Sole Trader (Please circle)

Director / Company Secretary / Member / Partner
(Please circle)

on behalf of the Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity.

Print Name

Signature

Date

Director / Company Secretary / Member / Partner
(Please circle)

on behalf of the Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity.

Print Name

Signature

Date



Business and Charity Account(s) Application Mandate

The Business & Charity Account Mandate Form should be completed when appointing new or removing existing Signatories for Business & Charity accounts.

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

6. MANDATE

Please complete the account specific mandate/s below on how individuals linked to the account can access each account. Completion of this Mandate authorises Reliance Bank to accept all instructions given, or acts performed, in accordance with our Terms and Conditions and/or this Mandate on behalf of the Business / Charity Customer by account signatories.

Definition

Account Signatory

An Account Signatory is an Account Operator who can have full access on an Account in accordance with the instructions set out in this Mandate.



Business and Charity Account(s) Application Mandate (continued)

6. MANDATE(continued)

Account 1	Account number	
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Signing Rules

☐ One to Sign

☐ Two to Sign

☐ Specific Mandate Instruction (include the specific amount limit in the box below which will apply to all linked accounts)

Name	Position	Signature	Digital Access Banking	Debit Card Required
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



6. MANDATE (continued)

Account 2	Account number	
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Signing Rules

☐ One to Sign

☐ Two to Sign

☐ Specific Mandate Instruction (include the specific amount limit in the box below which will apply to all linked accounts)

Name	Position	Signature	Digital Access Banking	Debit Card Required
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Business and Charity Account(s) Application Mandate (continued)

7. AUTHORITIES, REPRESENTATIONS AND WARRANTIES

Please read and confirm the following:

By signing this application form we acknowledge that we have read and understood Reliance Bank's Business Terms and Conditions, the 'Banking with Reliance Bank' information sheet, and, where appropriate, Reliance Bank's Corporate Visa Debit Card Terms and Conditions.

We authorise Reliance Bank Limited to make any enquiries which are considered appropriate whilst processing this application, and we confirm that the information given is accurate and true to the best of our knowledge. The personal information we have collected from you will be shared with credit reference agencies 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.

We certify that the above is a true excerpt from the recorded minutes of a meeting of this company, and that the specimen signatures are correct in providing the email address you agree that it may be used by us to contact you concerning matters relating to your account with us.

8. DECLARATION AND SIGNATURES

I/We confirm that the names, residential addresses, dates of birth, official positions, and specimen signatures of the account signatories, as set out in Section 3 and their respective Business Individual Identification & Verification forms (which shall form part of this Mandate), are true and correct.

I/We confirm that the Mandate has been completed, signed and dated under the authority properly conferred by any constitutional documents and (if applicable) by a duly constituted and quorate meeting of; for example, the Board of Directors or Officers of the Association; and that such authority has not been amended or revoked and otherwise remains in full force and effect as at the date indicated below next to my/our signature.

Sole Trader (Please circle)

Existing Account Signatory

on behalf of the Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity.

Print Name

Signature

Date

Existing Account Signatory

on behalf of the Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity.

Print Name

Signature

Date

