

**Individual Identification, Verification and Contact Detail Form**

For the identification and verification of Account Operators (Nominated Persons and Authorised Signatories) and Responsible Individuals of an account, and for capturing contacts details and preferences.

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. Personal Details and Contact Details			
The following contact details will be used for service communications and enquiries about your Business or Commercial Account.			
Title	<input type="text"/>	Gender	<input type="text"/>
Home Telephone Number	<input type="text"/>		
First Name	<input type="text"/>	Mobile Telephone Number	<input type="text"/>
Middle Name(s)	<input type="text"/>	Email Address	<input type="text"/>
Surname	<input type="text"/>	Country of Birth	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text"/>
		Country of Residence	<input type="text"/>

2. Your Address History	
Current address	<input type="text"/>
Date effective from	<input type="text"/>
Residential Status	<input type="text"/>
	(Homeowner with or without mortgage / tenant etc)
Postcode	<input type="text"/>
If you have lived at your current address for less than three years, please also provide your previous addresses below	
Previous address	<input type="text"/>
Date effective from	<input type="text"/>
Date effective to	<input type="text"/>
Postcode	<input type="text"/>
Residential Status	<input type="text"/>
	(Homeowner with or without mortgage / tenant etc)
Previous address	<input type="text"/>
Date effective from	<input type="text"/>
Date effective to	<input type="text"/>
Postcode	<input type="text"/>
Residential Status	<input type="text"/>
	(Homeowner with or without mortgage / tenant etc)

**3. Current Account Switch Service**

We participate in the industry Current Account Switch Service (CASS). The Current Account Switch Service makes switching current accounts from one UK bank or building society to another simple and hassle-free.

**4. Security Question**

For your protection, please answer the following questions, which we can use to identify you for telephone banking purposes.

Your favourite colour

Your favourite place

Your favourite book

Your mother’s maiden name

Your town of birth

**5. Tax Compliance**

Tax Regulations require us to collect information about each investor’s tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about you tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes within 30 days.

Completion of this section is a regulatory requirement for Sole Traders. Please note we are obliged to provide HMRC with details about Customers who are required to but do not complete this section.

**Tax residency**

Please answer questions a) and b)

a.)Are you resident for tax in the UK? Yes  No  Don’t know

(If you have always lived in the UK then you are likely to be UK tax resident. However, if this does not apply and you are unsure of your status, you should seek professional tax advice.)

b.)Are you resident for tax in any other country? Yes  No  Don’t know

If you have ticked “Yes” to question b, please indicate all countries in which you are resident for tax purposes and provide the associated Tax Reference Numbers. If you are a US citizen or resident, please include United States in this table along with your US Tax Identification Number (TIN). If you are unable to provide a TIN, please check the box to certify that a TIN is unavailable.

Country/Countries of Tax Residency	TIN/Tax Reference Number	TIN / Tax Reference Number Unavailable
		<input type="checkbox"/>
		<input type="checkbox"/>

## 6. Marketing purposes

We would like to keep you up to date with information about our products which we think may be of interest to you. How would you prefer to receive this information?

I/we wish to receive marketing by

Post Yes  No Thank You

Email Yes  No Thank You

Telephone/mobile Yes  No Thank You

If at any time this information is no longer required, you have the right to notify us by contacting our office.

## 7. 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.

### 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.

## 8. Special Requirements

Is there anything you would like us to be made aware of which may affect the management of your accounts, for instance anyone with certain health impairments? Yes

If yes, Please notify to whom we should call and discuss their needs and offer suitable support where possible. Such information will classify as sensitive personal data which we can only record with their explicit permission.

If this is relevant and you are happy to consent to us holding this information, please tick this box

## 9. Declaration and Signature

### Credit Reference Agencies

When you make this request to become an Account Holder as defined in our Personal or Business Terms and Conditions (dependent on what type of account you are opening), Reliance Bank will make various checks in order to assess your eligibility to become an Account Operator, to verify your identity and to prevent and detect crime and money laundering. Reliance Bank will search records held by credit reference agencies (CRA's) when considering this request. On-going searches may be necessary once a year.

### Fraud Prevention Agencies

If you give false or inaccurate information and fraud is identified or suspected, details may be passed to fraud prevention agencies and/or CRAs to prevent fraud and money laundering. Law enforcement agencies may access and use this information.

Any decision by Reliance Bank to accept your request to become an Account Operator in relation to the Account identified in section 1 (the Relevant Account) will be based on the information set out in this request. By signing this form, you declare that the information set out in this request is, to the best of your knowledge and belief, correct and not misleading. If it alters at any time you must tell Reliance Bank promptly in writing.

If your request is accepted, you will not have any rights under Terms and Conditions in your capacity as Account Operator. However the Relevant Entity will be responsible for your acts or omissions as if they were its own. We have recommended that the Relevant Entity should make you aware of its obligations to Reliance Bank under the Terms and Conditions.

Before signing this form you should carefully read the Personal or Business Terms and Conditions (dependent on what type of account you are opening). If there is anything you do not understand then please discuss it with a Reliance Bank Customer Service Representative before signing this form.

By signing this form the applicant confirms that the email address provided may be used by the Bank as a means of corresponding with the business/organisation. It is the applicant's responsibility to advise the Bank of any changes to this address

Signature:

Date:

For each account signatory, please include all identification documents, as per our "What you need to open an account". Original documents will be returned to you.

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

Reliance Bank Limited, Faith House, 23 – 24 Lovat Lane, London EC3R 8EB. Telephone: 0207 398 5400.

**ID/V CDF 05/19**