

# SOCIETY, CLUB, ASSOCIATION, CHARITY OR CHURCH BODY/ PLACE OF WORSHIP

## APPLICATION FORM AND MANDATE

Corporate bodies should use the Business Account Application Form and Mandate

Please ensure you visit [www.caterallen.co.uk](http://www.caterallen.co.uk) to download the FSCS Information Sheet and Exclusions List before completing this application form.

You will be asked to acknowledge receipt of the Information Sheet in the Acceptance section of this application form.

Please complete this form in BLOCK CAPITALS and black ink and return it in the pre-paid envelope provided to: **Cater Allen Private Bank, 9 Nelson Street, Bradford, BD1 5AN**. If you need any help completing this form, please call us on **0800 092 3300**.

### For action by Financial Adviser only

£ Sterling Master Account number

£ Sterling Account number allocated

€ Euro Master Account number

€ Euro Account number allocated

\$ US Dollar Master Account number

\$ US Dollar Account number allocated

### 1 Which account(s) are you applying for?

Applicant(s) to complete

Are you a (please tick as appropriate):

Society  Club  Association  Charity  Church Body/Place of Worship

Hereafter known as the 'organisation'.

Please let us know the account(s) you would like to open by ticking the relevant box(es) and tell us the amount you would like to deposit as an opening balance. Then decide whether you would like a chequebook, paying-in book and/or Visa Debit Card.

Reserve Account <sup>1</sup> (minimum £5,000 or equivalent per currency)	Chequebook	Postal deposit Paying-in Book	Visa Debit Card <sup>3</sup>
<input type="checkbox"/> £ Sterling <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> € Euro <input type="text"/>			<input type="checkbox"/>
<input type="checkbox"/> \$ US Dollar <input type="text"/>			<input type="checkbox"/>
Asset 30 Account <sup>1</sup> (minimum £5,000)			
<input type="checkbox"/> £ Sterling <input type="text"/>		<input type="checkbox"/>	
Term Deposit <sup>2</sup> (minimum £50,000)			
<input type="checkbox"/> £ Sterling <input type="text"/>			
For Charities Only – Reserve Account for Charities <sup>1</sup> (minimum £5,000)			
<input type="checkbox"/> £ Sterling <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(For notes, please refer to page 13.)



**4 Personal details for all Chairperson/Treasurers/Secretaries/Members of Councils and other Officers of Church Bodies/Places of Worship as well as all authorised signatories**

Applicant(s) to complete

In order to ensure that the Bank's information is always up to date, and to comply with Anti-Money Laundering Regulations, we are required to identify and verify all applicants for accounts, as well as certain other parties to the relationship. In some circumstances we may not be able to process this request without this information.

If this application form does not provide you with enough space for the personal details of all required parties, please photocopy the second applicant section of the form and complete for each additional person, attaching all relevant pages to this application.

**First applicant**

If you are an existing Cater Allen Client, please provide your Cater Allen account number

Which of the following are you? Please tick the appropriate box(es).

Chairperson  Treasurer

Council Member of a Church Body/Place of Worship  Other Official of a Church Body/Place Of Worship

Authorised Signatory  Secretary

Mr  Mrs  Ms  Miss

Other  If 'Other' please state

Forename(s)

Middle name(s)

Surname

Any other name you have been, or are, known by

Date of birth

Nationality

Do you have dual nationality? Yes  No

If 'Yes' please specify which country

Current home address (permanent residential address)\*   
  
  
 Postcode

Country of residence

How long have you been at your current home address?

Years   Months

Telephone (day)

Telephone (evening)

Mobile

Email

Previous home address if less than three years at address shown within 'Current home address' field (if more than one address, please provide details of all other addresses on a separate sheet)

  
  
  
 Postcode 

How long did you live at this address?

Years   Months

Country of birth

Country of Fiscal residence (i.e. the country in which you are currently resident and employed)

Do you make a tax contribution in any other country due to residence or citizenship?

Yes  No

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN (Tax Identification Number)

Country

TIN

Country

TIN

Country

TIN

**Internet Banking Access for Customer<sup>4</sup>**

**Please do not tick the following box if you already have Cater Allen Internet Banking Access.**

I would like Internet Banking access (all accounts will appear within Internet Banking):

\* This is the address to where your Personal Access Code (PAC) and Internet Banking Password (IBP) will be posted. **C/O and PO Box addresses are not acceptable**

**Second applicant**

If you are an existing Cater Allen Client, please provide your Cater Allen account number

Which of the following are you? Please tick the appropriate box(es).

Chairperson  Treasurer   
 Council Member of a Church Body/Place of Worship  Other Official of a Church Body/Place Of Worship   
 Authorised Signatory  Secretary

Mr  Mrs  Ms  Miss   
 Other  If 'Other' please state

Forename(s)

Middle name(s)

Surname

Any other name you have been, or are, known by

Date of birth

Nationality

Do you have dual nationality?  
 Yes  No

If 'Yes' please specify which country

Current home address (permanent residential address)\*  
  
  
  
 Postcode

Country of residence

How long have you been at your current home address?  
 Years   Months

Telephone (day)

Telephone (evening)

Mobile

Email

Previous home address if less than three years at address shown within 'Current home address' field (if more than one address, please provide details of all other addresses on a separate sheet)

  
  
  
 Postcode 

How long did you live at this address?  
 Years   Months

Country of birth

Country of Fiscal residence (i.e. the country in which you are currently resident and employed)

Do you make a tax contribution in any other country due to residence or citizenship?  
 Yes  No

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN (Tax Identification Number)

Country

TIN

Country

TIN

Country

TIN

**Internet Banking Access for Customer<sup>4</sup>**  
**Please do not tick the following box if you already have Cater Allen Internet Banking Access.**

I would like Internet Banking access (all accounts will appear within Internet Banking):

\* This is the address to where your Personal Access Code (PAC) and Internet Banking Password (IBP) will be posted. **C/O and PO Box addresses are not acceptable**

**5 Details about your Financial Adviser**

**Applicant(s) to complete**

Were you introduced to Cater Allen by a Financial Adviser?

Yes  No

If **'Yes'**, please complete the details below. If **'No'**, proceed to section 6

Name of Financial Adviser

Address

Postcode

Telephone

Contact name

Email

**6 Confirmation of Verification of Identity (CVIC)**

FCA authorised and regulated Financial Adviser to complete

For completion by Financial Conduct Authority (FCA) authorised and regulated Financial Advisers only, if you do not have an FCA authorised and regulated Financial Adviser, please proceed to section 7.

If you are a FCA authorised and regulated Financial Adviser who has fully verified the identities of your client(s) as listed in section 4 of this form, please read and confirm the following details by completing and signing this section.

Full name of introducing firm

Regulator reference number

**First applicant**

Full name (including any middle names)

Current home address

  
  
  

Date of birth

Postcode

**Second applicant**

Full name (including any middle names)

Current home address

  
  
  

Date of birth

Postcode

**Third applicant**

Full name (including any middle names)

Current home address

  
  
  

Date of birth

Postcode

**Fourth applicant**

Full name (including any middle names)

Current home address

  
  
  

Date of birth

Postcode

**Confirmation**

I/We confirm that:

- (a) the information provided in this section was obtained by me/us in relation to the customer;
- (b) the evidence I/we have obtained to verify the identity of the customer(s) (tick only one):

Meets the standard evidence set out within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group ("JMLSG"); or

Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation)

FCA authorised and regulated Financial Adviser's Signature

Name

Position

Date

## 7 Visa Debit Card

Applicant(s) to complete

As Visa Cards operate on a single signature, they are only available where the Mandate (section 11) allows for all transactions to be signed by any one of the Authorised Signatories. Please note: maximum of **two** cardholders allowed per account, and both must be a signatory on the account (please see section 12 – Authorised Signatories). **Only available for Society, Club and Association Accounts.**

Please complete the section below.

### First cardholder

Name of individual cardholder

### Second cardholder

Name of individual cardholder

## 8 Asset 30 Account Income Facility

Applicant(s) to complete

Complete this section if you are applying for an Asset 30 Account and wish for the interest to be swept into another account as monthly income.

Sort code

 -  - 

Account number

Account name

Name of Bank or Building Society

Branch address

Postcode

## 9 Term Deposit options only

Applicant(s) to complete

To open a Term Deposit, you must send your funds to us via electronic transfer – we cannot accept a cheque for the deposit amount.

On approval of your application to open a Term Deposit, we will contact you to confirm the paying-in details and process.

Please confirm the length of Term Deposit that you would like to open below:

### Term Length Options

#### Term Deposit

3 months       6 months       9 months   
12 months       24 months       36 months

## Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. You are Cater Allen Private Bank, the data controller. This data protection statement sets out how you'll use my personal data. I can contact your Data Protection Officer (DPO) at 201 Grafton Gate East, Milton Keynes, MK9 1AN if I have any questions.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

## The types of personal data you collect and use

Whether or not I become a customer, you'll use my personal data for the reasons set out below and if I become a customer you'll use it to manage the account, policy or service I've applied for. You'll collect most of this **directly** during the application journey either from me or from my Financial Adviser if I have one. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use about me as a personal or business customer (if I am one) may include:

- Full name and personal details including contact information (e.g. home and/or business address and address history, email address, home, business and mobile telephone numbers);
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Financial details (e.g. salary and details of other income, and details of accounts held with other providers);
- Records of products and services I've obtained or applied for, how I use them and the relevant technology used to access or manage them (e.g. mobile phone location data, IP address, MAC address);
- Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- Information from credit reference or fraud prevention agencies, electoral roll, court records of debt judgements and bankruptcies and other publicly available sources as well as information on any financial associates I may have;
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Education and employment details/employment status for credit and fraud prevention purposes; and
- Personal data about other named applicants. I must have their authority to provide their personal data to you and share this data protection statement with them beforehand together with details of what I've agreed on their behalf.

## Providing my personal data

You'll tell me if providing some personal data is optional, including if you ask for my consent to process it. In all other cases I must provide my personal data so you can process my application (unless I'm a customer and you already hold my details).

## Monitoring of communications

Subject to applicable laws, you'll monitor and record my calls, emails, text messages, social media messages and other communications in relation to my dealings with you. You'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of your communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when you need to see a record of what's been said. You may also monitor activities on my account where necessary for these reasons and this is justified by your legitimate interests or your legal obligations.

## Using my personal data: the legal basis and purposes

You'll process my personal data:

1. As necessary **to perform your contract with me** for the relevant account, policy or service:
  - a) To take steps at my request prior to entering into it;
  - b) To decide whether to enter into it;
  - c) To manage and perform that contract;
  - d) To update your records; and
  - e) To trace my whereabouts to contact me about my account and recovering debt.
2. As necessary **for your own legitimate interests** or those of other persons and organisations, e.g.:

- a) For good governance, accounting, and managing and auditing your business operations;
  - b) To search at credit reference agencies at my home and/or business address (if I am a business customer) if I'm over 18 and apply for credit;
  - c) To monitor emails, calls, other communications, and activities on my account;
  - d) For market research, analysis and developing statistics; and
  - e) To send me marketing communications, including automated decision making relating to this.
3. As necessary **to comply with a legal obligation**, e.g.:
    - a) When I exercise my rights under data protection law and make requests;
    - b) For compliance with legal and regulatory requirements and related disclosures;
    - c) For establishment and defence of legal rights;
    - d) For activities relating to the prevention, detection and investigation of crime;
    - e) To verify my identity, make credit, fraud prevention and anti-money laundering checks; and
    - f) To monitor emails, calls, other communications, and activities on my account.
  4. Based on **my consent**, e.g.:
    - a) When I request you to disclose my personal data to other people or organisations such as a company handling a claim on my behalf, or otherwise agree to disclosures;
    - b) When you process any special categories of personal data about me at my request (e.g. my racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning my health, sex life or sexual orientation); and
    - c) To send me marketing communications where you've asked for my consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

## Sharing of my personal data

Subject to applicable data protection law you may share my personal data with:

- The Santander group of companies\* and associated companies in which you have shareholdings;
- Sub-contractors and other persons who help you provide your products and services;
- Companies and other persons providing services to you;
- Your legal and other professional advisors, including your auditors;
- Fraud prevention agencies, credit reference agencies, and debt collection agencies when you open my account and periodically during my account or service management;
- Other organisations who use shared databases for income verification and affordability checks and to manage/collect arrears;
- Government bodies and agencies in the UK and overseas (e.g. HMRC who may in turn share it with relevant overseas tax authorities and with regulators e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect my vital interests;
- To protect the security or integrity of your business operations;
- To other parties connected with my account e.g. guarantors and other people named on the application including joint account holders who will see my transactions;
- When you restructure or sell your business or its assets or have a merger or re-organisation;



- Market research organisations who help to improve your products or services;
- Payment systems (e.g. Visa or MasterCard), if you issue cards linked to my account, who may transfer my personal data to others as necessary to operate my account and for regulatory purposes, to process transactions, resolve disputes and for statistical purposes, including sending my personal data overseas; and
- Anyone else where you have my consent or as required by law.

#### International transfers

My personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

#### Identity verification and fraud prevention checks

The personal data you've collected from me at application or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify my identity. If fraud is detected, I could be refused certain services, finance or employment in future. You may also search and use your internal records for these purposes. Further details on how my personal data will be used by you and these fraud prevention agencies, and my data protection rights, can be found in the 'Using My Personal Data' booklet.

#### Credit reference checks (this doesn't apply the following accounts: Asset 30 Account, Sovereign 30 Account and Term Deposits)

If I've applied for a credit product then in order to process my application, you'll perform credit and identity checks on me at my home and/or business address (if I am a business customer) with one or more credit reference agencies. To do this you'll supply my personal data to the credit reference agencies and they'll give you information about me. When you carry out a search at the credit reference agencies they'll place a footprint on my credit file. A credit search may either be: a) a quotation search where a soft footprint is left. This has no effect on my credit score, and lenders are unable to see this; or b) a hard footprint where I've agreed/requested Cater Allen to proceed with my application for credit. This footprint will be viewable by other lenders and may affect my ability to get credit elsewhere. You'll also continue to exchange information about me with credit reference agencies while I have a relationship with you. The credit reference agencies may in turn share my personal information with other organisations. If I am a business customer, the personal data shared with the credit reference agencies will relate to me and my business. Details about my application (whether or not it's successful) will be recorded and you'll give details of me, the business (where applicable) and my accounts and how I manage them to credit reference agencies. If I do not repay any debt in full or on time, they'll record the outstanding debt and supply this information to others performing similar checks, to trace my whereabouts and to recover debts that I owe. Records remain on file for 6 years after they are closed, whether settled by me or defaulted. A financial association link between joint applicants will be created at the credit reference agencies. This will link our financial records and be taken into account in all future applications by either or both of us until either of us apply for a notice of disassociation with the credit reference agencies.

The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail in the 'Using My Personal Data' booklet, or via the Credit Reference Agency Information Notice (CRAIN) document which can be accessed via any of the following links:

- [experian.co.uk/crain](https://experian.co.uk/crain)
- [equifax.co.uk/crain](https://equifax.co.uk/crain)
- [callcredit.co.uk/crain](https://callcredit.co.uk/crain)

#### My marketing preferences and related searches

You'll use my home address, phone numbers, and email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact me according to my preferences. I can change my preferences or unsubscribe at any time by contacting you. In the case of social media messages I can manage my social media preferences via that social media platform. If I'm over 18, you may search the files at credit reference agencies before sending marketing communications to me about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect my credit rating. You do this as part of your responsible lending obligations which is within your legitimate interests.

From time to time you'd like to contact me about products, services and offers that may interest me or to get my opinion on how you are doing. I understand you won't bombard me and I can choose to stop receiving information at any time by contacting you.

#### Applicant 1

I have ticked any box(es) I **WOULD NOT** like you to use:

- Email, text, social media and messaging services
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

#### Applicant 2

I have ticked any box(es) I **WOULD NOT** like you to use:

- Email, text, social media and messaging services
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

#### Automated decision making and processing

Automated decision making involves processing my personal data without human intervention to evaluate my personal situation such as my economic position, personal preferences, interests or behaviour, for instance in relation to transactions on my accounts, my payments to other providers, and triggers and events such as account opening anniversaries and maturity dates. You may do this to decide what marketing communications are suitable for me, to analyse statistics and assess lending risks. All this activity is on the basis of your legitimate interests, to protect your business, and to develop and improve your products and services, except as follows; when you do automated decision making including profiling activity to assess lending and insurance risks, this will be performed on the basis of it being necessary to perform the contract with me or to take steps to enter into that contract. Further details can be found in the 'Using My Personal Data' booklet.

#### Other information about me as a business customer (if I am one)

You may also hold all the information I give to you (i.e. name, address, date of birth, nationality) in order to undertake periodic due diligence checks which banks are required to undertake to comply with UK legislation.

#### Criteria used to determine retention periods (whether or not I become a customer)

The following criteria are used to determine data retention periods for my personal data:

- Retention in case of queries.** You'll retain my personal data as long as necessary to deal with my queries (e.g. if my application is unsuccessful);
- Retention in case of claims.** You'll retain my personal data for as long as I might legally bring claims against you; and
- Retention in accordance with legal and regulatory requirements.** You'll retain my personal data after my account has been closed or has otherwise come to an end based on your legal and regulatory requirements.

#### My rights under applicable data protection law

My rights are as follows (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- The **right to be informed** about your processing of my personal data;
- The right to have my personal data **corrected if it's inaccurate** and to have **incomplete personal data completed**;
- The right **to object** to processing of my personal data;
- The right **to restrict processing** of my personal data;

- The right to have my personal data erased (the “right to be forgotten”);
- The right to request access to my personal data and information about how you process it;
- The right to move, copy or transfer my personal data (“data portability”); and
- Rights in relation to automated decision making including profiling.

I have the right to complain to the Information Commissioner’s Office. It has enforcement powers and can investigate compliance with data protection law: [ico.org.uk](http://ico.org.uk).

For more details on all the above I can contact your DPO or request the ‘Using My Personal Data’ booklet by calling 0800 092 3330 or I can view it online at [caterallen.co.uk](http://caterallen.co.uk).

### Data anonymisation and aggregation

My personal data may be converted into statistical or aggregated data which can’t be used to identify me, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

### \*Group companies

For more information on the Santander group companies, please see the ‘Using My Personal Data’ booklet.

## 11 Declaration and Mandate

I/We certify that at a meeting on  the Trustees/Managing Committee passed a resolution to open an Account with Cater Allen Private Bank and that resolution has been duly recorded in the minute book.

I/We,  (the ‘Account Holder’) being a Club, Society, Association, Charity or a Place of Worship/Church Body hereby apply to open an Account (‘the Account’) with Cater Allen Private Bank (‘the Bank’) on the published Terms and Conditions thereof (‘the Conditions’), which we acknowledge having received and to which we agree to be bound and any subsequent amendments which the Bank may inform us of from time to time, and in accordance with the Mandate below which shall remain in effect until a new Mandate is executed, and which we understand and accept and hereby request and authorise the Bank:

- to honour and comply with all cheques drawn on our behalf and debit such cheques to the Account;
- to honour and comply with all instructions for withdrawal from the Account;
- to collect for credit to the Account, all instruments endorsed on behalf of the Account Holder as named above.

**Provided** that such cheques, instructions or endorsements are signed by our Authorised Signatories as detailed below (please complete and tick the appropriate boxes):

You can choose the number of signatories you wish to have on your account. Please tick only ONE of the boxes below.

Total number of Authorised Signatories to be held on this account:

(Please write only one number in this box)

**Please note that if any Visa Debit Cards are issued on the Account, then the Account must be set up so that only ONE signature is required to authorise any transaction.**

You can choose the number of signatories required to authorise any single transaction. Please tick any **one** of the boxes below.

any one signature

any two signatures

more than two signatures, please specify how many

The instructions of the signatories appearing in section 12, when appearing in accordance with the current Mandate to operate the above account, will be honoured whether the Account is in credit or debit.

Provided further that the Bank be furnished with a list giving the full names and specimen signature and documentary proof of name and home address of each of the persons referred to in section 12, certified, where applicable, by the Chairperson and Secretary and that the Bank receives notice in writing of any change there may be or any further such list, in each case and the Bank may be assured that any Resolutions have not been amended or revoked until it receives notice in writing thereof.

I/We authorise the Bank to make enquiries and to take up references as it considers appropriate in connection with this application form and this authorisation is to remain effective until the Bank receives our written notification to the contrary.

I/We agree that any indebtedness or liability incurred to the Bank under this authority shall, in the absence of any express written agreement by the Bank to us, be due and payable on demand.

I/We shall, as and when necessary, supply to the Bank lists of current Trustees/Officers and, if applicable, other officials authorised to sign, with specimen signatures in accordance with the current Mandate to operate the above Account.

Upon any Trustee/Officer ceasing to be associated with us by death or otherwise, the Bank may, in the absence of written notice to the contrary from us treat the surviving continuing Trustees/Officers for the time being as having full power to carry on the business of the Account Holder and to deal with its assets as freely as if there had been no change in the Account Holder.

I/We authorise the Bank to disclose details of that Account to our Financial Adviser as named in this application form, or their successors in title (unless advised to the contrary).

I/We acknowledge that my Financial Adviser may receive commission in respect of the Account.

The Bank is hereby authorised to comply with all withdrawal instructions given by facsimile, providing that such instructions are signed in accordance with the current Mandate to operate the above Account. The Bank may act upon such instructions immediately and without further enquiry unless it has cause to be suspicious as to the nature and content of the request.

I/We understand that the Bank accepts no liability whatsoever in respect of any losses which may be suffered as a result of any fraud or negligent misuse of the banking services including telephone banking unless such loss occurs as a result of fraud or negligence on the part of the Bank or its employees or agents.

The above authority shall remain in force until the Bank receives written notice of its revocation, notwithstanding any change in our constitution (or name), and shall apply notwithstanding any change by death, bankruptcy, retirement or otherwise.

### Changes to Signatories

The Bank will not accept changes in Authorised Signatories unless detailed on our appropriate Renewal Mandate form.

### Closure of Account

The Bank will not accept notification of closure of this Account unless it is authorised by the correct signatories as detailed on the valid Mandate that is in existence at that point in time.

Any individual who wishes to be able to view and/or transact on this account must be identified as an Authorised Signatory. If an individual is not identified as an Authorised Signatory then we will not accept their signature as authorisation to carry out a transaction, e.g. on a letter, on a cheque, on a faxed request, etc.

**Individual Authorised Signatories**

The following Signatories are authorised to operate this account ("The Account") with Cater Allen Private Bank ("The Bank").

By signing this application form we agree that:

- We have read the Declaration and Mandate and Data Protection Statement, and agree that you can use our information as stated in the Data Protection Statement
- We have received and accept the Terms and Conditions of this Account (or those Accounts applied for) and agree to also be bound by any subsequent amendments advised to us by the Bank from time to time
- We hereby certify that the information provided in this application form is, to the best of my knowledge and belief, accurate and complete in all respects

If additional space is required, please photocopy this page and attach it to the application.

**Signature of first person**

Full name

Position

Signature

Date

**Signature of second person**

Full name

Position

Signature

Date

**Signature of third person**

Full name

Position

Signature

Date

**Signature of fourth person**

Full name

Position

Signature

Date

**Signature of fifth person**

Full name

Position

Signature

Date

**Signature of sixth person**

Full name

Position

Signature

Date

**Documentation required for Verification of Organisational Entity**

As a means of verifying identity, electronic checks are undertaken by the Bank on all applicants and related parties included within the Personal details section. In some instances, specific supporting documents are required for submitting in conjunction to these electronic checks. Please read the following sections and complete the tick box if required:

**Club, Society or Association**

- A copy of your Society, Club or Association's conditions/constitution
- Or, signed meeting record authorising account opening and listing Operators
- Or, a copy of the Articles of Association or equivalent documentation setting out the purposes and objectives of the Club or Society

Please note that in the case of an Investment Club we need details and documentary proof of Identity for all Members.

**Charity**

- Confirmation of your charitable status from the Charities Commission

Applications on behalf of unregistered charities should follow the requirements for Clubs and Societies.

**These documents will be returned to you in due course.**

**Church Body/Place of Worship**

- Certified Building of Worship Certificate from the General Register Office

Applications on behalf of registered Church Bodies/Places of Worship should follow the requirements stated for registered Charities.

**Documentation required for Verification of Personal Identity**

From the Required Documents information provided below, please read the section which is relevant to you and once you are happy that the correct information has been supplied, tick the box provided.

**If you have been introduced by an FCA authorised and regulated Financial Adviser**

- My/our FCA authorised and regulated Financial Adviser has completed section 6 (Confirmation of Verification of Identity, 'CVIC') to verify all parties to the Account

**If you do not have a Financial Adviser or are an introduced client not providing a CVIC**

- I/We have completed the separate Customer Identification Requirements Sheet (available on [www.caterallen.co.uk](http://www.caterallen.co.uk)) and provided copies of the necessary ID documents that have been certified as "a true copy of the original" by a "professional" (Lawyer, Accountant or Notary) in the UK or an equivalent jurisdiction\*. Certification of these documents (via a signature) must include the position and contact details of the certifier.

**Once you have selected from the relevant option above, please progress to the Acceptance section.**

\*If these copy documents are not certified by a "professional", then we will be required to carry out additional identity checks

**Please note: Absence of any of the above required documents will result in delays to the opening of your Account.**

**This Acceptance should be signed as follows:**

- On behalf of a Charity – by the Chairperson/Treasurer/Secretary registered with the Charities Commission
- On behalf of Associations, Clubs and Societies – by two separate Chairman/Treasurers or a Chairman/Treasurer and a Secretary
- On behalf of a Church Body/Place of Worship – by Members of the Church Council or other Officers

By signing this Application Form we agree that:

- We have read the Declaration and Mandate and Data Protection Statement, and agree that you can use our information as stated in the Data Protection Statement
- We have received and accept the Terms and Conditions of this Account (or those Accounts applied for) and agree to also be bound by any subsequent amendments advised to us by the Bank from time to time
- I hereby certify that the information provided in this application form is, to the best of my knowledge and belief, accurate and complete in all respects
- Cater Allen Private Bank is duly authorised to operate the Account(s)
- I undertake to advise Cater Allen Private Bank within 30 days of any change in circumstances which affects my tax residency status or causes the information contained herein to become incorrect
- I have received a copy of the FSCS Information Sheet and Exclusions List.

**Signature of first person**

Full name

Position

Signature

Date

**Signature of second person**

Full name

Position

Signature

Date

**Notes**

Applicant(s) to read

- <sup>1</sup> If you are opening a Reserve Account or Asset 30 Account and would like to make the initial deposit by cheque, it is required that the cheque is made payable to the name that you wish your new Account to be in. No cash, postal orders or third party cheques can be accepted.
- <sup>2</sup> The option to open a Term Deposit is restricted to the electronic transfer of funds only.
- <sup>3</sup> If you request a Visa Debit Card, it will be sent to you when the opening funds are available on your account. **Only available for Society, Club and Association Accounts.**
- <sup>4</sup> Please note that only fully transactional sterling accounts, requiring a single signature to transact, have full Internet Banking functionality. All other accounts will have 'view only' access.

**For CAPB completion only**

Marketing Code

Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print, Braille and Audio CD. If you would like to register to receive correspondence in an alternative format please contact us on **0800 092 3300**. For the hard of hearing and/or speech impaired please use the Text Relay service. Further details can be found at <http://ngts.org.uk/>

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