

Limited Company Notice Application Form

This form can be completed electronically then saved and printed. If completing manually, please complete in black ink and BLOCK CAPITALS. If you need any help completing this form, please call us on 01257 235003 or visit your local branch.

Your Investment

We wish to invest the sum of

£

Please state the source of funds

Purpose of the account

Your Organisation

We need to know the size of your organisation, therefore please provide the following information:

Headcount

Annual Turnover

Total Assets

Name of organisation

Nature of business

Company
Registration number

Contact name

Registered address

Correspondence
address (if different)

Postcode

Postcode

Tel (day)

Mobile

Email:

You must hold and maintain an existing UK bank/building society account in the name of the organisation to open and transact on the account

Name and address
of bank

Account number

Sort code

Postcode

Limited Company Notice Application Form

Director / Shareholder

Date of Birth

Residential Address

Extent of holding (25% or more)

Country of Birth

Nationality

Postcode

Email

Tax Residency

Are you a citizen and tax resident of the UK only?

☐ Yes

☐ No

Are you a citizen of the USA?

☐ Yes

☐ No

List the countries other than the UK of which you are a tax resident together with the tax reference number (TIN)

Country	TIN

Director / Shareholder

Date of Birth

Residential Address

Extent of holding (25% or more)

Country of Birth

Nationality

Postcode

Email

Tax Residency

Are you a citizen and tax resident of the UK only?

☐ Yes

☐ No

Are you a citizen of the USA?

☐ Yes

☐ No

List the countries other than the UK of which you are a tax resident together with the tax reference number (TIN)

Country	TIN

Limited Company Notice Application Form

Director / Shareholder		Date of Birth			
Residential Address			Extent of holding (25% or more)		
			Country of Birth		Nationality
	Postcode		Email		
Tax Residency	Are you a citizen and tax resident of the UK only? ☐ Yes ☐ No		Are you a citizen of the USA? ☐ Yes ☐ No		

List the countries other than the UK of which you are a tax resident together with the tax reference number (TIN)

Country	TIN

Director / Shareholder		Date of Birth			
Residential Address			Extent of holding (25% or more)		
			Country of Birth		Nationality
	Postcode		Email		
Tax Residency	Are you a citizen and tax resident of the UK only? ☐ Yes ☐ No		Are you a citizen of the USA? ☐ Yes ☐ No		

List the countries other than the UK of which you are a tax resident together with the tax reference number (TIN)

Country	TIN

If there are more than 4 Directors or shareholders please provide details separately or ask us for another form.



Limited Company Notice Application Form

Additional Authorised Signatories (Non-Director) - Signatory 1

Title		Forename(s)		Surname	
Home address				Date of birth	
	Postcode				
Nationality				Country of Birth	
Position in organisation					
Tel (day)				Mobile	
Email					
Tax Residency	I am resident for tax purposes only in the UK and I am a citizen only of the UK.				☐ Tick to confirm

Additional Authorised Signatories (Non-Director) - Signatory 2

Title		Forename(s)		Surname	
Home address				Date of birth	
	Postcode				
Nationality				Country of Birth	
Position in organisation					
Tel (day)				Mobile	
Email					
Tax Residency	I am resident for tax purposes only in the UK and I am a citizen only of the UK.				☐ Tick to confirm

Withdrawals allowed on the signatures of ☐ 1 signature ☐ 2 ☐ 3 ☐ 4 ☐ all signatories

Signature 1	
Name	
Date	
Signature 3	
Name	
Date	
Signature 5	
Name	
Date	

Signature 2	
Name	
Date	
Signature 4	
Name	
Date	
Signature 6	
Name	
Date	

Limited Company Notice Application Form

The UK government has, and will be signing, a number of inter-governmental agreements to share tax information, where applicable, with the tax authorities in other jurisdictions. The requirement to collect certain information about each customer's tax arrangement is part of UK legislation and as a financial services company we are legally obliged to collect it. We are asking for your tax residency and tax ID numbers (where applicable) and will record this on our records now, but will only disclose this information to the relevant tax authorities if and when we are required to under UK law. Your tax residence generally is the country in which you live for more than half a year and where you pay income tax. Special circumstances (such as studying abroad, working overseas, or extended travel) may cause you to be resident elsewhere or resident in more than one country at the same time (dual residency). As a financial institution we are not allowed to give tax advice. If you have any questions on how to complete this form we recommend you speak to your tax authority (HMRC in the UK) or your tax or legal adviser.

Your Personal Information and what we do with it

Chorley and District Building Society is the Data Controller of any personal data you supply. The information you provide, we obtain through our dealings with you or about your account will be held on the Society's computers and in other records. We may use and share your personal information to help us provide the services you are applying for and to conduct an electronic search on you via the services of external agencies in order to confirm your identity and comply with money laundering regulations. Under relevant data protection laws, you have a number of rights including the right to see and receive a copy of information held about you on our records and to ask for any inaccurate details to be corrected. For more details of how we will use and share your personal information, and about your rights, please read our Privacy Notice on our website at www.chorleybs.co.uk/privacy. If you have any questions about the relevant data protection laws or your rights under them, please write to the Data Protection Officer, Chorley Building Society, Key House, Foxhole Road, Chorley, Lancashire PR7 1NZ or by email to DPO@chorleybs.co.uk

Keeping You Up To Date About Our Products and Services

From time to time the Society will send you information about other products and services we offer by post. We will only do this where we believe we have a legitimate interest to do so and it is not detriment of your interests, fundamental rights and freedoms. More information can be found in our privacy notice.

We also want to provide you with this information by Email and Telephone. If you want to receive material by these methods please tick the appropriate boxes below.

Signatory 1	Email ☐	Text Message ☐	Phone ☐	Post ☐	I do not wish to receive any marketing communications ☐
Signatory 2	Email ☐	Text Message ☐	Phone ☐	Post ☐	I do not wish to receive any marketing communications ☐
Signatory 3	Email ☐	Text Message ☐	Phone ☐	Post ☐	I do not wish to receive any marketing communications ☐
Signatory 4	Email ☐	Text Message ☐	Phone ☐	Post ☐	I do not wish to receive any marketing communications ☐
Signatory 5	Email ☐	Text Message ☐	Phone ☐	Post ☐	I do not wish to receive any marketing communications ☐
Signatory 6	Email ☐	Text Message ☐	Phone ☐	Post ☐	I do not wish to receive any marketing communications ☐

Director Declarations

- We certify that we have the authority to invest money and operate this account on behalf of the named organisation.
- We declare that we have received and read the Business Account Terms and Conditions, and agree to be bound by the Society's Memorandum and Rules. Copies are available on request or from our website www.chorleybs.co.uk.
- We acknowledge receipt of the FSCS information sheet.
- We have read a copy of the last published Summary Financial Statement. Copies are available on request or can be downloaded from our website www.chorleybs.co.uk.
- We agree to be bound by the conditions relating to the Charitable Assignment of Windfalls as described in the Business Accounts Terms & Conditions.
- We have read the Society's Privacy Notice which describes the way my/our personal information will be processed.
- We understand that before opening an account at the Society all signatories, controlling individuals and beneficiaries or the organisation must fulfil the requirements of the Society's identification criteria. We agree that the Society can undertake an electronic identification check through its chosen credit reference agency, and that the Society reserves the right to request original documentary proof to support an application where necessary.
- We agree to inform the Society immediately in writing if there is a change to any of the authorised signatories.
- We agree that the Society may act on instructions agreed by the organisation and is not required to enquire into the correctness, validity or completeness of instructions in the application.
- We confirm this information is correct and we understand that we may request in writing a copy of the details which are held about us on the Society's records.
- We acknowledge that the information contained in this form and information regarding reportable account(s) may be provided to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which I/we may be tax resident pursuant to intergovernmental agreements to exchange financial account information.
- We undertake to advise Chorley Building Society within 30 days of any change in circumstances which affects my/our tax residency status or causes information contained herein to become incorrect, and to provide Chorley Building Society with a suitably updated self-certification and declaration within 30 days of such change in circumstances.

If you do not understand any point within the application, please ask for further information.

Financial Services Compensation Scheme

I/We acknowledge receipt of the FSCS information sheet (all applicants must sign).

Director 1 Signature		Director 2 Signature	
Director 3 Signature		Director 4 Signature	

Please send your completed form to:
Chorley Building Society, Key House, Foxhole Road, Chorley PR7 1NZ



Limited Company Notice Application Form

Application Checklist

Please return to the Society the following documents

- Fully completed application form signed by all named directors and signatories to the account ☐
- A resolution of the Board of Directors on letterheaded paper - confirming authority to those who will be signatories on it and the name and address to which the correspondence should be directed ☐
- Copy of most recent Limited Company Business Bank Statement dated within last 3 months ☐
- Cheque payable to the Limited Company name (if sending the initial deposit electronically please leave blank) ☐

Completion of form

- Directors personal details completed (this must be completed for each Director listed at Companies House) ☐
- Confirmation of number of parties required to sign to operate the account ☐

Your Personal Information and what we do with it

We are a data controller of your personal information. The way that we process your personal information is described in our Privacy Notice. The information is available on our website www.chorleybs.co.uk/privacy