

Business Notice Account Application Form – Sole Trader/Unlimited Partnerships

If you require any further assistance in completing this form please contact Penrith Building Society on 01768 863675.

To open a Penrith Building Society Business Notice Account just follow the simple steps below:

- Please complete application form in ink and in block capitals
- An additional application form should be completed where there are more than two signatories to the proposed account.
- Please ensure all sections are completed.

Supporting Documentation

- Copy of most recent Tax Return and Company Accounts. (Any copies must be certified).
- Account opening mandate on headed paper authorising the opening of the account – for Unlimited Partnership Accounts we will also need a copy of the partnership agreement.
- We also require verification of the Nominated Bank Account for this account. This can be any documentation issued by your Bank that confirms the account number, sort code and account name i.e. a Bank Statement.
- WE ARE UNABLE TO OPEN A NEW ACCOUNT WITHOUT SUFFICIENT IDENTIFICATION. We will require one document from each applicant to verify your identity. We will also perform an electronic check. We may request further identification documents if the electronic check does not confirm your identity sufficiently. Please refer to our Identification Requirements information for acceptable documents. This list is available on our website or from our Branch. If you are an existing customer we will check our records as to when your identity was last confirmed and in certain circumstances we may require further proof of your identity .

Section 1: Account Information

Type of Account

Business Notice Account

Origin of funds

The reason for opening the account, i.e. what will the account be used for?

Opening Investment

Electronic transfer from the Nominated Bank Account £

Section 2: Key Contact

This is the name of the person in your business to which all communications and statements for this account will be sent.

Title

First Name(s)

Correspondence Address

Postcode

Surname

Position

Contact Telephone Number

Contact Mobile Number

Business Email Address

Section 3: Business Details

Business Name

Business Telephone Number

Business Registered Office Address

Postcode

Business Website Address

Principal Business Address (if different from Registered Office)

Postcode

Section 4: Signatory Details

An additional application form should be completed where there are more than two signatories to the proposed account.

Signatory 1

Title	Surname
First Name(s)	
Date of Birth (DD/MM/YYYY)	
National Insurance Number	
Residential Address	
Postcode	
Date moved into current address	
If less than 1 year please provide your previous address:	
Postcode	
How long did you live at this address	
Years	Months
Occupation	
Nationality	
Country of Birth	
Place of Birth	
Position within the organisation	
Email	
Telephone	
Home	
Evening	
Mobile	
Preferred Contact Method	
Post	
Email	
Telephone	
Are you related to a staff member?	
YES/NO	
Name of Staff Member	
Relationship	
* It is the Society's policy not to divulge personal/confidential information via email or telephone. All statements will be by email.	
Tax Details	
Are you a citizen ONLY of the UK?	YES/NO
If NO are you are citizen of the USA?	YES/NO
Are you a tax resident ONLY in the UK? If NO, please list the countries in which you are a tax resident below:	YES/NO

Signatory 2

Title	Surname
First Name(s)	
Date of Birth (DD/MM/YYYY)	
National Insurance Number	
Residential Address	
Postcode	
Date moved into current address	
If less than 1 year please provide your previous address:	
Postcode	
How long did you live at this address	
Years	Months
Occupation	
Nationality	
Country of Birth	
Place of Birth	
Position within the organisation	
Email	
Telephone	
Home	
Evening	
Mobile	
Preferred Contact Method	
Post	
Email	
Telephone	
Are you related to a staff member?	
YES/NO	
Name of Staff Member	
Relationship	
Are you a citizen ONLY of the UK?	
YES/NO	
If NO are you are citizen of the USA?	
YES/NO	
Are you a tax resident ONLY in the UK? If NO, please list the countries in which you are a tax resident below.	
YES/NO	

Section 5: Operation of the account

Withdrawals on this account can be made to the **Nominated Bank Account** on the authority of the specified number of signatures. (Please see section 5 of the Key Product Information sheet if this is more than one signatory) This mandate will remain in force until Penrith Building Society is notified in writing by the authorised signatories of any changes.

EITHER/ALL/OR ANY _____ TO SIGN
(Delete as appropriate)

Section 6: Interest Instructions and Nominated Bank Account details

Please refer to **Key Product Information sheet** for the available interest options and tick one box as appropriate.

<input type="checkbox"/>	Interest added to this account
<input type="checkbox"/>	Interest paid into the Nominated Bank Account

Nominated Bank Account details, please complete the following section and provide proof of the account - bank statement for verification purposes.

Bank Name		Sort Code	
Account Name(s)		Account No	
Bank Address			

Section 7: Terms, Conditions and Declarations

Agreement to Assign

1. By applying to open a share account on or after 1st October 2000 I/we agree with the Society and the Charities Aid Foundation ("the CAF") that I/we will assign to the CAF (or to any other charity(ies) nominated by it or by the Society under the provisions of a deed dated 29th September 2000 between the Society and the CAF, in which the case references to CAF shall include references to any other charity(ies), but to no other person) the rights to any relevant conversion benefits (defined below). This obligation will not apply to me/us if I/we fall within any class of persons which, at today's date, the Society wishes to be excluded from such obligation. This agreement is irrevocable and authorises the Society to transfer to the CAF any such benefits without further notice to me/us. I/we understand that neither the Society nor the CAF will release me/us from this agreement or vary its terms and I/we will continue to be bound by the above condition even if the Society decides at some point in the future (and announces any such decision by press release or otherwise) that it is no longer in the best interests of the Society to continue with the above assignment condition generally in respect of new members.
- 2(a). "Relevant conversion benefits" means any benefits to which I/we might become entitled as a shareholding member of the Society under the terms of any future transfer of the Society's business to a company (ie. on a conversion or takeover) which is completed at any time within the five years immediately following the date on which my/our share account is opened (or, if applicable, the shorter period as set out in the list available from the Society's Secretary). "Relevant conversion benefits" does not include the statutory right to have shares in the Society (including balances on any share accounts) converted into deposits with the company on a conversion or takeover.
- 2(b). If the Society merges with any other society, after the date of such merger the "Society" includes such other society.

A list of the classes of persons which the Society currently wishes to be excluded from the obligation to assign or in respect of which shorter period applies (which list may change from time to time but not with retrospective effect) is available from the Society's Secretary at its principal office.

This is our member agreement on which we intend to rely. For your own benefit and protection you should read the declarations below carefully before signing them. Please ask a member of staff for further information on any point you do not understand.

Section 7: Declarations cont

Declarations

I/We the person(s) whose signature(s) appear on this form declare that:

- The information provided in this application is true and correct.
- The amount invested in Penrith Building Society will be held on behalf of the named Business and is the property of the Business. The investment is not made as a nominee for any other company or individual.
- I/We undertake to inform Penrith Building Society **within 30 days** of any changes in my/our/the Business circumstances, such as moving outside the UK that may affect this declaration.
- I/We confirm that I/we have received the Financial Services Compensation Scheme Information Sheet and completed the eligibility questionnaire.
- I/We have received a copy of Penrith Building Society's complaints leaflet.
- I/We agree to be bound by the Rules of Penrith Building Society.

Section 8: Resolution

I/We certify that at a meeting of the of the company, held on the DD/MM/YYYY it was resolved to apply for an Business Notice Account with Penrith Building Society. The company agrees to bind itself to abide by the terms and conditions of the account, a copy of which have been provided to the company for information purposes.

Before signing this form please read carefully the above declarations and the terms and conditions of this account as we will seek to rely on them.

Signed.....Date.....
Signatory 1

Signed.....Date.....
Signatory 2

For Office Use Only

Account Number	
Signatory 1	
Cust No	
Personal ID Ref	
Address ID Ref	
Assigned?	
ID Checked	Initials
P2P Checked	Initials
App Form Checked	Initials
Cert of Incorp/Cert to trade rec'd	

Signatory 2	
Cust No	
Personal ID Ref	
Address ID Ref	
Assigned?	
ID Checked	Initials

Cheque Details
Issuing Bank/Building Society
Account Number

Business Current Account	YES/NO
Sort Code	

Protecting your personal information

When you open a savings account with us and as we manage that account for you, you're not just trusting us with your money – you're trusting us with your personal information too.

We care about the security of your information and we're just as committed to protecting it as we are to protecting your money. We will take good care of your personal details and won't use them in a way you wouldn't expect us to.

We are careful to make sure that we follow Data Protection legislation and the way that we do that and what it means for your personal information is detailed in our Privacy Notice.

We'll limit the information we collect about you

We'll only collect and use your information for the things we need it for, like opening and managing your accounts and relationships with us, understanding your circumstances and needs, and meeting our legal and regulatory obligations.

We won't share your information unless we need to

We won't sell your information to other companies, but sometimes we might share it as part of looking after you and your account. For example, we might give your address to a mailing house so they can deliver your account statements. When we do, we'll limit the information shared only to what's needed and check the right agreements and security are in place to manage and keep it safe.

We'll treat your information with care

The confidentiality, integrity and security of your information is important to us and we take steps to keep it safe and secure at all times.

We won't keep your information for longer than we need to

We'll keep your personal information whilst you're a customer, savings or borrowing member or have any other type of relationship with us. We also keep it after you close your account, stop using a service or end your relationship with us, for example, to answer any future queries. We'll limit the amount of time that we keep your information and not hold it for longer than we need to.

Sometimes if you're not a customer, savings or borrowing member or don't have a relationship with us and contact us, we may need to hold on to your information too. For example, if you're not a customer yet, but have asked to find out more about our products and services.

We'll be transparent with you about how we use your information

When we collect personal information from you, we'll tell you how we'll use and share it, for example, in account opening information, telephone messages and on our website.

Our full Privacy Notice can be found on our website at <https://www.penrithbs.co.uk/privacy-policy/>

Or you can request a copy to be sent to you via your preferred contact method.

You're in control

You can ask us what information we hold about you, how we use it and who we share it with. If you inform us that your information is wrong we will correct it as necessary. You can ask us to stop using or remove your personal information if there is no need for us to keep it. Again, our Privacy Notice provides more information on why we might need to keep your information.

We hope you're happy with everything, but if something goes wrong and you feel like we don't sort it out properly you can complain to us and/or our regulators.

You choose how we contact you about our products and services

We would occasionally like to provide you with details of products, services and other promotions which may be of interest to you. This may be by telephone, post or email. We will remind you of your right to alter your marketing preferences from time to time, or you may change them at any time by writing to the Society's Head Office or updating your preferences in the @PBS portal.

If you would like to receive this kind of information from us, please tick the box below:

Applicant 1

I agree to my information being used for marketing purposes

☐

Applicant 2

I agree to my information being used for marketing purposes

☐

If you change your mind about us getting in touch, it's easy to change your preferences

- Send us a secure message or update your preferences in your @PBS online banking portal
- Download and complete the preferences update form on our website
- Write to us or visit us in Branch at 7 King Street Penrith Cumbria CA11 7AR

Signed

Date

Name (please print)

Signed

Date

Name (please print)

SEPT 2023 V1.00