

Opening your account in branch

If you would like to visit a branch to complete your application we'd be delighted to welcome you in person and answer any questions you may have about your new account.

When opening an account with us, we want to make sure that you receive outstanding customer service. Therefore as part of our aim to protect existing and potential customers from the risks of fraud and to ensure that we comply with our legal obligations under the relevant anti money laundering legislation, there is a requirement to verify applicants for ALL new accounts that are opened. This applies to both new and existing customers. Please complete this form by marking a cross in the appropriate boxes, signing and dating it.

Documents needed to open your new account

Application form – please bring along your application form fully completed, signed and dated.



Local residents – for confirmation of identity and address we can accept the following document which should have your signature and photograph:

- current signed passport or Isle of Man driving licence



If you are unable to provide the documentation above, please bring along one alternative confirmation of identity and one confirmation of address from the table below.

Non local residents - one confirmation of identity and one confirmation of address are required as below.

For **confirmation of identity** we can accept any of the following documents which should have your signature and photograph:

- current valid passport
- EU national identity card (this excludes cards issued by the United Kingdom)



For **confirmation of address** we can accept any one of the following documents which must include your full name (or all initials and surname):

- utility bill*
- local authority/tax bill*
- UK or local bank or building society statement*
- current motor insurance certificate
- current house insurance certificate
- local rent card



*These items must not be more than 6 months old (12 months for tax bills)

Unfortunately we cannot accept statements from our branch or mobile telephone bills.

Confirmation of address must be supplied for your residential address. If residence can only be evidenced via a PO Box address, please ensure that the document you provide evidences both the PO Box address and the service address, and contains your full name (or all initials and surname).

I/We confirm that all necessary documentation has been included with my/our application form.

Customer signature

Name (in full) _____

Date _____

Customer signature

Name (in full) _____

Date _____

Opening your account by post

If you would like to complete your application via post it is important that all documentation provided is correctly certified, signed and dated to ensure that we can provide a quick and efficient account opening service for you.

When opening an account with us, we want to make sure that you receive outstanding customer service. Therefore as part of our aim to protect existing and potential customers from the risks of fraud and to ensure that we comply with our legal obligations under the relevant anti money laundering legislation, there is a requirement to verify applicants for ALL new accounts that are opened. This applies to both new and existing customers. Please complete this form by marking a cross in the appropriate boxes, signing and dating it.

Documents needed to open your new account

Application form – please post your application form which should be fully completed, signed and dated.



Confirmation of identity – we can accept a certified copy of the following document which should have your signature and photograph:

- current valid full passport
- EU national identity card (this excludes cards issued by the United Kingdom)



The above must be certified by a suitable person (a Director, Manager or Officer of a regulated/licensed Bank or Financial Services Business in a well regulated jurisdiction equivalent to that of Jersey, Guernsey, Isle of Man or Gibraltar; a Lawyer, Advocate, Accountant, Notary Public, Commissioner of Oaths or Justice of the Peace who is a member of a recognised professional body; Senior Civil Servant, Embassy Official or a serving Police Officer).

Please ensure that the certifier on your copied identification clearly states the following '**I certify that this is a true copy of the original document and that the photograph is a true likeness**'. The person who does this must then print their **name, capacity/position** in which they are signing and provide contact details. The authenticator must also **date** the copy and **sign** their name.

If any of the certified requested above is missing we will unfortunately be unable to accept your confirmation of identity.

Confirmation of address – we can accept any one of the following **original**, or certified documents as above, which must include your full name:

- utility bill*
- local authority/tax bill*
- UK or local bank or building society statement*
- current motor insurance certificate
- current house insurance certificate



*These items must not be more than 6 months old (12 months for tax bills)

Unfortunately we cannot accept statements from our branch, mobile telephone or oil bills.

Confirmation of address must be supplied for your residential address. If residence can only be evidenced via a PO Box address, please ensure that the document you provide evidences both the PO Box address and the service address, and contains your full name (or all initials and surname).

Please ensure that all documentation and certifications provided are in English and have been translated by an official translation service if necessary.

I/We confirm that all necessary documentation has been included with my/our application form.

Customer signature

Name (in full) _____

Date _____

Customer signature

Name (in full) _____

Date _____

Confirmation of identity

PLACE PASSPORT OR
EU NATIONAL IDENTITY CARD HERE
AND PHOTOCOPY ONTO 1 PAGE

Instructions on how to Correctly Certify Identity document (ie Passport)

Ensure holder's signature page is also copied and certified in the same fashion if on a separate page.

Required wording will then be on the copy, which then needs to be certified by the certifier completing the box below and obtaining the companies/persons official stamp.

I CERTIFY THAT THE ABOVE IS A TRUE COPY OF THE ORIGINAL DOCUMENT AND THAT THE PHOTOGRAPH IS A TRUE LIKENESS.

Certifier's name

Certifier's position

Certifier's Registration
Number and Regulatory Body

Certifier's signature

Date

Affix Company Stamp (including Company address)