

Intermediary Introduced Fund Smart Form Guidelines

What can this form be used for?

At present, this form can be used for the following entity types:

Collective Investment Schemes:

- Limited Partnerships
- Limited Companies
- Unit Trusts

Non Collective Investment Schemes:

- Limited Partnerships
- Limited Liability Partnerships
- Limited Companies
- Unit Trusts

Smart Form

Completion Guidance October 2017

General Guidance

How should I complete the form?

The form should be completed on screen and in chronological order. This is because some of the sections that become visible in later sections are dependent upon the answers to questions found in earlier sections.

Do I need to type into every field?

You should complete all the fields marked with a red border and any others that are relevant to your application. Where a drop down list is available, please use it. It is also possible to search the Country listing using the first letter of the Country.

Why can't I enter text or numbers into some fields?

In most cases where numbers are required e.g. Telephone number, trying to key letters will not move the cursor in the box. The field should work properly when the correct type of character is entered.

How do I know that the correct sections are available for me to enter information?

Ensure that 'Enter' key is pressed every time an entry is completed, particularly where a number has been selected or pre-populated to ensure the relevant sections become visible.

Why are some fields within the form mandatory?

The form is designed to ensure that we capture all the relevant information for your application which will increase the chances of your application being processed right first time.

How should I print the Smart form?

Please use the print button in section 12 on the form. there is more information on this feature later in this pack.

If I make a mistake, can I change my answers?

Yes, please delete the original answer or change the number and press enter (or tab if in an expandable box). Please ensure that ALL number selections after the change are entered again as new fields may have become visible and require completion and/or some data may have been lost.

I have completed the form, can I change my answers?

Yes, please delete the original answer or change the number and press enter (or tab if in an expandable box). Please ensure that ALL number selections after the change are entered again as new fields may have become visible and require completion and/or some data may have been lost.

Can I save the form?

It is possible to save the form, however we recommend that the form is completed in one attempt.

How do I submit my application?

You should print the application form using the PRINT button, after the agreement obtain the relevant signatures and submit to the Bank using your usual process. Please ensure to enclose all relevant additional documentation.

Does the introduction of smart form mean quicker turnaround times for opening accounts?

The smart form has been designed to be bespoke to each entity's individual requirements. All the compulsory fields are marked in Red and completion of these will assist in the application being processed right first time.

If I want to open further accounts at a later stage, will I need to complete the Smart Form again?

At this time if you want to open additional accounts for the same legal entity you will have to complete the existing 'paper' Additional Account Application form.

Select the entity type required, using the below options, to generate the required questions for your application.

3. Customer details

Is the account being opened for the Fund (Collective Investment Scheme(CIS)) entity?

☐

Yes

☒

No

Which entity Is the account being opened for?

Limited Company
Limited Liability Partnership
Limited Partnership
Unit Trust

Hover over the 'help'  icons throughout the form for further support and guidance. When using the tab button, these will be selected.

Business activity

-  General Partner
-  Holding Company
-  Fund Functionary

Include the name, domicile and regulatory status of the Fund that this entity is acting as a General Partner to. Please advise the type of investments that the Fund will undertake, to include the asset classes and sectors, along with where they are based. Please also advise the type of investors that will be investing into the Fund, and the geographical reach of these investors.


If using the tab keys to navigate past the last box on a page, the cursor will move to the bottom of the page into the box called Customer Name. No text can be entered into this box, so tab should be pressed again to move on. We will try to address this for future versions of the form.

If you cannot provide a GIIN, please detail the reason below:

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Customer Name

Customer Name 123 Limited



If you cannot provide a GIIN, please detail the reason below:

We have applied for the GIIN but have not received this as yet.

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Customer Name

Customer Name 123 Limited

When using the tab button to navigate from a text box to a box that is expecting a date, you may encounter this message. Please click ok or press enter and then continue to select a date using the calendar selection tool or typing the date in this format DD/MM/YYYY

3. Customer details


Business/organisation name (including any trading name)

Country of registration/formation

Formation date (DD/MM/YYYY)

Registration number

Adobe Reader



Please enter a valid date e.g. DD/MM/YYYY. You can also choose a date from calendar option by clicking the drop down.

OK

info

If a box that has a mandatory number assigned is clicked,  but no number is entered, when a subsequent box is selected a message as follows may pop up.

Once OK is pressed, the selection will automatically default to 1. Please ensure that this is the correct number and press enter.

Country


Postcode

Principal

Tax resi


Please c

Warning: JavaScript Window - Minimum Quantity is 1



Not allowed to fill in less than 1 tax residencies

OK



4. Tax S


Please r

act (FATCA) or Common Reporting Standard (CRS), the options below and how to contact us if necessary. If you have any further questions about your classification, please contact your tax advisor.

4.1 FATCA Tax Status Classification

1. Is the entity/organisation incorporated/organised in the USA?

Specified US Person ☐ Other US Person ☐ No ☒



Tax residency

Please confirm the number of countries in which the entity is resident for tax purposes.

Country

Tax identification number

N/A

1

The GIIN must be entered in the format of

- 6 alphanumeric characters in lower or upper case
- 5 numbers
- 2 Uppercase letters
- 3 numbers

GIIN (Global Intermediary Identification No.) if applicable				
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Where the text box allows you to scroll, please press 'TAB' when you have finished typing and the box will resize. Occasionally the cursor may jump onto the next page, or another part of the form. Please use the scroll bar to return to the next section. We are working to resolve this issue.

[illegible]

In multiple sections of the form, it may appear that nothing happens when a number has been entered into a box. Please scroll or use the tab key to move forward to the next page as due to formatting reasons, the sections may have become visible on the next page.

Geographical reach

Please state how many countries your business operates in. This includes any countries from which income or turnover is derived or investment conducted, any countries where goods and services are bought/sold and where the activity is marketed.

Please fill number:

20

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Customer Name

Customer Name 123 Limited

This will happen in multiple places on the form.

Country

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Customer Name

Customer Name 123 Limited

Printing

To work correctly, the form must be printed using the PRINT button incorporated in the form at the end of section 12.



Please do not use the 'File', 'Print' or print icon options as there may be errors generated on the form which may delay your application.



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