

# **Trust and Limited Company SMART form guidelines**

# Smart Form

Completion Guidance June 2024

## General Guidance

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### **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 11 on the Limited Company form and Section 10 on the Trust 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 in section 8 on the Limited Company form and Section 7 on the Trust form 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 in section 8 on the Limited Company form and Section 7 on the Trust form 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 (Section 11 on the Limited Company form and section 10 on the Trust form) 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.

# Limited Company Smart Form

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

Nationality	Document type 	ID number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do not use the Trust selection - please select the Limited Company option.

## Organisation type

*Please complete on a computer. All red fields are mandatory*

Click on required box to expand form and continue


Limited Company



Trust



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:		
<input type="text"/>		
OFF200646RBSle 13/09/2016 Page 3 of 12	Customer Name	Customer Name 123 Limited
		
If you cannot provide a GIIN, please detail the reason below:		
<input type="text"/>		
OFF200646RBSle 13/09/2016 Page 3 of 12	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

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**3. Customer details**  
Business/organisation name (include any trading name)  
  
Country of registration/formation  
  
Formation date (DD/MM/YYYY)  
  
Registration number  
  
Is the Registered address the same as the Intermediary principal business address? ☐ Yes ☐ No

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

☐

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

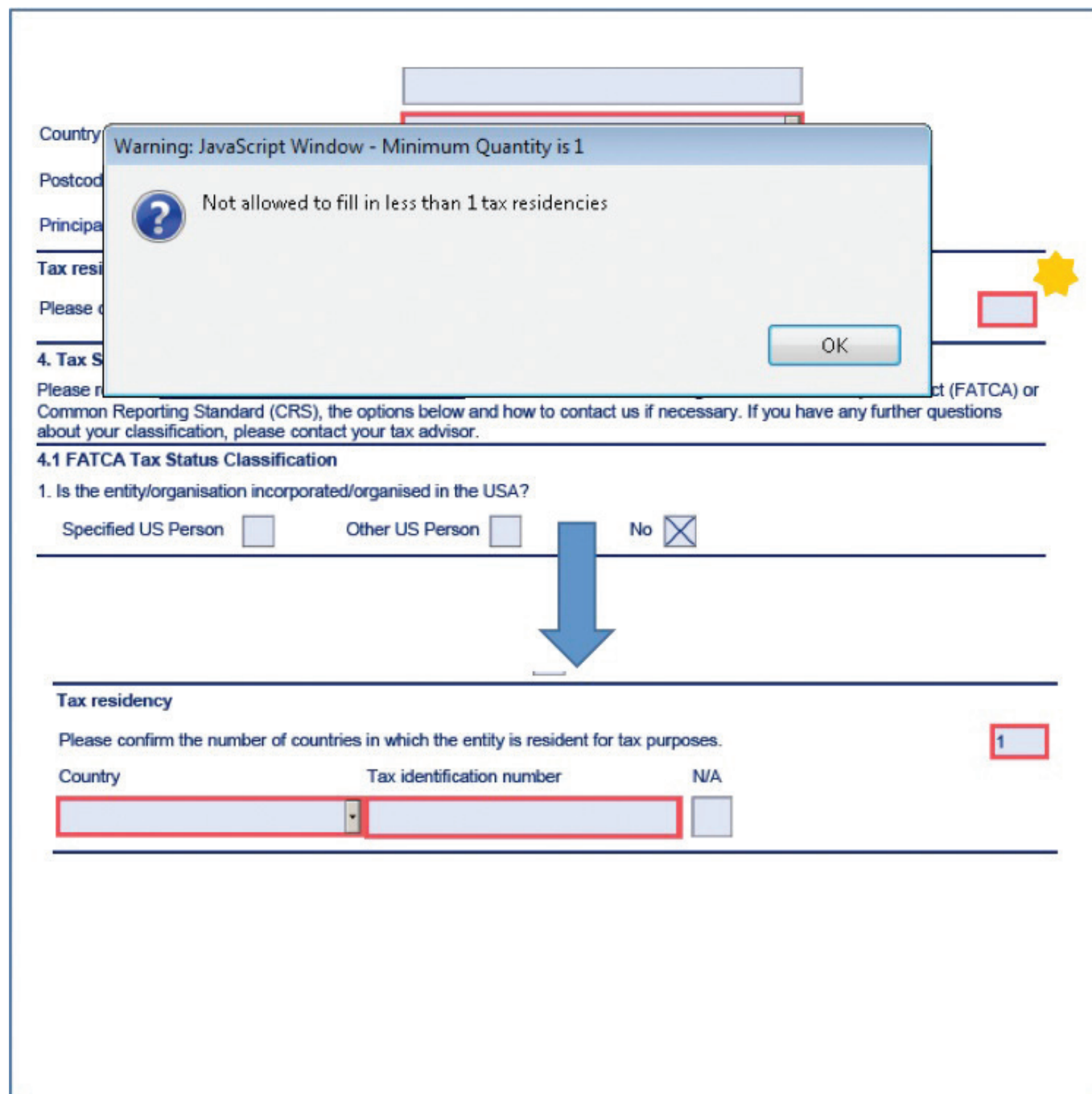
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**4. Tax Status Classification**  
Please refer to: [www.rbsinternational.com/taxresidency](http://www.rbsinternational.com/taxresidency) for more information on Foreign Account Tax Compliance Act (FATCA) or Common Reporting Standard (CRS), the options below and how to contact us if necessary. If you have any further questions about your classification, please contact your tax advisor.

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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.



The screenshot shows a web form with a JavaScript warning dialog box. The dialog box has a title bar that says "Warning: JavaScript Window - Minimum Quantity is 1". It contains a question mark icon and the text "Not allowed to fill in less than 1 tax residencies". There is an "OK" button at the bottom right of the dialog. The background form is partially visible, showing fields for "Country", "Postcode", "Principal", "Tax resi", and "Please c". Below the dialog, there is a section titled "4. Tax S" and a sub-section "4.1 FATCA Tax Status Classification". Under "4.1", there is a question "1. Is the entity/organisation incorporated/organised in the USA?" with three options: "Specified US Person" (checkbox), "Other US Person" (checkbox), and "No" (checkbox with an 'X'). A large blue arrow points down from the "No" option to the "Tax residency" section. The "Tax residency" section has a heading "Tax residency" and a text prompt "Please confirm the number of countries in which the entity is resident for tax purposes." To the right of this prompt is a small input box containing the number "1". Below this, there are three input fields: "Country", "Tax identification number", and "N/A". The "Country" and "Tax identification number" fields are highlighted with red borders.

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

ct (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:

OFF200646RBSle 13/09/2016

Page 5 of 12

Customer Name

Customer Name 123 Limited

This will happen in multiple places on the form.

[illegible]

# Printing

To work correctly, the form must be printed using the PRINT button incorporated in the form at the end of section 11.




PRINT


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.





# Trust Smart Form

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

Nationality	Document type 	ID number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do not use the Limited Company selection – please select the Trust option.

<b>Organisation type</b>	<i>Please complete on a computer. All red fields are mandatory</i>	
Limited Company	<input type="checkbox"/>	Trust <input checked="" type="checkbox"/>

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

Name of trust (in full)


Type of trust

Place of establishment

Official identification number (if applicable)

Date of establishment (DD/MM/YYYY)

Warning: JavaScript Window -

 Date must be a past date

OK

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## Tax residency

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

## 4. Tax Status Classification

Please refer to: [www.rbsinternational.com/taxresidency](http://www.rbsinternational.com/taxresidency) for more information on Foreign Account Tax Compliance 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.

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.

## ①

Please fill number:

20

Customer Name

Customer Name 123 Limited

Country

[illegible]

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 10.

PRINT

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.

