

Sole Trader Information Form



Your guide to completing this form:

Please complete this form in BLOCK CAPITALS and black ink. Please complete all fields in all sections and sign section 7.

If you have any queries, please call our dedicated helpline on the number in the covering letter between 9am and 5pm Monday to Friday (UK time) and we will be happy to help. Alternatively, please e-mail customersupportNPCDD@rbsint.com

Identification and address documentation is required from:

- The Sole Trader;
- All individuals who have the power to manage the Bank account. This may include Power of Attorney, authorised signatories.

Identification documentation required for individuals:

A certified copy of your passport (in the absence of a current passport we may accept alternative proof of identification). A full list is provided in the enclosed Guidance Notes.

Address documentation required for individuals:

A certified current (issued within the last 6 months) confirmation of residential address, e.g. a utility bill. For a full list of acceptable address verification documents please see the enclosed Guidance Notes.

Certification Requirements – all documents provided confirming identity and address must be certified.

You can take the documents to any authorised RBS or NatWest Employee, Lawyer*, Advocate or Notary Public*, Accountant*, a Director, Manager, or Officer of a Regulated Financial Services Business in a well regulated Jurisdiction, a Company Secretary*, a Senior Civil Servant, Member of the Judiciary, Serving Police Officer or Serving Customs Officer provided they are not in a high risk jurisdiction. Please read the enclosed Guidance Notes for further information on certification.

If you live outside of the UK, Channel Islands or Isle of Man our requirements may differ and we would encourage you to call us to discuss in further detail.

*who is a member of a recognised professional body

The documents must be in English or we will require a certified translation of the document into English.

What to do if you no longer need your account(s)

- If you are choosing to close your account(s) there is no need for you to complete this form in full, you only need to complete and return Section 9: Account Closure Form.
- Your account(s) cannot be closed over the phone or online.

Further correspondence:

We may need to write to you again if any of the information we have requested is missing or unclear or if any further questions arise from the information you provide.

Sole Trader Information Form

Should you require additional copies of any pages in this form then please go to rbsinternational.com/IF where you will find all relevant documentation that can be downloaded and printed as required.

Section 1. Customer Information

Full Business name

Trading name (if different)

Registration number

Date business started trading

Financial year end date

Business Trading address

Postcode

Principal correspondence address (if different to trading address)

Postcode

Tax residency – please list below the countries in which the business is resident for tax purposes and provide the corresponding tax reference numbers or local equivalent (if issued).

Country Tax reference number

Is the business tax resident in more than 2 countries?

Yes No

If 'Yes', please provide additional information.

Section 2. Contact details

Please provide a contact name, number and email address, in case of a query.

Name

Position held

Telephone number including international dialling code

Business e-mail address

Section 3. Relationship information

Please respond as fully as possible in each of the sections below.

Business activity

Please provide a detailed description of the nature/purpose of business and what products and services are offered by the business. For example:

- If investment holding, include details of the type of investments held such as share portfolio.
- If property holding, please advise on type of properties, e.g. residential or commercial and the location of the properties.
- For trading businesses we will require full details of the activities undertaken together with a website address if applicable.

Geographical reach

Please identify the country which is the principal place of business and state all other countries from which income or turnover is derived or investment conducted. This includes countries where goods or services are bought/sold and where the activity is marketed.

Purpose of the account(s)

Please provide details in this section for each account held.

Please advise what the account(s) are used for. For example, a combination of the following: payments of professional fees, dividend receipts/ payments, rental income, expenses, trading income, purchases of wholesale goods, cash element of an investment portfolio.

Source of funds

Please provide details of the source of ongoing funds into the account(s) and advise on how these funds were generated together with details of which countries the funds were remitted from.

Account activity

Please specify for each account the expected turnover to pass through the account in the next 12 months. Please also identify how many transactions are expected in the next 12 months, for example, 3 receipts per month of approx. £2k each for payment of professional fees.

If you are not resident in the jurisdiction where the account is domiciled, please provide an explanation for the account.

Has the sole trader ever been insolvent, bankrupt, involved in any court proceedings for debt or made arrangements with creditors. If yes, please provide detail.

Yes No

Section 4. Key Principals

In this section, please provide details of all officers of the business who have the power to manage the Bank account. E.g. Authorised Signatory.

Section 4 (Key Principal Information) must be fully completed for each.

Name	Date of Birth	Position

Section 5. Sole Trader Information

This Section should be completed in full for the Sole Trader.

Title Mr Mrs Miss Ms Other If other, please specify

First name(s)

Surname

Former names and other names used

Principal residential address

	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>
Date of birth	<input type="text"/>
Country of birth	<input type="text"/>
Place of birth	<input type="text"/>
Government issued personal identification number (e.g. passport, driving licence)	
Nationality	<input type="text"/>
Document type	<input type="text"/>
ID number	<input type="text"/>
Other nationalities/ citizenships	<input type="text"/>

Tax residency – please list below the countries in which the sole trader is resident for tax purposes and provide the corresponding tax reference numbers or local equivalent.

Country	<input type="text"/>	Tax reference number	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Source of wealth

How has the beneficial owner / shareholder of the business generated their wealth; please avoid generic descriptions like ‘from inheritance’ or ‘sale of business’, or ‘earnings’. We may request supporting documentation.

Section 6 - Key Principal Information

This Section must be completed in full for all Key Principals detailed in Section 4.

Use additional copies of this form as required.

Position held	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> If other, please specify <input type="text"/>
First name(s)	<input type="text"/>
Surname	<input type="text"/>
Former names and other names used	<input type="text"/>
Principal residential address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>
Date of birth	<input type="text"/>
Country of birth	<input type="text"/>
Place of birth	<input type="text"/>
Government issued personal identification number (e.g. passport, driving licence)	<input type="text"/>
Nationality	<input type="text"/>
Document type	<input type="text"/>
ID number	<input type="text"/>
Other nationalities/ citizenships	<input type="text"/>

Tax residency – please list below the countries in which the key principal is resident for tax purposes and provide the corresponding tax reference numbers or local equivalent.

Country	<input type="text"/>	Tax reference number	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Section 7. Authorisation And Undertakings

Please note – This section must be signed in accordance with the Bank Mandate.

The Account Terms are available online to read and print. These are important. Please read them.

Please go to [rbsinternational.com/terms](https://www.rbsinternational.com/terms) and enter **RBSICAT** to access:

Alternatively, please ask your usual contact at the Bank for a copy of the Account Terms. By signing below:

- you agree to the Account Terms.
- you confirm the information provided in this form is correct and agree to notify us of any changes.
- you will notify any parties named in this form that the information will be used by us for the purpose of continuing a banking relationship.

Customer Signature

Name (in full)	<input type="text"/>
Position held	<input type="text"/>
Date	<input type="text"/>

Section 8: Keeping You Informed

We would like to keep you informed by letter, phone and electronic means (including e-mail and mobile messaging) about products, services and additional benefits that we believe may be of interest to you.

If this service is not required, please place a cross in this box

Section 9: Account Closure Form

IMPORTANT NOTE: YOU ONLY NEED TO COMPLETE THIS SECTION IF YOU WISH TO CLOSE ANY OF YOUR ACCOUNTS. IF YOU WISH TO MAINTAIN YOUR ACCOUNTS PLEASE DO NOT COMPLETE THIS PART OF THE CIP

Please close the following account(s)

1. Account details

Account name

Account holding branch

Account(s) to be closed:

Account number Sort code

Type of account

Account number Sort code

Type of account

Account number Sort code

Type of account

Account number Sort code

Type of account

Credit/currency charge card number(s)

Care: If you are unable to list all of your accounts then please provide an additional copy of this form.

2. Settlement instructions – standard payment charges may be applied for certain payment types

2.1 Transfer to another Bank/Building Society/International Payment

Beneficiary name

Account number /IBAN

SWIFT/BIC Sort code

Additional Routing Details

Currency to be sent*

Bank/Building Society name

Bank address

2.2 **OR** Donate to a

charity of the Bank's choice: Local charity of the Bank's choice

* IMPORTANT: The Bank will automatically send all payments to the beneficiary in the local currency of the destination country, in which the Bank ordinarily deals as published from time to time, **UNLESS expressly instructed by you in the space provided.**

3. Payment charges

I/We will pay all charges from the amount being sent

Beneficiary to pay all charges

Please refer to our website for further details relating to payment charges.

4. Contact details

We may need to contact you to verify your instruction, therefore please provide contact details below.

Telephone number

Email address

5. Confirmation – To be signed in accordance with the Bank Account Mandate/Signing Instructions

Customer signature(s)

Date (DD/MM/YYYY) _____

Date (DD/MM/YYYY) _____

The Royal Bank of Scotland International Limited (RBS International). Registered Office: Royal Bank House, 71 Bath Street, St. Helier, Jersey, JE4 8PJ. Tel. 01534 285200. Regulated by the Jersey Financial Services Commission.

Guernsey business address: Royal Bank Place, 1 Glatigny Esplanade, St. Peter Port, Guernsey, GY1 4BQ. Tel. 01481 710051. Regulated by the Guernsey Financial Services Commission and licensed under the Banking Supervision (Bailiwick of Guernsey) Law, 1994, as amended, the Insurance Managers and Insurance Intermediaries (Bailiwick of Guernsey) Law, 2002 and the Protection of Investors (Bailiwick of Guernsey) Law, 1987, as amended.

Isle of Man business address: 2 Athol Street, Douglas, Isle of Man, IM99 1AN. Tel. 01624 646464. Licensed by the Isle of Man Financial Services Authority in respect of Deposit Taking, Investment Business and registered as a General Insurance Intermediary.

Our services are not offered to any person in any jurisdiction where their advertisement, offer or sale is restricted or prohibited by law or regulation or where we are not appropriately licensed.

RBS International is a participant in the Jersey Banking Depositor Compensation Scheme. The Scheme offers protection for eligible deposits of up to £50,000. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Full details of the Scheme and banking groups covered are available on the States of Jersey website www.gov.je/dcs or on request.

RBS International is a participant in the Guernsey Banking Deposit Compensation Scheme. The scheme offers protection for 'qualifying deposits' up to £50,000, subject to certain limitations. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Details are available from: Website: www.dcs.gg. Telephone: +44 (0)1481 722756 Post: P.O. Box 380, St Peter Port, GY1 3FY. Deposits made in a Guernsey Branch will not be covered by any equivalent scheme in any jurisdiction outside of the Bailiwick of Guernsey.

RBS International is a member of the Isle of Man Depositors' Compensation Scheme as set out in the Depositors' Compensation Scheme Regulations 2010. To understand your eligibility under the scheme you may wish to visit <https://www.iomfsa.im/consumer-material/isle-of-man-depositors-compensation-scheme-dcs/>

Under the scheme(s) customers are entitled to make only one claim per licensed entity regardless of the number of brands or trading names contained within that licensed entity and customers are entitled to make one claim only per licensed entity in the jurisdiction where the deposits are held.

Not all accounts will be covered by these schemes, further details of these schemes are available on request.

RBS International is a member of The Royal Bank of Scotland Group. The Royal Bank of Scotland plc. Registered in Scotland No 90312. Registered office: 36 St Andrew Square, Edinburgh EH2 2YB. The Royal Bank of Scotland plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The latest report and accounts are available at www.investors.rbs.com.

RBS International places funds with other parts of its Group and thus its financial standing is linked to the Group. Depositors may wish to form their own view on the financial standing of RBS International and the Group based on publicly available information. The latest report and accounts are available at www.rbsinternational.com/financial-results

As at 31 December 2016, RBS International's paid-up capital and reserves exceeded £2,032 million. UK resident depositors may be subject to declaration and taxation of resulting income.