

Business account application - existing customers

Sole Traders and Partnerships

By completing and submitting this form you are confirming that all the information that we hold on your business and key account parties is up to date.

As part of your application for an additional account we need to confirm some details for verification purposes and to meet our regulatory requirements for the prevention of money laundering.

This form should not be used to make changes to the information that the Bank holds about your business or any key account parties. If you need to update this information, please follow the standard processes. Information on how to update us about changes to your business can be found here – co-operativebank.co.uk/business/help-and-support/managing-your-account/useful-forms.

This Business account application form is split out into the following sections:

Important information

Ethical policy

Section 1: Your details

Section 2: About your Business

Section 3: Personal Details

Section 4: Banking requirements

Section 5: Confirmation

To open a Co-operative Bank Business account just follow the easy steps below:

1 Complete all relevant sections in the application form and write clearly in CAPITAL LETTERS.

2 Ensure all key Account Parties and Account Signatories have read the 'Important information' section in the application form. This application form will need to be signed in accordance with the existing signing authority for your main business account (as detailed in section 1, page 4). All required signatures will be highlighted with the image to the right.



3 Post the completed form to us using the address below – no stamp is required.

It may be useful if you keep a scanned copy or photocopy of your application before you send it to us.

Please send to:

Business Account Opening

The Co-operative Bank

FREEMPOST NWW2331A

P.O. Box 50

Skelmersdale WN8 6YL

Important information



Credit decisions and also the prevention of fraud and money laundering

We may use credit reference and fraud prevention agencies to help us make decisions. A short guide to what we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the section called: **A condensed guide to the use of your personal and business information by ourselves and at credit reference and fraud prevention agencies**. For details of how your data may be used, also read carefully the notice headed 'Using Your Personal Information' provided with the terms and conditions of your account and the 'Your marketing preferences and consent declaration' section in this application form.

By confirming your agreement to proceed you are accepting that we may each use your information in this way.

A condensed guide to the use of your personal and business information by ourselves and at credit reference and fraud prevention agencies

- 1) When you apply to us to open an account, this organisation will check the following records about you and, where applicable, your business Partners and anyone to whom you are linked financially:
 - a) Our own.
 - b) Personal and business records at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your personal credit file, and where applicable your business credit file, that may be seen by other lenders. They supply both public (including the electoral register) and shared credit and fraud prevention information.
 - c) Those at fraud prevention agencies (FPAs).
 - d) If you are a Director, we will seek confirmation from credit reference agencies, that the residential address that you provide is the same as that shown on the restricted register of Directors' usual addresses at Companies House.

We will make checks such as assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

- 2) If you're making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.
- 3) Information on applications will be sent to CRAs and will be recorded by them, including, where applicable, information on your business and its proprietors. The CRAs may create a record of the name and address of your business and its proprietors if there is not one already.
- 4) Where you borrow from us, we will give details of your account(s) and how you manage it/them to CRAs.
- 5) If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for six years after they are closed, whether settled by you or defaulted.
- 6) If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies.
- 7) Law enforcement agencies may access and use this information.
- 8) We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:
 - a) Checking details on applications for credit and credit-related or other facilities.
 - b) Managing credit and credit-related accounts or facilities.
 - c) Recovering debt.
 - d) Checking details on proposals and claims for all types of insurance.
 - e) Checking details of job applicants and employees.
- 9) If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
- 10) We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.
- 11) Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Legislation.



How to find out more

You can contact the credit reference agencies currently operating in the UK; the information they hold may not be the same so it is worth contacting them all.

- **TransUnion**, Consumer Services Team, P.O. Box 491, Leeds LS3 1WZ or call 0330 024 7579 or log on to www.transunionstatreport.co.uk
- **Equifax PLC**, Credit File Advice Centre, P.O. Box 3001, Bradford BD1 5US or call 0844 335 0550 or log on to www.equifax.co.uk
- **Experian**, Consumer Help Service, P.O. Box 8000, Nottingham NG80 7WF or call 0344 481 8000 or log on to www.experian.co.uk
- If you want to receive details of the relevant fraud prevention agencies, please contact us at The Co-operative Bank, Fraud Management, Delf House, Skelmersdale, WN8 6NY.

Ethical Policy

Our Ethical Policy promises our customers that we will not provide banking services to organisations involved in certain activities. In order to meet these stated obligations and to assist in our ongoing assessment, please reaffirm the position of your organisation(s) (including parent company and subsidiaries) on the following:

	Yes	No
Are you involved in the manufacture or trade of equipment for military or security purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any business arrangements with developing countries including imports and overseas operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the manufacture of pharmaceuticals?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the provision of water utility services to developing countries?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture tobacco products?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in biotechnology or the development of genetically modified organisms?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in nanotechnology or the development of products utilising nanotechnology?	<input type="checkbox"/>	<input type="checkbox"/>
Have you contravened any environmental legislation or regulations in the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the exploration, extraction, production or distribution of fossil fuels, or the operation and development of fossil fuel fired power stations or infrastructure, such as oil and gas pipelines?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the production or distribution of other fuels (e.g. biofuels)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the exploration or extraction of minerals?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in forestry or the timber trade?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the fishing industry?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a promoter or a client of a tax scheme subject to HMRC notification or have you contravened any tax laws or rules (e.g. been convicted of tax evasion within the last five years)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture (or are you involved in the animal testing of) cosmetics, toiletries or household products or their ingredients?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the experimentation or use of Great Apes for any purpose?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in animal farming?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in blood sports (e.g. fox hunting)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the animal fur or leather trade?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the gambling industry?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the provision of short-term, small-value personal loans (e.g. payday loans, home collected credit)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever breached any relevant advertising standards codes or marketing codes (e.g. Advertising Standards Agency codes)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'yes' to any of the questions above, please provide details:

Section 1 Your details

Existing Account details

Please provide the details of your existing main Co-operative Bank business current account:

Full name of existing account

Sort code

			—				
--	--	--	---	--	--	--	--

Account number

--	--	--	--	--	--	--	--	--	--

New Account Details

Please note: The signatories and signing authority for the new account will be the same as the existing arrangements for the main account detailed above.

Full name of new account

What will your new account be used for? E.g. 'This is for paying something specific', 'it is for managing payments' or 'it is to be used for savings'.

Section 2 About your business

Introduction

This section is used to confirm how your business operates.

Please be as specific as possible when answering these questions, as failure to provide information may result in a delay in the application process.

Please note that we may require more information from you once we have received and reviewed this application.

Nature of business

What does your business sell/provide?

☐

Goods

☐

Services

☐

A mix of goods and service

What are the main goods and/or services that your business provides? - Please give a full description, *e.g. My business is a consultancy, we consult with financial organisations to help improve the day-to-day operation of the business through process re-engineering. We also sell our own performance management software:*

Will you be providing these goods and services online?

☐

Yes

☐

No

Do you provide any of the following services?

☐

Money transmission

☐

Money service business

☐

Cheque cashing

☐

Money lending

☐

Payday lending

If you have selected any of the above please provide further details:

Financial details

Number of employees

An employee is someone who works, either part-time or full-time, under a contract of employment (whether oral or written) and has recognised rights and duties.

What were the start-up costs in forming the business, where did the funds come from and what were they used for?

e.g. The total start up costs were £2,000. £500 came from my personal savings and £1,500 came from a loan provided by my bank. I spent £100 registering my business, £200 creating a website and the rest was used to rent my business premises and buy office equipment.

Have there been any capital injections into your business since it started?

Yes

☐

No

☐

This will be an investment into your company, often in the form of cash, equity or assets.

If yes, please confirm the source and amount, e.g. Since starting the business I have invested an additional £1,500.

This money was provided from my own personal savings and was used to expand the business by renting a second office:

Date of capital injection
(if applicable)

day		month		year			

Is your business premises owned or leased?:

☐

Owned

☐

Leased

☐

Other

If other please specify:

What is your expected turnover in the next 12 months?

Turnover is the total amount of money that comes into your business.

Annual credit turnover/expected
turnover for the business

£

How do you intend to meet your expected turnover? Please be specific. If you have a business plan including pricing strategy you may enclose this.

e.g. The business consulting ranges in a daily price from £200 to £500. Our performance management software is charged at £250 and I sell an average of 10 of these each month:

What is your expected turnover for this account in the next 12 months?

If you have other business accounts, only some of your total turnover may end up in this account.

Annual credit turnover
for this account

£

Are there any additional sources of income that will fund this account *e.g. Rent, savings*

What is your expected financial growth over the next 12 months?

%

What is the reason for the expected financial growth? *e.g. I will be opening a new shop within the next 6 months.*

By what methods do you expect to receive and make your payments? (Tick all appropriate.)

Cheque

☐

Electronic e.g. Faster Payments/CHAPS

☐

Foreign payments

☐

Cash

☐

Debit/credit card

☐

Financial details (continued)

Your customers - If you trade with customers outside the UK, you will need to provide a breakdown of your main customers, the country they're based in and approximate percentage of business turnover for each:

Your suppliers - If you trade with suppliers outside the UK, you will need to provide a breakdown of your main suppliers, the country they're based in and approximate percentage of business supplies for each:

Do you have any business assets or operations outside the UK?

Please provide us with more detail about these assets and operations and the country/countries involved.

Tax status

UK tax regulations require the collection of information regarding an account holder's tax residency and citizenship. Therefore, please complete the questions below and provide the information requested. Please note that we may be required to share this information about you with the relevant tax authorities.

If at any time in the future you need to change the information that you have provided, you are required to advise us within 30 days of such a change in circumstances. If you have any questions about how to complete this form, please contact your tax adviser.

If you are a sole trader, are you resident for tax purposes outside the UK? Yes ☐ No ☐

If you are a sole trader, are you a United States citizen? Yes ☐ No ☐

If you are a partnership, was your business established or is it resident for tax, outside the UK? Yes ☐ No ☐

If you have answered yes to any of the above questions, please provide details of your tax residences below.

If you have more than two countries' information to provide, please photocopy this page.

Country where business established/tax residency

Tax Identification Number (TIN)

Does your business generate 50 % or more of its income from the sale of goods and/or the provision of services?

Yes ☐ No ☐

Key Contact Details

Please provide contact details for the person we could contact in the event of any queries about the application.

The details you provide will only be used in relation to the application process.

Name

Telephone number

Email address

Section 3 Personal details

IF NECESSARY PLEASE PHOTOCOPY THIS SECTION BEFORE COMPLETING

In this section we require the personal details of all individuals registered on your existing account (as detailed in section 1 - Your Details), this includes Signatories, Authorised Users, Owners and Partners, regardless of whether or not they will have access to the account.

Title	First name/s (in full)	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Date of birth	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	day	month year
Nationality/Nationalities	<input type="text"/>	
Position within business	<input type="text"/>	

Current home address

Home/Flat name/number	Street
<input type="text"/>	<input type="text"/>
<input type="text"/>	
Town/City	Postcode
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please complete the personal tax questions below only if the business is a partnership.

Are you a UK Resident for Tax purposes? Yes can include retired people, children and anyone who would be liable to pay tax in the UK if they had enough income. If you are unsure of your UK tax residence status, please refer to the government website: www.gov.uk/tax-foreign-income/residence

Yes ☐ No ☐

Are you a United States (US) Citizen?

If 'Yes', add your Tax Identification Number here

Yes ☐ No ☐

The term US Citizen means: An individual born in the United States, an individual whose parent is a United States citizen, a former alien who has been naturalized as a United States citizen, or an individual born in Puerto Rico, Guam or United States Virgin Islands.

Are you resident outside the UK for Tax purposes? If 'Yes' complete the details of your Tax residencies and associated references below:

Yes ☐ No ☐

Countries or jurisdictions where Tax Resident

Tax Identification Number (TIN)

Enter the tax reference number that your country of residence for tax purposes has issued you (this includes TIN, a National Insurance Number (Jersey, Guernsey or IoM), a social security number or a resident registration number.

Do you require any of the following:

Online banking

☐

Debit card (current accounts only)

☐

If you request a debit card, you MUST ensure we have your up to date UK mobile number registered on the account to enable you to use your card online.

If requested above, Signatories and/or Authorised Users will be permitted to use online banking and make transactions on your behalf regardless of any different signing instructions or authority on your account held by the Bank.

Section 3 Personal details

IF NECESSARY PLEASE PHOTOCOPY THIS SECTION BEFORE COMPLETING

In this section we require the personal details of all individuals registered on your existing account (as detailed in section 1 - Your Details), this includes Signatories, Authorised Users, Owners and Partners, regardless of whether or not they will have access to the account.

Title	First name/s (in full)	Middle name
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Surname	Date of birth	
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	day	month year
Nationality/Nationalities	<input type="text"/>	
Position within business	<input type="text"/>	

Current home address

Home/Flat name/number	Street
<input type="text"/>	<input type="text"/>
<input type="text"/>	
Town/City	Postcode
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please complete the personal tax questions below only if the business is a partnership.

Are you a UK Resident for Tax purposes? Yes can include retired people, children and anyone who would be liable to pay tax in the UK if they had enough income. If you are unsure of your UK tax residence status, please refer to the government website: www.gov.uk/tax-foreign-income/residence

Yes ☐ No ☐

Are you a United States (US) Citizen?

If 'Yes', add your Tax Identification Number here

Yes ☐ No ☐

The term US Citizen means: An individual born in the United States, an individual whose parent is a United States citizen, a former alien who has been naturalized as a United States citizen, or an individual born in Puerto Rico, Guam or United States Virgin Islands.

Are you resident outside the UK for Tax purposes? If 'Yes' complete the details of your Tax residencies and associated references below:

Yes ☐ No ☐

Countries or jurisdictions where Tax Resident

Tax Identification Number (TIN)

Enter the tax reference number that your country of residence for tax purposes has issued you (this includes TIN, a National Insurance Number (Jersey, Guernsey or IoM), a social security number or a resident registration number.

Do you require any of the following:

Online banking

☐

Debit card (current accounts only)

☐

If you request a debit card, you MUST ensure we have your up to date UK mobile number registered on the account to enable you to use your card online.

If requested above, Signatories and/or Authorised Users will be permitted to use online banking and make transactions on your behalf regardless of any different signing instructions or authority on your account held by the Bank.

Section 4 Banking requirements

Introduction

This section is required in order to help provide you with the account(s) you require.

The security information that we hold for your main current account will be applicable to this account.

Type of business account required

Current accounts:

☐ Business Directplus

☐ Business Current Account

☐ Standard Tariff

☐ FSB Business Banking

☐ CashTariff

Savings accounts:

☐ Business Select Instant Access

☐ 95 Day Notice

☐ 35 Day Notice

Client accounts

You may need a client account if you hold funds on behalf of your own customers, and the funds must be kept separate from your own. Please be aware that client accounts are only available to regulated businesses and that depending on the nature of your business we may not be able to offer you a client account.

If you require a client account you may be required to complete a separate due diligence undertaking form. This will be sent to you if required.

Do you require a client account? Yes ☐ No ☐

Name of client (if known):

Stationery Requirements (Current accounts only)

Cheque Book ☐

Paying in Book - you will need a paying in book if you will be paying in cash or cheques at a branch, or paying in cheques by post or at a Post Office®. ☐

Online Banking (If you are not already set up for online banking, you will need to complete a new application form available on the 'Useful forms' page on our website)

Would you like to be able to access this account through your existing online banking set up? Yes ☐ No ☐

If Yes, Location ID:

Post Office® banking (for use once your account is opened)

Please complete the relevant section below in full if you will be using the Post Office® for making cash or cheque deposits or requesting change. Missing information will prevent the facilities from being set up.

Services Required (tick as appropriate):

Cash Deposit Facility Required ☐ Number of Deposits per week

Average cash deposit per week £

(This is the combined Notes/Coins value)

Of this, the average weekly coin value £

If you don't want to use your debit card to pay in cash please tick this box and a Post Office® paying in book will be sent to you.

Cheque Deposit Facility Required ☐

Change Giving Required ☐

Please provide estimated weekly change requirements.

£5	£ <input type="text"/>	£2	£ <input type="text"/>	£1	£ <input type="text"/>	50p	£ <input type="text"/>	20p	£ <input type="text"/>
10p	£ <input type="text"/>	5p	£ <input type="text"/>	2p	£ <input type="text"/>	1p	£ <input type="text"/>	Total	£ <input type="text"/>

Section 4 Banking requirements

Post Office® banking (for use once your account is opened)

Please complete the section(s) below if you are likely to deposit over £2,000 per day and/or require a change giving facility.

Please note these facilities may take up to three weeks to set up. We will confirm when arrangements are in place.

Cash can be deposited at any Post Office® up to £10,000 per week without prior arrangement.

Name of Post Office®

Street

Town/City

Postcode

Section 5 Confirmation

This request for an additional account must be signed in accordance with the signing authority on the account mandate for your existing main business current account (as completed in Section 1 - Your Details).

Please provide the relevant signatures below.

Name of Signatory

Date

Signature



Name of Signatory

Date

Signature



Name of Signatory

Date

Signature



Please call 03457 213 213* if you would like to receive this information in an alternative format such as large print, audio or Braille.

The Co-operative Bank p.l.c. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (No.121885). The Co-operative Bank, Platform, smile and Britannia are trading names of The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England and Wales No.990937. Credit facilities are provided by The Co-operative Bank p.l.c. and are subject to status and our lending policy. The Bank reserves the right to decline any application for an account or credit facility. The Co-operative Bank p.l.c. subscribes to the Standards of Lending Practice which are monitored by the Lending Standards Board.

*Lines open 8am to 6pm Monday to Friday, 9am to 12 noon Saturday. Calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls may be monitored or recorded for security and training purposes.

Information correct as at 05/2022.