

**APPLICATION FORM**  
**TO OPEN A BUSINESS/LIMITED COMPANY DEPOSIT**  
**ACCOUNT WITH THE MANSFIELD BUILDING**  
**SOCIETY**

the  
**mansfield**  
building society

Regent House, Regent Street,  
Mansfield, Notts NG18 1SS  
Telephone: (01623) 676350  
enquiries@mansfieldbs.co.uk  
www.mansfieldbs.co.uk

Please read this application form and the 'More Information' guidance notes overleaf together with the General Account Terms and Conditions leaflet before completion.

Please use BLOCK CAPITALS and fill in all sections or tick boxes, as appropriate.

For our use only:  
Account Number

1

**ACCOUNT TYPE**

Please write the name of the account  
type you are opening

2

**INVESTMENT AMOUNT**

The current maximum and minimum investments  
are shown in the Current Interest Rates Summary.

£

3

**ACCOUNT DETAILS**

Name of Limited Company, Sole Trader, Partnership  
or Unincorporated Business

Company Registration No. (if applicable)

4

**CORRESPONDENCE ADDRESS**

Title

Mr  Mrs  Miss  Ms

First Name(s)

Tel:

Surname

email

Position held

(e.g Treasurer)

Fax:

Address

Post Code

5

**INTEREST PAYMENT INSTRUCTIONS**

Add the interest to this account? Yes  No

Transfer to another account you hold with us - Account Number

Pay to our bank account in the name of

Account No.

Bank name

Branch

Sort code

**APPOINTED OFFICERS/AUTHORISED SIGNATORIES**

The following are approved to sign on behalf of the Limited Company, sole trader, partnership or unincorporated body: Complete the information below for all signatories and provide identification (Section 9 has more information):

1		2		3		4	
First Name(s)		First Name(s)		First Name(s)		First Name(s)	
Surname		Surname		Surname		Surname	
Address		Address		Address		Address	
Postcode		Postcode		Postcode		Postcode	
Date of Birth		Date of Birth		Date of Birth		Date of Birth	
Marital Status		Marital Status		Marital Status		Marital Status	
NI No.		NI No.		NI No.		NI No.	
Nationality		Nationality		Nationality		Nationality	
Tel No.		Tel No.		Tel No.		Tel No.	
Security identifier*		Security identifier*		Security identifier*		Security identifier*	
Position held		Position held		Position held		Position held	
I am a beneficial owner (see definition below) –							
tick if YES		tick if YES		tick if YES		tick if YES	

\*Required for security purposes and must be a word that is easily remembered but not known to any other party.

**BENEFICIAL OWNERS**

The following individuals have a controlling interest or shareholding of more than 25% in the business and are not listed above. Beneficial owners do not need to be a signatory on the account.

Complete the information below for all beneficial owners and provide identification (Section 9 has more information):

5		6		7	
First Name(s)		First Name(s)		First Name(s)	
Surname		Surname		Surname	
Address		Address		Address	
Postcode		Postcode		Postcode	
Date of Birth		Date of Birth		Date of Birth	
Marital Status		Marital Status		Marital Status	
NI No.		NI No.		NI No.	
Nationality		Nationality		Nationality	
Tel No.		Tel No.		Tel No.	
Security identifier*		Security identifier*		Security identifier*	
Position held		Position held		Position held	

\*Required for security purposes and must be a word that is easily remembered but not known to any other party.

## DECLARATION & SIGNATURE

### DATA PROTECTION - USE OF YOUR INFORMATION

Information which you provide to The Mansfield Building Society or that we obtain from our dealings with you may be used for the following purposes:

- Account Administration
- Statistical Analysis
- Fraud Prevention
- Compliance with legislation and voluntary codes
- Marketing
- To enable a review to take place of your total relationship with The Mansfield Building Society
- To enable us to maintain contact with you by means of regular communication to inform you about products and services offered by The Mansfield Building Society

and therefore it is important that the information you give us is accurate and up to date.

We may make searches about you at credit reference agencies who will supply us with information, including information from the Electoral Register, for the purpose of verifying your identity. The agencies will record details of the search whether or not this application proceeds. The searches will not be seen or used by lenders to assess your ability to obtain credit. We may use scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially may be used by The Mansfield Building Society and other companies if you, or other members of your household, apply for other facilities including insurance applications. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account. Alternatively, we may ask you to provide physical forms of identification.

To prevent or detect fraud, or to assist in verifying your identity, we may make searches at fraud prevention agencies who will supply us with information. We may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we will record this. We, and other companies may use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.

We will continue to hold data about you for a period of 1 year if your application is unsuccessful. If your application is successful then we will continue to hold data about you for a period of 7 years after your account has been closed. We do this for audit purposes, money laundering and fraud prevention, and to help us respond to any queries you may have in the future.

We will bring to your attention by mail, telephone e-mail or otherwise, products and services offered by The Mansfield Building Society or other selected suppliers which may be of interest to you. In some instances this may mean passing your name and address on to these associates and selected suppliers. If you do not wish your information to be used for these purposes please tick the box.

You have the right of access to your personal records held by credit and fraud agencies. You can obtain upon request details of those credit reference and fraud prevention agencies from whom we obtain and to whom we pass on information about you by telephoning 01623 676300.

You may upon request obtain a copy of details we hold about you upon payment of a £10 fee.

Phone calls may be monitored and recorded for quality and training purposes.

In common with all other banks and building societies we are required to confirm the identity of all customers in order to comply with Money Laundering Regulations. These requirements also apply to business accounts and ensure that we are doing everything possible to eliminate issues relating to financial crime such as money laundering and terrorism.

**On receipt of the application we will try to establish proof of identity by electronic means. If the electronic verification is unsuccessful we will write to you for proof of identity. See Section 7 for confirmation of personal identification and residency requirements (if needed).**

I/We have read and accept the above statement regarding Data Protection – Use of your Information and consent to the credit reference agency searches uses of information and disclosures listed. By signing this application, you agree that we can use your information in this way.

The following deposits, categories of deposits or other instruments are not protected under the Financial Services Compensation Scheme:

- Deposits of a credit union to which the credit union itself is entitled
- Deposits which can only be proven by a financial instrument (listed in section C of Annex I of Directive 2014/65/EU) unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which exists in a Member State on 2 July 2014
- Deposits of a collective investment scheme which qualifies as a small company (Under the Companies Act 1985 or Companies Act 2006)
- Deposits of an overseas financial services institution which qualifies as a small company (Under the Companies Act 1985 or Companies Act 2006)
- Deposits of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company (Under the Companies Act 1985 or Companies Act 2006). Refer to FSCS for further information on this category.

**I/We have received, read and understood the Financial Services Compensation Scheme Information Sheet (tick box)**

This account will qualify you as a Depositor in the Society. You will however be bound by its Rules so far as they apply to Deposit account holders. As a Depositor you will not be a Member of the Society and you will not be able to vote at meetings of the Society or exercise other membership rights. A copy of the Society's Rules are available on request free of charge from any Branch Office or [www.mansfieldbs.co.uk](http://www.mansfieldbs.co.uk) See also General Account Terms and Conditions leaflet.

I/We reside in the UK for tax purposes and am/are citizen(s) of the UK.

The Company/organisation is registered only in the UK for tax purposes.

I/We will notify the Society in writing if there are any changes to the authorised signatories and/or beneficial owners

I/We have read and understood the Special Product Terms and Conditions relating to my/our new account type and the Society's General Account Terms and Conditions and agree to be bound by them.

**How many signatures are required to make withdrawals:** 1 to sign  2 to sign  3 to sign  All to sign

### SIGNATURES (two specimen signatures required per mandate holder)

1. _____	1. _____	Date: _____
2. _____	2. _____	Date: _____
3. _____	3. _____	Date: _____
4. _____	4. _____	Date: _____

### BENEFICIAL OWNERS (WHO HAVE NOT SIGNED ABOVE)

5. _____	Date: _____
6. _____	Date: _____
7. _____	Date: _____

We have done all we can to make this application form easy to understand. We have aimed for a high standard of clarity. If you are unsure of any part of this application form please contact us when we will provide any explanation necessary and will consider amending our literature in the light of your comments.

### OPENING AN ACCOUNT

Having completed the application form please send it to us or take it along to your local branch together with:

#### LIMITED COMPANIES:

- Cheque for amount of investment
- Company Registration Number or Memorandum and Articles of Association
- A resolution of the Board of Directors to open the account on company headed paper confirming authority to those who will operate it and the address to which the passbook and correspondence should be directed.
- Specimen signatures of the individuals mandated to open and operate the account (minimum of two specimen signatures required for each mandate holder).

Tick to confirm enclosed

  
  
  


#### SOLE TRADER, PARTNERSHIP OR UNINCORPORATED BUSINESS:

- Cheque for amount of investment
- Business letterheading, invoice or business card.
- Signed mandate with authority to open and operate the account.
- Specimen signatures of the individuals mandated to open and operate the account (minimum of two specimen signatures required for each mandate holder).

  
  
  


**Evidence of identification and proof of residency is also required for the individual(s) operating the account.**

### IDENTIFICATION

In common with all other banks and building societies we are required to confirm the identity of all customers who wish to open investment accounts. As part of our ongoing requirements to verify identity, existing customers may also be asked to provide identification. This ensures that we are doing everything possible to eliminate issues relating to financial crime such as money laundering and terrorism. These requirements apply to individuals only and to all named account holders. You must ask at the branch for details of account opening identification for any other category of account holder. Wherever possible we will try to establish proof of identity by electronic means. However, we may also require items from the list below of acceptable proof of identity. If needed we will require one document from list 1) and one document from list 2).

- |   |  |
|---|--|
| 1) Full current passport, full current driving licence or photocard driving licence, provisional photocard driving licence, EU member ID card (with photograph), ID card (with photograph) from reputable source e.g. armed forces, DWP Pension, attendance allowance, disability payment original documentation, PAYE HM Revenue & Customs coding notice, residence permit, construction industry tax exemption certificate (with photograph), firearms certificate. | 2) Local authority tax bill, recent utility bill (less than 3 months old), bank, building society or credit union statement showing address, building society passbook showing address, housing benefit entitlement letter, motor or home insurance certificate, vehicle registration document, TV licence, local authority rent book, recent mortgage statement, recent letter from HM Revenue & Customs, recent credit card statement. |
|---|--|

### FOR ACCOUNTS OPENED IN THE POST

If separate identification is needed, The Society will accept certified photocopies of passports and driver's licence. Copies will be accepted as long as they are certified by a Solicitor, Justice of the Peace or other acceptable person. (Contact any branch or see our website for details of acceptable persons), **and we are provided with sufficient information to be able to contact that person.**

### COOLING OFF PERIOD

If you are not happy about your choice of account, you may cancel it within 14 days of:

- the day you enter into the contract; or
- the day on which you receive the contract terms and conditions and other information on paper or electronically; whichever is the later.

We will help you switch to another of our accounts or we will give you your money back with any interest it has earned. We will ignore any notice period and any extra charges.

### STANDING ORDERS

To make regular payments into your account, you can set up a standing order from your Bank account. If you want to do this, please ask us for a Banker's Order Form when you open your account.

### WITHDRAWALS

You must always have your passbook with you when you take your money out. Cheques must have been paid into your account at least 7 banking days before you can withdraw against them, due to the 'clearance' cycle.

### INTEREST RATES

Our rates of interest are shown on the 'Current Interest Rates Summary' which is presented with this application form. Interest rates can change, unless you are investing in a fixed rate account. If your interest rates go down, we will advertise our rates in accordance with the Society's Rules, a copy of which can be obtained from any branch.

### CHARGES

Many of the services we offer investing members are free. Sometimes we will make a charge to cover our administration costs. Our charges are on display in all branches.

**WE WOULD LIKE YOU TO HELP US TO ENSURE THAT WE CONTINUE TO IMPROVE OUR SERVICES TO MEMBERS AND PROFESSIONAL CONTACTS. CAN YOU PLEASE LET US KNOW HOW YOU HEARD ABOUT THE MANSFIELD BUILDING SOCIETY. (PLEASE TICK RELEVANT BOX)**

BRANCH DISPLAY	<input type="checkbox"/>	
BRANCH VISIT	<input type="checkbox"/>	
COMMUNITY ACTIVITIES	<input type="checkbox"/>	<input type="text" value="Please specify"/>
EXISTING MEMBER	<input type="checkbox"/>	
LEAFLET/BROCHURE	<input type="checkbox"/>	
NEWSPAPER/MAGAZINE	<input type="checkbox"/>	<input type="text" value="Please state which publication"/>
MANSFIELD BUILDING SOCIETY WEBSITE	<input type="checkbox"/>	
INTERNET	<input type="checkbox"/>	<input type="text" value="Please confirm website address"/>
PERSONAL RECOMMENDATION	<input type="checkbox"/>	
RADIO	<input type="checkbox"/>	<input type="text" value="Please state which programme/station"/>
TELEVISION	<input type="checkbox"/>	<input type="text" value="Please state which channel/teletext/ceefax"/>
FINANCIAL ADVISOR	<input type="checkbox"/>	<input type="text" value="Name and address of advisor"/>
MANSFIELD BUILDING SOCIETY MAILSHOT/E-MAIL	<input type="checkbox"/>	
MANSFIELD BUILDING SOCIETY ADVERT	<input type="checkbox"/>	<input type="text" value="Please state which publication"/>
BEST BUY TABLE IN NEWSPAPER/MAGAZINE	<input type="checkbox"/>	<input type="text" value="Please state which publication"/>
OTHER – PLEASE SPECIFY	<input type="checkbox"/>	<input type="text"/>

IF YOU ARE AGED OVER 18 AND WOULD LIKE TO RECEIVE MORE DETAILS ON OTHER (please tick below)

MORTGAGES	<input type="checkbox"/>
FINANCIAL PLANNING	<input type="checkbox"/>
HOME INSURANCE	<input type="checkbox"/>

The Mansfield Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Reference Number 206049.



**FOR OUR USE ONLY**

Customer Number(s)

A/Cs held  Matched

Originated by  Checked by

Forms of ID seen

JUN 17

## FINANCIAL SERVICES COMPENSATION SCHEME INFORMATION SHEET

Basic information about the protection of your eligible deposits	
Eligible deposits in The Mansfield Building Society are protected by	the Financial Services Compensation Scheme ("FSCS") <sup>1</sup>
Limit of protection:	£85,000 per depositor per bank / building society / credit union <sup>2</sup>
If you have more eligible deposits at the same bank / building society / credit union:	All your eligible deposits at the same bank / building society / credit union are "aggregated" and the total is subject to the limit of £85,000. <sup>2</sup>
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately. <sup>3</sup>
Reimbursement period in case of bank, building society or credit union's failure:	20 working days <sup>4</sup>
Currency of reimbursement:	Pound sterling (GBP, £)
To contact The Mansfield Building Society for enquiries relating to your account:	The Mansfield Building Society Regent House Regent Street Mansfield Notts NG18 1SS Tel: 01623 676350 <a href="http://www.mansfieldbs.co.uk">www.mansfieldbs.co.uk</a>
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor Beaufort House 15 St Botolph Street London EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: <a href="mailto:ICT@fscs.org.uk">ICT@fscs.org.uk</a>
More information:	<a href="http://www.fscs.org.uk">http://www.fscs.org.uk</a>

### Additional information

#### <sup>1</sup>Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

#### <sup>2</sup>General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

#### **4Reimbursement**

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10<sup>th</sup> Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: [ICT@fscs.org.uk](mailto:ICT@fscs.org.uk). It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses (in the case of a depositor which is not an individual or a large company) within 5 working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>.

#### **Other important information**

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

#### **Exclusions from protection**

A deposit is excluded from protection if:

- (1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, bank building society or credit union.
- (2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- (3) It is a deposit made by a depositor which is one of the following:
  - credit institution
  - financial institution
  - investment firm
  - insurance undertaking
  - reinsurance undertaking
  - collective investment undertaking
  - pension or retirement fund<sup>5</sup>
  - public authority, other than a small local authority.

For further information about exclusions, refer to the FSCS website at <http://www.fscs.org.uk>

<sup>5</sup>Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded