

Application for Opening Deposit Account

<p>The Branch Manager, Branch: _____ Dear Sir/Madam, I/We request you to open a deposit account styled as:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Trust</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Club/Society</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Association</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Any other (pl. specify)</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">_____</td> </tr> </table>	1. Trust	<input type="checkbox"/>	2. Club/Society	<input type="checkbox"/>	3. Association	<input type="checkbox"/>	4. Any other (pl. specify)		_____		<p><u>For office use:</u> Customer ID.: _____</p> <p>Account No.: GBP - _____ USD - _____ EURO - _____</p> <p>Proof of identity and address obtained: _____</p> <p>Officer's signature: _____ Date: _____</p> <p>Manager's signature: _____ Date: _____</p>
1. Trust	<input type="checkbox"/>										
2. Club/Society	<input type="checkbox"/>										
3. Association	<input type="checkbox"/>										
4. Any other (pl. specify)											

Pl. tick relevant box. Pl. use capitals.

1. GENERAL ACCOUNT DETAILS

1. Full title of the organization (*Please write in capital letters*)

2. Currency of the Account (Pls. tick):

GBP

USD

EUR

3. Name of the Trustees/Key Functionaries/Officials:

Sr.	Name	Designation
1.		
2.		
3.		
4.		
5.		

In case of more names please attach separate sheet.

4. Operating instructions (Pls. tick):

Self

Any one of the Trustees/Officials

Jointly

Others (Pl. specify):	
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2. DETAILS OF YOUR LINE OF ACTIVITIES

2.1 Please complete the following

<p>Full title of your Organization</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <p>Your expected annual turnover</p> <input style="width: 100%; height: 30px;" type="text"/> <p>Principal Activity</p> <input style="width: 100%; height: 30px;" type="text"/> <p>Commencement date of activities</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table> <p>Registered address of the organization</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: right;">Postcode</p> <p>Email:</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Length of time at this address?</p> <p>Years Months</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Y</td><td>Y</td><td>M</td><td>M</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	M	M	<p>Correspondence address (if different from registered address)</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: right;">Postcode</p> <p>Contact numbers including area dialing codes</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Telephone</td> <td><input style="width: 80%;" type="text"/></td> </tr> <tr> <td>Mobile</td> <td><input style="width: 80%;" type="text"/></td> </tr> <tr> <td>Fax</td> <td><input style="width: 80%;" type="text"/></td> </tr> </table> <p>VAT Registration Nos.</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Name of your accountant</p> <input style="width: 100%; height: 20px;" type="text"/> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Tel. no.</td> <td><input style="width: 80%;" type="text"/></td> </tr> <tr> <td>Email</td> <td><input style="width: 80%;" type="text"/></td> </tr> </table> <p>Accountant's address</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: right;">Postcode</p>	Telephone	<input style="width: 80%;" type="text"/>	Mobile	<input style="width: 80%;" type="text"/>	Fax	<input style="width: 80%;" type="text"/>	Tel. no.	<input style="width: 80%;" type="text"/>	Email	<input style="width: 80%;" type="text"/>
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Tel. no.	<input style="width: 80%;" type="text"/>																				
Email	<input style="width: 80%;" type="text"/>																				

2.2 For Trust - Details of all trustees/beneficiaries with a holding of 20% or more controlling / beneficiary interest:

<p>Full name</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<p>Shareholding (%)</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<p>Letter provided:</p> <input type="checkbox"/> <p>Shareholders/ Trustees/ Beneficiaries details confirmed as per the letter attached, signed by either the Company Secretary, a formation agent, an external solicitor or an external qualified accountant (please enclose with account opening pack)</p>						
<p>As managing trustee/secretary/Director, I confirm that the details given above are true.</p> <p>Your name (or name of Corporate Company Secretary on whose behalf you are signing)</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Your signature</p> <input style="width: 100%; height: 40px;" type="text"/> <p>Date:</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>			D	D	M	M	Y	Y
D	D	M	M	Y	Y			

3. UNDERSTANDING THE PARTIES TO THE ACCOUNT

(To be filled separately by each signatory)

Details of Trustee/Officials/Authorised Signatories:

<p>Position in the Organisation</p> <table border="1"> <tr><td>1. Trustee</td><td><input type="checkbox"/></td></tr> <tr><td>2. Managing director</td><td><input type="checkbox"/></td></tr> <tr><td>3. Secretary</td><td><input type="checkbox"/></td></tr> <tr><td>4. Member</td><td><input type="checkbox"/></td></tr> <tr><td>5. Official</td><td><input type="checkbox"/></td></tr> <tr><td>6. Mandatee/Authorised Signatory</td><td><input type="checkbox"/></td></tr> </table> <p>Other (please explain) <input type="text"/></p> <p>Title and full name <input type="text"/></p> <p>Date of birth: <table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table> </p> <p>Percentage share in business <input type="text"/></p> <p>Contact particulars (with area codes)</p> <table border="1"> <tr><td>Home</td></tr> <tr><td>Mobile</td></tr> <tr><td>Work</td></tr> <tr><td>Fax</td></tr> </table> <p>Email <input type="text"/></p> <p>Home address (where living presently)</p> <table border="1"> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td style="text-align: right;">Postcode</td></tr> </table> <p>How long have you lived at this address? Years Months <table border="1"> <tr> <td>Y</td><td>Y</td><td>M</td><td>M</td> </tr> </table> </p> <p>Previous home address (if less than 3 years at present address)</p> <table border="1"> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td style="text-align: right;">Postcode</td></tr> </table>	1. Trustee	<input type="checkbox"/>	2. Managing director	<input type="checkbox"/>	3. Secretary	<input type="checkbox"/>	4. Member	<input type="checkbox"/>	5. Official	<input type="checkbox"/>	6. Mandatee/Authorised Signatory	<input type="checkbox"/>	D	D	M	M	Y	Y	Home	Mobile	Work	Fax	<input type="text"/>	<input type="text"/>	Postcode	Y	Y	M	M	<input type="text"/>	<input type="text"/>	Postcode	<p>Nationality <input type="text"/></p> <p>Passport Number <input type="text"/></p> <p>Date of Issue & Expiry of Passport <table border="1"> <tr> <td><input type="text"/></td><td><input type="text"/></td> </tr> </table> </p> <p>Name of Personal Bank & Branch <input type="text"/></p> <p>Account number <input type="text"/></p> <p>In case an existing BoB customer, Your Customer ID <input type="text"/></p> <p>Your agreement with us</p> <p>I/we confirm that the details on this form are accurate and authorize you to make enquiries to check this information.</p> <p>I/we apply to open a current account and (if applicable) such other accounts with the Bank as notified by the Bank.</p> <p>I/we acknowledge that I/we have read and agree to the Bank's general and product specific terms and conditions and schedule of charges as downloaded from the bank's website/provided to me before opening this account and confirm that I/we have made an informed decision to open this account.</p> <p>I/we would prefer not to receive marketing material from you about your bank's products or services. (Please tick here). <input type="checkbox"/></p> <p>(Please note that if you tick this box we will be unable to notify you about any new products or services that may be of benefit to you).</p> <p>Signature/s <input type="text"/></p> <p>Date: <table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table></p>	<input type="text"/>	<input type="text"/>	D	D	M	M	Y	Y
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4. KNOW YOUR BUSINESS (KYB) - INTERVIEW NOTE

Organization Name

Nature of the organisation activities. Is there any supporting business documentation (Business Plan etc.)?

Is it an existing set up or a new one? What set up costs are involved and how are they funded? (E.g. Savings, contribution, Loans, etc.)

Organisations activities prior to this set up?

Details of Organisations office premises (owned / rented /lease terms etc.)

Organisations expected cross-border dealings (please also name the countries)

Methods and frequency of deposits in the account (Cash, cheques, electronic payments, overseas funds)

Any other information you wish to share.

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Treating Customers Fairly & Handling Customer Complaints

- If you are dissatisfied with any availed product(s) or service(s) you have the right to lodge complaint against the Branch/Bank through the bank’s internal complaints procedure. In case for any reason, you are not satisfied with the redressal offered by the Bank, then you may contact the Financial Ombudsman Service, the address and contact of which maybe obtained from the Branch Manager whenever needed.
- In order to ensure you are treated fairly and justly in all dealings with the Bank at all times, the Bank has introduced a policy namely Treating Customers Fairly (TCF) Policy. Details of the policy can be accessed from our Bank’s website <https://www.bankofbarodauk.com>

Signature of Trustee/Official/Managing Director/Secretary

Sr.	Name/ Signatory	Signatures
1.		
2.		
3.		
4.		
5.		

Comments of the Manager/Officer:

(Also, does the information supplied by the customer compare to the Search results? If not, explain the discrepancies

Risk Assessment: LR MR HR
(pl. tick)

Authorized Signatory
(Bank of Baroda)

Date

5. SPECIMEN SIGNATURE CARD

1	Full Title of Account	
2	Customer ID	
3	Operating Instructions	

- Please use black ink for signatures

Sr.	Name of the Authorized Signatory	Official Position	Specimen Signature
1.			
2.			
3.			
4.			
5.			

Chairman.....

Secretary

6. BOARD RESOLUTION

WE HEREBY CERTIFY that , after considering Bank of Baroda’s General and Account Specific terms and conditions ,placed before it, Board of Directors/the Executive Committee /Trustees in a duly convened meeting dated , duly passed following Resolution and that such Resolution has been duly recorded in the Minute Book of the³.....

RESOLUTION

“RESOLVED:

- 1. THAT an account or accounts be opened with Bank of Baroda.....
- 2. THAT the said Bank is hereby authorized
 - (a) to honour cheques, orders, bills of exchange and promissory notes expressed to be drawn, signed, accepted or made by or on behalf of the , drawn upon or made payable at the said Bank, whether the account or accounts of the is or are in debit or overdrawn thereby or otherwise
 - (b) to honour any orders to withdraw any or all moneys on any deposit or other account or accounts of the with the said Bank or any or all securities, documents or other property of the from time to time in the possession of the said Bank.
 - (c) to act on any instructions with regard to any such account or accounts (whether in credit or in debit or overdrawn thereby) or any transactions of the

Provided that the same are signed by

¹

- 3. THAT any cheque, bill of exchange, promissory note or other instrument shall be treated as duly endorsed by the if the endorsement is signed for or on behalf of the by
²

- 4. THAT any indemnity or counter-indemnity, telecommunication mandate required by the said Bank from the³ in connection with the

.....'s business be effective if signed for or on behalf of the
..... by

¹
.....
.....
.....

5. THAT the said Bank be furnished with a list of names of the persons from time to time authorised to sign on behalf of the ³..... and of their official positions; and that the said Bank may be in writing from time to time of any changes which may take place.
6. THAT this Resolution be communicated to the said Bank and remain in force until receipt by the said Bank of notice in writing signed by an authorised signatory on behalf of the ³..... and the said Bank shall be entitled to act on such notice whether the said resolution shall have been duly rescinded or not.”
7. THAT the Bank be furnished with an up-to-date copy of the rules and regulations of the ³.....

The Board/Executive Committee/Trustees further resolved that following individual/s sign account opening form/s and execute documents/indemnities /counter indemnities /telecommunication mandate as required by the Bank.

.....Chairman

.....Secretary

NOTE: -

- ¹ Insert ‘any two members of the Committee for the time being and countersigned by the Secretary’, or otherwise as may be required.
- ² Insert ‘any one member of the Committee for the time being’, or as may be required.
- ³ Insert ‘Trust’, ‘Society’, ‘Club’ or ‘Association’ as the case may be.

On Letter head

7. UNDERTAKING TO BANK OF BARODA

The Branch Manger
Bank of Baroda

Dear Sirs,

Re:Opening a Bank Account with yourselves

We hereby authorise you to carry out a company search with respect to this Trust/Club/Society/Association and debit the requisite expenses/charges to our account.

Yours faithfully,

.....

(To be signed by Trustee/Authorised Signatory/Director/Secretary).

8. TELECOMMUNICATION MANDATE

THIS AGREEMENT IS MADE THIS _____ day of _____

Two Thousand and _____ AND BETWEEN BANK OF BARODA, of the one

part AND _____ (hereinafter called

‘the Customer’) of the other party:

WHEREAS

- A. The Customer has opened or may in the future open one or more accounts with the Bank and in all cases has executed or will execute mandates in respect thereof.
- B. At the request of the Customer and subject as hereinafter set out the Bank has agreed to act upon instructions received by email, telephone, fax, telex, telecopier, telegram, cable or similar and in consideration thereof the Customer has agreed to give the Bank the covenant undertaking and indemnity hereinafter contained.

THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement:

- ✓ The expression ‘the Customer’ shall be deemed to include one or more individuals, as limited liability company, a corporation, trust or any other legal entity and their respective heirs, estates and successors.
- ✓ The expression ‘the mandate’ shall mean the mandate in force from time to time in respect of each account.
- ✓ Each and every covenant undertaking and liability of each signatory hereto if more than one shall be joint and several on their part and be construed accordingly.
- ✓ The singular shall include the plural and vice versa.

2. The Customer hereby irrevocably and unconditionally authorizes the Bank to act upon unauthenticated instructions which appear or purport to be from the Customer or from the person authorised under the mandate and which are received by email, telephone, fax, telex, telecopier, telegram, cable or other means of electronic communication.

The Bank shall be under no duty or obligation to make any inquiry into or to, in any way, to verify instructions received from the person authorised under the account mandate. Any failure on its part to do so shall not render the covenant undertaking and

indemnity on the Customer's part set out above invalid illegal or unenforceable and shall not impair the same in any way.

3. In the event of the Bank acting upon instructions so received THEN:

- ✓ The Customer covenants and undertakes that the Customer will make no claim of any kind in any jurisdiction against the Bank or its successors/agents in respect of any delay/ loss damage cost or expense the Customer may suffer, incur or sustain directly or indirectly as a consequence our failure to carry out instructions/obligations, if, we reasonable believe that there may be fraudulent activity or other financial crime affecting the transaction or we are required not to comply with the instructions any law, regulation or court order or due (directly or indirectly) to circumstances beyond our reasonable control preventing us from offering a normal service (such as the failure of any machine, data processing system or transmission link or due to industrial dispute, terrorist threat etc)
- ✓ The Customer agrees to indemnify and to keep indemnified the Bank and its agents against all actions proceedings, liabilities, demands, claims, damages, costs and expenses which the Bank or its agent may suffer incur or sustain directly or indirectly as a consequence thereof.

4. The Customer encloses a duly certified copy of a resolution of our board passed on [] authorizing any one of [] to act on our behalf in giving of instructions to you and the conclusion of agreements with you by telephone, tested or untested telex or facsimile transmission.

5. This agreement shall be governed by and be construed in accordance with the laws of England and Wales and the parties hereby agree that any legal action or proceedings arising out of or in connection with this agreement may be brought in the Courts of England and Wales.

SIGNATURE of the Customer :

NAME of the Customer :

ADDRESS of the Customer :

TEL/MOB No. of the Customer :

SIGNED in the presence of :

SIGNATURE of witness :

ADDRESS of witness :

CHECKLIST FOR TRUST/CLUB/SOCIETY/ASSOCIATION

1.	Mandate for opening Account and Specimen Signature	YES/NO
2.	Details of Trustees/Officials/Directors in the prescribed format	YES/NO
3.	Full details of Bank Accounts and authority to take up reference, if the Applicant is already maintaining account with UK regulated Bank.	YES/NO
4.	Initial deposit of £100.00 to conduct search on the applicant. Minimum amount of £500 for opening the account	YES/NO
5.	Last two years Audited Financial/Statements	YES/NO
6.	Certificate of Registration	YES/NO
7.	Certified copy of Trust Deed or bye-laws	YES/NO
8.	Resolution of the Board of Trust/Club/society/Association (on letter head)	YES/NO
9.	In case of controlling interest is held more than 20 % by a person or company, KYC or other regulatory documents duly certified. Full chain of the documents until the persons promoting these Company or Trust are identified.	YES/NO
10.	A brief profile of the organization with expected turnover in the account	YES/NO
11.	Telecommunication Mandate	YES/NO
12.	Certified true copies of Passports of all Trustee/Officials/Directors, Company Secretary & Authorized Signatories	YES/NO
13.	Verification of current residential address of all concerned as stated at No. 1 above by way of certified true copies of current quarter utility bill/s or Bank Statement.	YES/NO

Note: In case the original documents cannot be presented for face to face verification, these are to be notarized from a Notary Public/from one of our branches, officers, if we have one.