

Application Guidelines

Thank you for requesting our Application Pack. We have produced these guidelines to make the application process as easy as possible for you.

We realise that we require a lot of information about you and your business. The information collected is used for the following purposes:

- To enable us to understand our customers and their business
- To set up the new account and to enable future contact
- To confirm the identity of the customer and associated parties
- To enable us to prevent money laundering and the misuse of the banking system
- To enable us to advise you about making the most of our services and respond positively to your needs.

There are legal and regulatory obligations upon us to collect information about our customers and their associated parties, including identification and confirmation of address. This is called “Know your Customer”. Knowing you and your business also helps us to fulfil our obligations under the United Kingdom’s Business Banking Code, to which we adhere, which sets out standards of good banking practice and our obligations to you.

There are two main parts to the application:

1. The Application Form
2. The supporting documentation you must provide.

The guidelines follow the same structure. If you follow the guidelines and supply us with the correct documentation, we will be able to open the account as quickly as possible for you.

Part 1 – The Application Form

The Application Form has been designed to be as straightforward as possible. You may find that you do not need to refer to the guidelines to complete it.

The Application Form may be used by Public Limited Companies, Private Limited Companies, Limited Liability Companies (LLCs), Limited Liability Partnerships (LLPs), Partnerships, Sole Traders, Charities, Clubs, Churches, Associations and Trusts. If your business does not fall into one of these categories, please contact us. Throughout the Application Form, the generic term “organisation” will refer to all of the above entities.

Please ensure all sections are completed fully.

Section 1 – Organisation details

- We require contact details for your organisation, including a main/trading address, a correspondence address and a registered address
- We also require details about your accountant, legal adviser and any existing bankers.

Section 2 – Description of the organisation

- We require a full description of the main activities of the organisation, including for example its products, goods traded or services provided. Descriptions such as “Import/Export” and “Investment Company” are not sufficient
- If you are unable to provide financial accounts, a business plan and brochures or literature about the organisation, please give reasons
- Please list all the countries in/with which your business takes place, and the approximate percentage of trade/work carried out in each country. We need to know about specific countries, so please avoid terms such as “Europe”, “Asia” or “worldwide”
- If the organisation undertakes licensed activities, please provide details and a certified copy of the licence
- Please give details of main (and/or proposed) trading counterparties ie. your customers and suppliers.

Please give details of the products or services they buy or supply, and the approximate percentage of your business that you undertake with the counterparty

- Please estimate the annual turnover and the number of credits to, and payments from the Bank Account. Please also specify what purpose the account would be used for
- Please specify the source of the initial deposit into your account, and the methods by which it and future funds will be generated. In the case of Private Investment, Wealth Management or Services companies, we also require details of the beneficial owner's income, assets and number of dependents. This is because we need to understand the source of wealth in the context of income and commitments
- Companies must supply information about their company structure and relations with other companies.

Section 3 – Parties connected to the organisation

- We require the names of all the main parties connected with the organisation – ie. any corporate entities or individual persons connected to the organisation. In addition we need to know which of the individual persons you wish to be authorised to act and to use our telephone banking service – International Businesscall*. For additional information about International Businesscall and the different service levels that can be used, please see the International Corporate Services brochure included with this pack.

Section 4 – Your Banking Requirements

- Please specify your account, statement and stationery requirements. You may find it helpful to look at our International Corporate Services brochure or to visit our website – www.internationalbanking.barclays.com.

Section 5 – Customer Declaration

- The Customer Declaration must be signed and dated by officials authorised to do so. This authorises the Bank to hold the organisation's information and confirms the accuracy of the information provided.

Part 2 – Supporting Documentation

We require the following additional information to be able to process your application. Some of the documents need to be certified to protect you and the Bank against the possibility of fraud. You may take the documents to an International Banking Centre of your choice for certification by our staff. If this is not possible, the following certification is acceptable from reliable professionals in the course of their work whose position can be verified by the Bank such as:

- Lawyers – the lawyer must be a member of a recognised official association
- Leading International Bank staff
- Local, Regional, or National Government officials
- North American or European Union Notaries Public.

If none of the above are readily available, please contact an International Banking Centre of your choice to discuss a suitable alternative.

What should the certification say?

On identification documents the certification should be as follows:

“Having seen the individual and their identification at the same time, I certify that this is a true copy and that the photograph is a reasonable likeness”.

In addition, the certifier will need to provide their name, signature and official capacity on the certification.

Other documents must be certified to confirm that they are a true copy of the original.

*Not available in Cyprus or Gibraltar

Please supply the following documentation:

Appointment of Bankers and Mandate

The Appointment of Bankers and Mandate Form must be completed. Please ensure you retain a copy for yourself.

Information about your business/organisation

1. Evidence of Incorporation/Formation

- **Limited Companies** – a certified copy of the Certificate of Incorporation, or local equivalent
- **LLPs** – a certified copy of the Certificate of Registration for Limited Liability Partnerships
- **LLCs** – a certified copy of the Certificate of Formation.

2. Articles

- **Limited and Charitable Companies** – a certified copy of the Memorandum and Articles of Association
This is not required for EU registered companies, or for those registered in Jersey, Guernsey and the Isle of Man
- **LLCs** – a certified copy of the Articles of Organisation and Operating Agreement.

3. Companies only – Certificate of Good Standing

If you are using one of our International Banking Centres based in the British Isles, the Certificate of Good Standing is only required if the company was registered more than 6 months ago, or more than 12 months ago and has not traded yet.

4. Evidence of trading name, if used

We require an original board resolution, or equivalent, as evidence where available. Sole Traders and partnerships should provide printed headed stationery.

5. Confirmation of the organisation's activities and evidence of any licensed Activities

Please provide copies of financial accounts, business plans, brochures and company literature and any other information that will assist us with understanding your business. We also require certified copies of any licences, where business activities are licensed.

6. Confirmation of the appointment of:

- **Limited Companies, LLCs and LLPs** –
Directors/Managers/Members
Original/certified copies of board minutes providing evidence of the appointment of the current directors
 - **For Clubs, Charities, Churches and Societies** –
Members authorised to act for the organisation
Documentation detailing authorised members – eg. a formation document, if available. In the case of smaller associations, this may take the form of minutes
 - **Trusts – Trustees**
Written confirmation of the appointment of Trustees from the Trust's legal advisers, and any delegation, especially with respect to the operation of bank accounts. This is to be in the form of:
 - A certified extract of the trust document**or**
 - A letter from an appropriate intermediary/independent third party eg. a solicitor/advocate.
- We also require:**
- Confirmation of named beneficiaries.

References for your organisation

1. Request to Professional Firms for a Reference

Please complete this form to provide your permission to request a reference for the business and its key officials from either an accountancy or law firm from a recognised official association.

2. Request for Bankers Verification and Reference

Please complete this form to provide your permission to request a reference from the organisation's existing bankers if there are any accounts already in existence.

Information about parties associated with the organisation

We require information about each person listed as an “Individual connected to the organisation”. This may include directors, company secretary, shareholders (with 10% or more shareholding), beneficial owners, partners, officials, contacts, LLP/LLC Members and Managers, Trustees, settlors, protectors, named beneficiaries and authorised persons.

We also require details about any individuals who act on behalf of a Corporate Official.

Please ensure the following information is provided:

1. Completed Personal Details forms

2. Evidence of Identity

- A certified copy of a signed, current Passport or European Union Country National Identity Card

3. Evidence of residential address

- This must be either an original or certified copy of a bank statement or credit card statement issued in a FATF member country. The statement must be less than 3 months old.

4. Request for Bankers Verification and Reference

- Please complete this form to arrange a request for a reference from the individual’s Bankers.

5. Corporate Official Details

Please provide information about any corporate officials that the organisation may have – eg. a company appointed as a director or trustee. We require:

- Full details of the structure within the group
- Supporting documentation for the corporate official, as listed above.

We will have to identify the ultimate beneficial owners/ directors of these entities, as well as for the company applying for an account.

If applicable...

1. Bearer Shares

Only companies whose entire share capital is represented by registered shares are normally accepted. If Bearer Shares are in issue, please refer to an International Banking Centre of your choice.

2. Power of Attorney

If a Power of Attorney exists, please provide a certified copy of the Power of Attorney document.

3. Electronic Banking

If you wish to make use of our electronic banking services, please tick the box requesting more information about the service in the ‘Your Banking Requirements’ section of the Application Form, and we will send you the appropriate registration forms.

4. Facsimile Indemnity Forms

If you wish to communicate with us by facsimile, please complete this set of documents to authorise the Bank to act on instructions received by facsimile and indemnify the Bank against liability and loss as a result of complying with the instructions given.

You may be asked for additional information for certain products or to meet special requirements in the country where your account is to be held eg. to complete a Tax Declaration statement, or for US citizens a waiver of confidentiality, which will enable us to respond to any queries from the US Authorities.

We may also contact you for additional information if transactions take place, which appear unusual in terms of the organisation’s transactions or the information provided from time to time.

If you are unsure of any of our requirements, please contact one of our International Banking Centres.

Once the information has been provided and forms completed, we have included a checklist to help you ensure you have provided all additional documentation. Please post certified copies of the documents to the address provided. Alternatively, you can hand the original documents into one of our International Banking Centres, who will copy and return them to you.

We look forward to receiving your completed documentation. Once it has been received, we will give your application careful consideration. Providing your application is successful, we will then contact you with your account number, and any further product information that you may have requested. If we are unable to open the account, we will inform you in writing.

Checklist

To be able to process your application, we require:

(please tick)

Completed Application Form

Appointment of Bankers and Mandate

Information about your organisation

- Certificate of Incorporation *(Limited Companies only)*
- Certificate of Registration *(Limited Liability Partnerships only)*
- Certificate of Formation *(Limited Liability Companies only)*
- Memorandum and Articles of Association *(Limited and charitable companies registered in Non-EU countries and Gibraltar only)*

- Articles of Organisation and Operating Agreement *(Limited Liability Companies only)*
- Certificate of Good Standing *(Companies only)*
- Evidence of trading name *(Companies, LLPs, Sole Traders and Partnerships only)*

- Confirmation of Activities
- Evidence of Licensed Activities
- Confirmation from the Trustees that there are no undisclosed principles to the Trust *(Trusts only)*
- Confirmation of the appointment of
 - Directors/Managers/Members *(Limited Companies, LLPs and LLCs only)*
 - Trustees *(Trusts only)*
 - Members *(Clubs, Charities, Churches, Associations and Societies only)*

Reference for your organisation

- Request for Professional Firms for Reference
- Requests for Bankers Verification and Reference

Information about all parties associated with the organisation

- Personal Details forms
- Identification Documents
- Evidence of residential address
- Requests for Bankers Verification and Reference

Additional Instructions

- International Businesscall* Identification and Verification forms *(Optional)*
- Instructions Transmitted by Facsimile Indemnity and List of Code Words *(Optional)*

*Not available in Cyprus and Gibraltar

Glossary of Terms

Articles of Organisation (LLCs)	A public document that details the name of the LLC and identifies its members and the amount of capital they have contributed.
Authorised Person	A person authorised by the organisation either individually or, if relevant, jointly with another person, in accordance with the Appointment of Bankers and Mandate Form to: <ul style="list-style-type: none">• Enter into agreements on behalf of the organisation• Give instructions concerning the operation of the bank account.
Beneficial Ownership	Any individual, company or other organisation that owns a significant proportion of an organisation, and is entitled to receive a financial gain (or loss) from the activities of the organisation. A significant proportion is defined as: <ul style="list-style-type: none">• Persons or organisations that are partners, and own 10% or more of the partnership• Nominated individuals of a club or association who conduct transactions or dealings with the Bank• Beneficiaries of Trusts as stated in the trust deed• Beneficiaries of charities as stated in the 'grant of charitable status document'• Holders of 10% or more of the voting equity of an unlisted corporate entity.
Certificate of Good Standing	This confirms that the company is correctly incorporated at the time the account is opened. It may also indicate that no legal processes are outstanding against the company.
Certificate of Incorporation	This document is the company's "birth certificate" and confirms its legal existence.
Facsimile Indemnity forms	This form is required if you wish the Bank to be able to accept instructions transmitted by you by facsimile. It indemnifies the Bank against liability and loss as a result of complying with the instruction given.
FATF	The Financial Action Task Force. Its purpose is to develop and promote policies to combat money laundering.
International Businesscall	This is our international telephone banking service.
Limited Liability Company (LLC)	This entity is available in certain jurisdictions. It is a legal entity that is separate from its members. The members are only liable up to the extent of capital they contribute. It is similar to a company but is has the tax benefits of a partnership.
Limited Liability Partnership (LLP)	This entity is available in certain jurisdictions. It is also a legal entity that is separate from its members. The members are only liable up to the extent of capital they contribute. It is similar to a company but it has the tax benefits of a partnership.

Memorandum and Articles of Association	The Memorandum sets out the broad outline of a company including its powers and objects. The Articles are subject to the Memorandum but deal predominately with the powers of the directors.
Operating Agreement (LLCs)	A private document detailing how the LLC will operate.
Partnerships	A partnership is made up of two or more individuals (or organisations) who carry on in business together with the objective of making a profit. The partners are responsible for the firm's debts and liabilities.
Power of Attorney	A document by which one person (the donor) gives another person (the attorney(s)) the power to act on his/her behalf and in his/her name.
Private Limited Company	A company whose income and assets are domiciled in the country of their registered office. The company is not listed on a recognised stock exchange.
Private Wealth Vehicle	A Trust or a company formed to hold an individual's wealth.
Public Limited Company	A company which may be quoted on a registered stock exchange. There must be at least two subscribers and in the UK the nominal share capital must be at least £50,000.
Settlers	The settlor is an individual or organisation that transfers assets into a trust fund.
Signatories	Persons authorised by the customer mandate to sign on behalf of the customer. The authority may be sole or in conjunction with other signatories.
Sole Traders	A private individual who carries on a legitimate business or trade in their own legal right.
Trustees	The legal owners of the Trust's assets. The Trustees are liable to the beneficiaries for their actions.
Trusts	An arrangement in which a person(s) or organisation(s) controls the assets for the benefit of another person or organisation.

Gibraltar

Barclays Bank PLC and Barclays Bank Offshore Financial Services (Gibraltar) Limited are licensed by the Financial Services Commission to conduct banking and investment business.

Jersey

Barclays Bank PLC is registered under the Banking Business (Jersey) Law 1991.

Guernsey

Barclays Bank PLC is licensed under the Banking Supervision (Bailiwick of Guernsey) Law 1994, as amended.

Isle of Man

Barclays Bank PLC is licensed by the Financial Supervision Commission to conduct banking and investment business.

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