



# Confirmation of details - Sole Trader

## Completing this form

Please fill in the form using BLOCK CAPITALS and BLACK INK. Tick any boxes that apply.

Please make sure all applicable sections are fully completed. You should read and complete the supporting documents checklist in **section 6** and provide all relevant documentation (please provide copies) before returning the form. **Please note that the form should be signed by an account signatory.**

The easiest way to return this to us is to scan the completed form and any required supporting documents, then call us and we'll explain how you can provide this information electronically. You'll need access to the internet. Alternatively, please send back the completed form in the prepaid envelope we provided, together with any required supporting documents.

If you miss any information your response won't be processed.

**Please refer to section 5 of this form to make sure you have provided all the supporting documentation for your business.**

Name of person completing the form

Contact phone number if we have any questions

If you need help with this request please call us on **0330 123 9860**.

Please don't complete this form until you have read the data protection statement at the back of this document and decided if you need independent advice from a solicitor or accountant.

By signing below you are agreeing to this:

- a) I agree with the data protection statement**
- b) The information contained in this application is true and correct**
- c) I undertake to advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information contained herein to become incorrect.**

Customer reference number

Signature of person completing the form

## 1 Business information

Full legal name

Trading name (if applicable)

Government issued ID number (e.g. Tax Identification Number (TIN))

Residential address

Postcode

Business address (if different)

Postcode

Provide a detailed description of what the nature of your business is.

- When was your business established?
- What is the purpose for which your business was established? (e.g. Electrician, Plumber and Window Cleaner etc.)
- What products or services do you offer?
- Who are your key suppliers and third parties?
- Please describe your key customer segments and geographic markets (for example: business-to-consumer or business-to-business. If business-to-business please specify key industries).
- What are the day to day activities of your business?
- In which industry do you operate?

Please cover all the considerations relevant for your business. We may need to call you to clarify further if you provide insufficient information. Please insert additional notes on a separate page if required.

Do you have plans to expand/diversify your business? If yes, please provide details.

Where an individual ultimate beneficial owner with 10% or more ownership or control over the business has contributed to the initial capital investments, ongoing activities or investments, please also confirm how they have obtained their wealth.

**2 Business trading information**

Do any of the business's activities involve any of the following:

- Gambling Yes  No
- Defence Yes  No
- Virtual Currency i.e Bitcoin (including accepting or processing payments) Yes  No
- Crowdfunding Yes  No
- Charity, club or association Yes  No

Money service business (MSB)?

This can include currency exchange, money transmission of any representation of value by any means (including e-money virtual currency money orders and traveller cheques) or cashing cheques

Yes  No

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

If your business operates or receives money from outside the UK please provide details below

Is Santander the sole bank for your business?

Yes  No

If no, please provide details of other banks and purpose of other accounts:

What is the annual turnover for your business?

What is the annual cash turnover for your business?

Do you expect your annual turnover to change during the next 12 months?

Yes  No

If yes, please provide details below including change in value of turnover and volume of debits/ credits

If you are expecting seasonal variations in volume or value of transactions, please provide further details such as the time period and the nature of the change.

Please detail the types of transactions expected through your account:

- Cash payments  Overseas ForEx transfers
- Bacs

Other



### 3 Source of income and asset value (continued)

Please provide an explanation of how the business has generated the assets detailed above over the course of the business's trading history.

#### Income and Asset Value Supporting Documentation

In order to verify the information you have provided in this section please include copies of one or more of the following (where applicable):

- Business cash flow statement
- Contract of sale and sight of investments monies in bank statement
- Court documents granting probate/ letters of administration
- Encashment statement
- Exchanges/ withdrawal slips
- Grant of Probate/ Letters of Administration
- Signed legal sale and purchase document(s)
- Letter/ contract note from previous investment company giving notification of proceeds of maturing investment/ claim (signed and dated within the last 12 months)
- Letter from donor confirming details of a gift and acknowledging the source of the donated funds (signed and dated within the last 12 months)
- Loan agreement (including amount, reason for loan, name and address of the provider and the date of the loan)
- Portfolio statements from regulated financial institutions

### 4 Personal details. If you need to provide detail for more than 2 parties then please photocopy these sheets

Please provide the following information for all signatories on the account. You will also need to provide copies of documentation that verifies identification and address. Please see section 5 for acceptable documents.

#### First party

Title

Mr  Mrs  Ms  Miss

Other (please specify)

First name / Middle name(s)

Surname

Previous surname/other names you're known by or commonly use (not nicknames). Please include title, first name and surname.

Position in business

Occupation

Date of birth

D	D	M	M	Y	Y	Y	Y
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Country of birth

Nationality / Second Nationality (if dual nationality)

Country of residence / Country of fiscal residence

Permanent residential address

  


Postcode

How long have you lived at this address?

Y	Y	M	M
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If less than 3 years please list previous address below:

  


Postcode

#### Second party (if required)

Title

Mr  Mrs  Ms  Miss

Other (please specify)

First name / Middle name(s)

Surname

Previous surname/other names you're known by or commonly use (not nicknames). Please include title, first name and surname.

Position in business

Occupation

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Country of birth

Nationality / Second Nationality (if dual nationality)

Country of residence / Country of fiscal residence

Permanent residential address

  


Postcode

How long have you lived at this address?

Y	Y	M	M
---	---	---	---

If less than 3 years please list previous address below:

  


Postcode

**4 Personal details (continued)**

Telephone

Mobile

Email

Telephone

Mobile

Email

Please provide the following information for all signatories on the account. You will also need to provide copies of documentation that verifies identification and address. Please see section 5 for acceptable documents.

**First party**

Are there any other signatories for the account?

Yes  No

If yes, please complete the details below:

Full name

Date of birth

Country of birth

Country of residence

Nationality

Dual nationality (if applicable)

Occupation

Residential address  
  
  
 Postcode

How long have you lived at this address?

Telephone

Mobile

Email

**Second party (if required)**

Are there any other signatories for the account?

Yes  No

If yes, please complete the details below:

Full name

Date of birth

Country of birth

Country of residence

Nationality

Dual nationality (if applicable)

Occupation

Residential address  
  
  
 Postcode

How long have you lived at this address?

Telephone

Mobile

Email

**5 Supporting documentation**

Please provide **copies** of two items; one item from List 1, plus a separate item from List 2. Please note, items from the same source cannot be used twice and one must be proof of address. Please refer to the enclosed identification leaflet.

**In the event that you are unable to provide any of the items listed then please call us to discuss other suitable items.**

## 6 Checklist

It is important that you ensure that you have fully completed the form and enclosed any and all documentation that is required. Please ensure that you review the below checklist before sending in this form, as incomplete forms and insufficient documentation will lead to delays and the form not being processed.

### 1 Business information

Have you filled out all fields in Sections 1 and 2 with all of your business details

Yes

### 2 Source of income and asset value

Have you provided information in section 3 and supporting documentation where applicable

Yes

### 3 Personal details

Have you provided information about all parties in section 4

Yes

### 4 Supporting Documents

Have all available supporting documents in section 5 been provided?

Yes

If you have any questions, please call us on **0330 123 9860** and our advisers will be happy to help.

## 7 Data protection statement

### Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. You are Santander UK plc, the data controller. This data protection statement sets out how you'll use my personal data. I can contact your Data Protection Officer (DPO) at 201 Grafton Gate East, Milton Keynes, MK9 1AN if I have any questions.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

### The types of personal data you collect and use

Whether or not I become a customer, you'll use my personal data for the reasons set out below and if I become a customer you'll use it to manage the account, policy or service I've applied for. You'll collect most of this **directly** during the application journey. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use may be about me as a personal or business customer may include:

- Full name and personal details including contact information (e.g. home and business address and address history, email address, home, business and mobile telephone numbers);
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Financial details (e.g. salary and details of other income, and details of accounts held with other providers);
- Records of products and services I've obtained or applied for, how I use them and the relevant technology used to access or manage them (e.g. mobile phone location data, IP address, MAC address);
- Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- Information from credit reference or fraud prevention agencies, electoral roll, court records of debt judgements and bankruptcies and other publicly available sources as well as information on any financial associates I may have;
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Education and employment details/employment status for credit and fraud prevention purposes; and
- Personal data about other named applicants. I must have their authority to provide their personal data to you and share this data protection statement with them beforehand together with details of what I've agreed on their behalf.

### Providing my personal data

You'll tell me if providing some personal data is optional, including if you ask for my consent to process it. In all other cases I must provide my personal data so you can process my application (unless I'm a customer and you already hold my details).

### Monitoring of communications

Subject to applicable laws, you'll monitor and record my calls, emails, text messages, social media messages and other communications in relation to my dealings with you. You'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of your communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when you need to see a record of what's been said. You may also monitor activities on my account where necessary for these reasons and this is justified by your legitimate interests or your legal obligations.

### Using my personal data: the legal basis and purposes

You'll process my personal data:

1. As necessary **to perform your contract with me** for the relevant account, policy or service:
  - a) To take steps at my request prior to entering into it;
  - b) To decide whether to enter into it;
  - c) To manage and perform that contract;
  - d) To update your records; and
  - e) To trace my whereabouts to contact me about my account and recovering debt.

2. As necessary **for your own legitimate interests** or those of other persons and organisations, e.g.:

- a) For good governance, accounting, and managing and auditing your business operations;
- b) To search at credit reference agencies if I'm over 18 and apply for credit;
- c) To monitor emails, calls, other communications, and activities on my account;
- d) For market research, analysis and developing statistics; and
- e) To send me marketing communications and for marketing to me in-branch, including automated decision making relating to this.

3. As necessary **to comply with a legal obligation**, e.g.:

- a) When I exercise my rights under data protection law and make requests;
- b) For compliance with legal and regulatory requirements and related disclosures;
- c) For establishment and defence of legal rights;
- d) For activities relating to the prevention, detection and investigation of crime;
- e) To verify my identity, make credit, fraud prevention and anti-money laundering checks; and
- f) To monitor emails, calls, other communications, and activities on my account.

4. Based on **my consent**, e.g.:

- a) When I request you to disclose my personal data to other people or organisations such as a company handling a claim on my behalf, or otherwise agree to disclosures; and
- b) To send me marketing communications where you've asked for my consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

### Sharing of my personal data

Subject to applicable data protection law you may share my personal data with:

- The Santander group of companies\* and associated companies in which you have shareholdings;
- Sub-contractors and other persons who help you provide your products and services;
- Companies and other persons providing services to you;
- Your legal and other professional advisors, including your auditors;
- Fraud prevention agencies, credit reference agencies, and debt collection agencies when you open my account and periodically during my account or service management;
- Other organisations who use shared databases for income verification and affordability checks and to manage/collect arrears;
- Government bodies and agencies in the UK and overseas (e.g. HMRC who may in turn share it with relevant overseas tax authorities and with regulators e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;

## 7 Data protection statement (continued)

- In an emergency or to otherwise protect my vital interests;
- To protect the security or integrity of your business operations;
- To other parties connected with my account e.g. guarantors and other people named on the application including joint account holders who will see my transactions;
- When you restructure or sell your business or its assets or have a merger or re-organisation;
- Market research organisations who help to improve your products or services;
- Payment systems (e.g. Visa or Mastercard) if you issue cards linked to my account, who may transfer my personal data to others as necessary to operate my account and for regulatory purposes, to process transactions, resolve disputes and for statistical purposes, including sending my personal data overseas; and
- Anyone else where you have my consent or as required by law.

### International transfers

My personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

### Identity verification and fraud prevention checks

The personal data you've collected from me at application or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify my identity. If fraud is detected, I could be refused certain services, finance or employment in future. You may also search and use your internal records for these purposes. Further details on how my personal data will be used by you and these fraud prevention agencies, and my data protection rights, can be found in the 'Using My Personal Data' booklet.

### Credit reference checks (this does not apply to those under 18)

I understand that when you assess any future request for new or increased credit or overdraft facilities you will use the information (including information about the conduct of any of my accounts) for credit assessment and identity checks on me at my home and business address with one or more credit reference agencies. To do this you'll supply my personal data to the credit reference agencies and they'll give you information about me. When you carry out a search at the credit reference agencies they'll place a footprint on my credit file. In this case it will be a quotation search where a soft footprint is left. This has no effect on my credit score, and lenders are unable to see this. You'll also continue to exchange information about me with credit reference agencies while I have a relationship with you. The credit reference agencies may in turn share my personal information with other organisations. The personal data shared with the credit reference agencies will relate to me and my business. Details about my application (whether or not it's successful) will be recorded and you'll give details of me, the business and my accounts and how I manage them to credit reference agencies. A financial association link between joint applicants or between myself and any named business partner or individual will be created at the credit reference agencies. This will link our financial records (including records of any previous and subsequent names) and be taken into account in all future applications by either or both of us until either of us apply for a notice of disassociation with the credit reference agencies.

If I am a director you will seek confirmation from the credit reference agencies that the residential address that I provide is the same as that shown on the restricted register of directors' usual addresses at Companies House.

The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail in the 'Using My Personal Data' booklet, or via the Credit Reference Agency Information Notice (CRAIN) document which can be accessed via any of the following links:

- [experian.co.uk/crain](https://experian.co.uk/crain)
- [equifax.co.uk/crain](https://equifax.co.uk/crain)
- [callcredit.co.uk/crain](https://callcredit.co.uk/crain)

The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail in the "Using My Personal Data" booklet.

### Automated decision making and processing

Automated decision making involves processing my personal data without human intervention to evaluate my personal situation such as my economic position, personal preferences, interests or behaviour, for instance in relation to transactions on my accounts, my payments to other providers, and triggers and events such as account opening anniversaries and maturity dates. You may do this to decide what marketing communications and marketing in-branch is suitable for me, to analyse statistics and assess lending and insurance risks. All this activity is on the basis of your legitimate interests, to protect your business, and to develop and improve your products and services, except as follows; when you do automated decision making including profiling activity to assess lending and insurance risks, this will be performed on the basis of it being necessary to perform the contract with me or to take steps to enter into that contract. Further details can be found in the 'Using My Personal Data' booklet.

### Other information about me as a business customer

You may also hold all the information I give to you (i.e. name, address, date of birth, nationality) in order to undertake periodic due diligence checks which banks are required to undertake to comply with UK legislation.

### Criteria used to determine retention periods (whether or not I become a customer)

The following criteria are used to determine data retention periods for my personal data:

- **Retention in case of queries.** You'll retain my personal data as long as necessary to deal with my queries (e.g. if my application is unsuccessful);
- **Retention in case of claims.** You'll retain my personal data for as long as I might legally bring claims against you; and
- **Retention in accordance with legal and regulatory requirements.** You'll retain my personal data after my account, policy or service has been closed or has otherwise come to an end based on your legal and regulatory requirements.

### My rights under applicable data protection law

My rights are as follows (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- The **right to be informed** about your processing of my personal data;
- The right to have my personal **data corrected if it's inaccurate** and to **have incomplete personal data completed**;
- The right **to object** to processing of my personal data;
- The right **to restrict processing** of my personal data;
- The right **to have my personal data erased** (the "right to be forgotten");
- The right **to request access** to my personal data and information about how you process it;



## 7 Data protection statement (continued)

- The right **to move, copy or transfer my personal data** ("data portability"); and
- Rights in relation to **automated decision making** including profiling.

I have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: [ico.org.uk](http://ico.org.uk).

For more details on all the above I can contact your DPO or request the 'Using My Personal Data' booklet by asking for a copy in branch or online at [santander.co.uk](http://santander.co.uk).

### Data anonymisation and aggregation

My personal data may be converted into statistical or aggregated data which can't be used to identify me, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

### \*Group companies

For more information on the Santander group companies, please see the 'Using My Personal Data' booklet.

