



### 3 Personal details – new account operator and/or new signatories

#### Account Operator

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. Date of birth        Nationality Second Nationality (if dual nationality) Country of residence Country of fiscal residence Home phone number (including area code) Mobile phone number Contact email address Permanent residential address   
  
 PostcodeHow long have you lived at this address?    

(if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you've had more than one previous address, please use a separate piece of paper).

  
  
 PostcodeHow long did you live at this address?    

If you have an existing account with Santander please provide your sort code and account number:

Sort code

Account number

#### Marketing preferences

From time to time we'd like to contact you about products, services and offers that may interest you or to get your opinion on how we are doing.

We won't bombard you and you can choose to stop receiving information at any time by contacting us.

Please tick any box(es) **YOU WOULD NOT** like us to use:

- ☐ Email, text, social media and messaging services
- ☐ Phone
- ☐ Post
- ☐ Market research, including customer satisfaction surveys
- ☐ **All of the above**

#### First new signatory

Is a card required? ☐ Yes ☐ No

What type of card is required?

**Debit card** – a debit card will enable you to operate your Treasurer's Current Account and can be linked to any other Business account you hold ☐

**Operator card** – an Operator card can be provided for all accounts allowing you to make deposits via Santander cash machines ☐

**Cash card** – allows you to transact via Santander cash machines (only available on instant access deposit accounts) ☐

**Cash deposit card** – allows you to deposit cash via the Post Office\* – if your account allows for this ☐

Do you share a mailbox (e.g. block of flats)? If yes, we'll make special arrangements for you to receive your card and PIN.

☐ Yes ☐ No

If Yes, please specify which branch you want us to send your card to:

Branch name City 

If you leave the above empty we will send it by default to the nearest branch to your organisation's postcode

Is Online Banking required? Yes ☐ No ☐

Please do not sign this form until you have read the data protection statement in section 7 and decided whether you need the independent advice from a solicitor or accountant.

- a) I/We agree with the data protection statement.
- b) I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.
- c) I/We have received a copy of the FSCS Information Sheet and Exclusions List.
- d) The information contained in this application is true and correct.
- e) I/We 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.

#### New Account Operator

Date signed        Identification enclosed? Yes ☐

### 3 Personal details – new account operator and/or new signatories

#### Account Operator

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.

Date of birth

Nationality

Second Nationality (if dual nationality)

Country of residence

Country of fiscal residence

Home phone number (including area code)

Mobile phone number

Contact email address

Permanent residential address   
  
 Postcode

How long have you lived at this address?

(if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you've had more than one previous address, please use a separate piece of paper).

Postcode

How long did you live at this address?

If you have an existing account with Santander please provide your sort code and account number:

Sort code       Account number

#### Marketing preferences

From time to time we'd like to contact you about products, services and offers that may interest you or to get your opinion on how we are doing.

We won't bombard you and you can choose to stop receiving information at any time by contacting us.

Please tick any box(es) **YOU WOULD NOT** like us to use:

- ☐ Email, text, social media and messaging services  
☐ Phone  
☐ Post  
☐ Market research, including customer satisfaction surveys  
☐ **All of the above**

#### Second new signatory

Is a card required? ☐ Yes ☐ No

What type of card is required?

**Debit card** – a debit card will enable you to operate your Treasurer's Current Account and can be linked to any other Business account you hold ☐

**Operator card** – an Operator card can be provided for all accounts allowing you to make deposits via Santander cash machines ☐

**Cash card** – allows you to transact via Santander cash machines (only available on instant access deposit accounts) ☐

**Cash deposit card** – allows you to deposit cash via the Post Office\* – if your account allows for this ☐

Do you share a mailbox (e.g. block of flats)? If yes, we'll make special arrangements for you to receive your card and PIN.

☐ Yes ☐ No

If Yes, please specify which branch you want us to send your card to:

Branch name

City

If you leave the above empty we will send it by default to the nearest branch to your organisation's postcode

Is Online Banking required? Yes ☐ No ☐

Please do not sign this form until you have read the data protection statement in section 7 and decided whether you need the independent advice from a solicitor or accountant.

- a) I/We agree with the data protection statement.  
b) I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.  
c) I/We have received a copy of the FSCS Information Sheet and Exclusions List.  
d) The information contained in this application is true and correct.  
e) I/We 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.

#### New Account Operator

Date signed

Identification enclosed? Yes ☐

**3 Personal details – new account operator and/or new signatories (continued)****New Account Operator**

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. 

Date of birth

       Nationality Second Nationality (if dual nationality) Country of residence Country of fiscal residence Home phone number (including area code) Mobile phone number Contact email address Permanent residential address   
  
Postcode 

How long have you lived at this address?

(if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you've had more than one previous address, please use a separate piece of paper).

  
  
Postcode 

How long did you live at this address?

If you have an existing account with Santander please provide your sort code and account number:

Sort code

Account number

       **Marketing preferences**

From time to time we'd like to contact you about products, services and offers that may interest you or to get your opinion on how we are doing.

We won't bombard you and you can choose to stop receiving information at any time by contacting us.

Please tick any box(es) **YOU WOULD NOT** like us to use:

- ☐ Email, text, social media and messaging services
- ☐ Phone
- ☐ Post
- ☐ Market research, including customer satisfaction surveys
- ☐ **All of the above**

**Third new signatory**Is a card required? ☐ Yes ☐ No

What type of card is required?

**Debit card** – a debit card will enable you to operate your Treasurer's Current Account and can be linked to any other Business account you hold ☐**Operator card** – an Operator card can be provided for all accounts allowing you to make deposits via Santander cash machines ☐**Cash card** – allows you to transact via Santander cash machines (only available on instant access deposit accounts) ☐**Cash deposit card** – allows you to deposit cash via the Post Office\* – if your account allows for this ☐

Do you share a mailbox (e.g. block of flats)? If yes, we'll make special arrangements for you to receive your card and PIN.

☐ Yes ☐ No

If Yes, please specify which branch you want us to send your card to:

Branch name City 

If you leave the above empty we will send it by default to the nearest branch to your organisation's postcode

Is Online Banking required? Yes ☐ No ☐

Please do not sign this form until you have read the data protection statement in section 7 and decided whether you need the independent advice from a solicitor or accountant.

- a) I/We agree with the data protection statement.
- b) I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.
- c) I/We have received a copy of the FSCS Information Sheet and Exclusions List.
- d) The information contained in this application is true and correct.
- e) I/We 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.

**New Account Operator**Date signed        Identification enclosed? Yes ☐



#### 4 Board/committee members/trustees and/or signatories to be removed

First individual to be removed

Name in full

Position

Second individual to be removed


Name in full

Position

Third individual to be removed

Name in full

Position

 Where there is a dispute, signatories cannot be removed from the account until we have a letter signed by all signatories to the account that they consent to the removal of the signatory(ies) named in this Section 4.

#### 5 Change of club/society/charity contact details

(a) Do you want to change your club/society/charity name?

Yes ☐

No ☐

Current name



New name



(b) Do you want to change your registered/operating address?

(Mark as appropriate).

Yes ☐

No ☐

Current registered/operating address

Postcode

New registered/operating address

Postcode

(c) Do you want to change your correspondence address?

Yes ☐

No ☐

Current correspondence address

Postcode

New correspondence address

Postcode

(d) Do you want to change your telephone number?

Yes ☐

No ☐

New telephone number(s) – this will replace the existing contact details

1

2

3

**PLEASE READ THE DATA PROTECTION STATEMENT AND ENSURE THAT YOU HAVE BEEN THROUGH AND INCLUDED ALL DOCUMENTATION AS OUTLINED IN THE CHECKLIST IN SECTION 8**

**6 Tax status**

Do any of the operators or committee members have a tax obligation in any other country due to residence or citizenship?

Yes ☐ No ☐**First new individual**

Name in full

Position

TIN (Tax identification number) if non-UK tax resident

Do you have a tax obligation in any other country due to residence or citizenship?

Yes ☐ No ☐

If yes, please specify the countries to which you have tax obligations and provide your corresponding TIN (Tax Identification Number):

Country

TIN

Country

TIN

**Second new individual**

Name in full

Position

TIN (Tax identification number) if non-UK tax resident

Do you have a tax obligation in any other country due to residence or citizenship?

Yes ☐ No ☐

If yes, please specify the countries to which you have tax obligations and provide your corresponding TIN (Tax Identification Number):

Country

TIN

Country

TIN

**Third new individual**

Name in full

Position

TIN (Tax identification number) if non-UK tax resident

Do you have a tax obligation in any other country due to residence or citizenship?

Yes ☐ No ☐

If yes, please specify the countries to which you have tax obligations and provide your corresponding TIN (Tax Identification Number):

Country

TIN

Country

TIN

**Fourth new individual**

Name in full

Position

TIN (Tax identification number) if non-UK tax resident

Do you have a tax obligation in any other country due to residence or citizenship?

Yes ☐ No ☐

If yes, please specify the countries to which you have tax obligations and provide your corresponding TIN (Tax Identification Number):

Country

TIN

Country

TIN

If more than 4 operators and committee members/trustees are non-UK tax residents then please provide details on an additional piece of paper.

## 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 and 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.

### 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 at my home and business address 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 checks, 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;
- b) When you process any special categories of personal data about me at my request (e.g. my racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning my health, sex life or sexual orientation); and
- c) 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;
- 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 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



## 7 Data protection statement (continued)

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.

### International Corridors

Where I may have international business needs, you will share information relating to my company, products and accounts, including transactional information, with Banco Santander S.A., Santander group companies and other partner banks who may be based in other countries, to better support our international operations and decide whether to offer my company other products and services. For more information on who those other Santander group companies or other partner banks are, I can contact my Relationship Director. The data shared will include information on my company's financial position, its auditable accounts, its directors and shareholders and any information held about the company by Santander, such as information about transactions carried out on my accounts with Santander and information regarding any other products and services that I receive from you. You will do this on the basis of your legitimate interests. **If I do not want you to share my data in this manner I can speak to you.** Unless I have agreed otherwise, if you believe I may have international business needs you will check whether I have accounts held with other Santander group companies. If there are products or services that you or your group of companies or partner banks think may meet my needs you may tell me about these. I can amend my marketing preferences at any time by contacting you.

### 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 (for Business Current Account applications only)

If I've applied for a credit product then in order to process my application, you'll perform credit 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. A credit search may either be: a) a quotation search where a soft footprint is left. This has no effect on my credit score, and lenders are unable to see this; or b) a hard footprint where I've agreed/requested Santander to proceed with my application for credit. This footprint will be viewable by other lenders and may affect my ability to get credit elsewhere. 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. If I do not repay any debt in full or on time, they'll record the outstanding debt and supply this information to others performing similar checks, to trace my whereabouts and to recover debts that I owe. Records remain on file for 6 years after they are closed, whether settled by me or defaulted. 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](http://experian.co.uk/crain)
- [equifax.co.uk/crain](http://equifax.co.uk/crain)
- [transunion.co.uk/crain](http://transunion.co.uk/crain)

### My marketing preferences and related searches

You'll use my home address, phone numbers, email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact me according to my preferences. I can change my preferences or unsubscribe at any time by contacting you. In the case of social media messages I can manage my social media preferences via that social media platform. If I'm over 18, you may search the files at credit reference agencies before sending marketing communications or doing marketing in-branch to me about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect my credit rating. You do this as part of your responsible lending obligations which is within your legitimate interests.

If I would prefer not to receive up-to-date information on other products and services, or to be included in market research, I can indicate this in section 3, 'Personal details – new account operator and/or new signatories'.

### Using automated decision making to make decisions about you

You may automatically process my personal information, without human intervention, to evaluate certain personal aspects about me (known as profiling).

In particular, you may analyse or predict (among other things) my economic situation, personal preferences, interests or behaviour. This could mean that automated decisions are made about me using my personal information. For example, you might analyse certain customer demographics, account holdings and account behaviours (such as Direct Debits I have set up on my accounts including those which identify accounts and products such as credit cards and store cards which I hold with other providers/elsewhere) and look at details of transactions relevant to my accounts. You may also analyse events such as the maturity dates of my accounts and opening anniversaries.

In some instances you'll use automated processing and decision making, where relevant, to decide which of your other products or services might be suitable for me, as well as to produce a personalised price for insurance products, to provide an indication of the price prior to an application being made (please note, publicly available information about me and information about me from third party data sources, such as credit reference agencies, will also be used to provide me with an indication of the price). The personalised price would be presented to me in marketing communications and during contacts with Santander that might be suitable. You'll look at the types of accounts that I already have with you, as well as my age, where this is relevant to the product you think I might be interested in. You'll also conduct behavioural scoring, including by looking at the accounts and products I already have with you and how they are being used, such as account turnover, arrears and other indications of financial difficulties. Where searches are carried out against publicly available data sources and credit reference agencies, these searches may appear on my credit report, but they will not affect my ability to get credit.

I may have a right to certain information about how you make these decisions. I may also have a right to request human intervention and to challenge the decision.

For some insurance products you may use automated decision making to assist the insurer in determining my final insurance premium. The insurer will use an automated underwriting engine to process my personal information and to better assess insurance risk which will generally provide a more accurate price that is relevant to my individual circumstances and needs. The automated underwriting engine will use information including personal information that I provide as well as other information about me held by you, the insurer and other parties. Where the insurer is carrying out any automated decision making it will do so on the basis that it is necessary

## 7 Data protection statement (continued)

in order for the insurer to enter into the insurance contract with me. I have the right to contest that decision, express my point of view and ask for a human review. Where you carry out any automated decision making for my insurance product, you will ask for my consent during the application process to allow you to do so. I may withdraw my consent at any time. 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):

- 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;
  - 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](https://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](https://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. You may share and sell such anonymised data including in an aggregated format, within and outside of the Santander group of companies, for statistical analysis, research and other business purposes. For example, sharing information about general spending trends in the UK to assist in research. The law says this is not considered to be personal information after it has been anonymised and/or aggregated.

### \*Group companies

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

## 8 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 being rejected.

### 1 Organisation

Have you filled out all fields in Section 1 with all of your club/society/charity details, including all numbers for all accounts that you would like changed?

Yes ☐

### 2 Declaration of existing board/committee members/trustees

Have two members of the board/committee/trustees signed the form?

Yes ☐

Have you included board/committee/trustee minutes confirming the agreement to the changes? The minutes must be signed by two board/committee members/trustees and confirm all current committee members/trustees (a 'Personal details' sheet must be completed for anyone we do not currently hold the required information on).

Yes ☐

### 3 Personal details – new board/committee members/trustees and/or new signatories

Have you completed all fields in Section 3 fully?

☐ Yes ☐

Have you included the identification document required for new Account Operators only as detailed below?

Yes ☐

### 4 Card ordering – new signatories

It is essential that you fully understand how the account will operate and what each card gives the new signatories access to. Have you ensured that the correct card has been requested?

☐ Yes ☐

### 5 Declaration of new board/committee members/trustees and/or new signatories

Have all new individuals signed the declaration?

☐ Yes ☐

Have all new Account Operators provided identification as outlined in the Application checklist which can be found in the 'Help and guides' section at [santander.co.uk/business/support/customer-support/useful-documents](https://santander.co.uk/business/support/customer-support/useful-documents)?

☐ Yes ☐

Please note insufficient or incorrect identification will lead to delays in processing the changes as requested. Committee members (not Operators) are not required to provide identification.

**8 Checklist (continued)****6 Board/committee members/trustees and/or signatories to be removed**

Have you completed all fields in Section 4?

☐ Yes ☐
**7 Change of club/society/charity contact details**

Where necessary have you fully completed Section 5?

☐ Yes ☐
**8 Data protection statement**

Have all existing and new board/committee members/trustees and/or signatories read and understood the data protection statement in Section 7?

Yes ☐
**9 Tax Status**

Where necessary have you completed the details for all non-UK tax residents in section 6?

Yes ☐

Once we have received your completed form and supporting documentation, we will aim to complete all requested changes within 5 working days of receipt, subject to the relevant sections being completed and the correct supporting documentation being received.

If you have any questions, please do not hesitate to contact us on **0800 731 6666** and we will be happy to help.

**For office use only****Branches and BRMs**

When verifying and validating the customer's identity please record the information using the online Face to Face (Branch) Manual Customer Identification Record and attach to this form.

**Personal details – new board/committee members and/or new signatories**

**New committee member**

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.

Date of birth

Nationality / Second Nationality (if dual nationality)

Country of residence / Country of fiscal residence

Home phone number (including area code)

Mobile phone number

Contact email address

Permanent residential address

Postcode

How long have you lived at this address?

If you have an existing account with Santander please provide your sort code and account number:

Sort code  Account number

Please do not sign this form until you have read the data protection statement in section 6 and decided whether you need the independent advice from a solicitor or accountant.

- a) I/We agree with the data protection statement.
- b) I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.
- c) I/We have received a copy of the FSCS Information Sheet and Exclusions List.
- d) The information contained in this application is true and correct.
- e) I/We 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.

New committee member

Date signed

**New committee member**

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.

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New committee member

Date signed



