

Community account opening – Details form

Please complete this form in BLOCK CAPITALS using a BLACK ballpoint pen

Organisation details

If your organisation is moving to Barclays, please confirm your existing account number and sort code.

Organisation name

(Registered charities please state exactly as detailed on the charities register.)

Brief description of organisation

New Account Moving to Barclays

Does the organisation use a trading name(s)? Yes No

If yes, please state trading name(s)

(If charitable company, please provide a copy of the Board Resolution/Trust document; if not, please provide evidence by way of a copy of your printed headed stationery).

Organisation type:

Club Association Church Society

Registered Charity

*Parochial Church Council/Parish Council

*A specialist Appointment of Bankers form will be required

Date organisation established

Date of registration

(Registered Charities only)

Registered Charity number

Country of registration

(Registered Charities only)

For office use

Date

Staff details

Name

Introducer code

(01 = Personal 03 = Woolwich)

Company registered number (if applicable)

Expected Annual turnover

Initial Deposit/Opening Balance

Address number 1: main

Correspondence to be addressed to

Address

Postcode

Telephone number

Address number 2: correspondence

(if different from address 1)

Correspondence title (eg. The Secretary, The Treasurer, etc)

Correspondence to be addressed to

Address

Postcode

Telephone number

Staff number

Outlet code - -

(Sort code)

(Outlet code)

First contact: Title
 Surname
 Forename(s)
 Position in organisation
 Use which of overleaf addresses (eg. main)?
 Contact telephone number
 Nature of referrals/queries

Second contact: Title
 Surname
 Forename(s)
 Position in organisation
 Use which of overleaf addresses (eg. main)?
 Contact telephone number
 Nature of referrals/queries

Regulatory information

1. Does the organisation need to register with a regulatory body? Yes No

If yes – provide name of body

2. Is the business/organisation licensed under the Consumer Credit Act? Yes No

If yes – provide licence number

3. Will the business/organisation be non-EU tax resident? Yes No

4. Does the business/organisation including parent/subsidiaries have any accounts/relationships with Barclays group? Yes No

If yes – provide details

Account name

Sort code - -

Account number

Account name

Sort code - -

Account number

5. Which Barclays branch will this account be held at?

Additional information

1. Do you wish to receive information about products and services from other members of the Barclays group? Yes No

2. Do you require online banking access? *Yes No

3. Do you require telephone banking access? *Yes No

4. Do you require a debit card? *Yes No
 (up to a maximum of six debit cards per account)

*Please note: For customers with a complex mandate, an additional application form may be required.

Standard stationery (cheque/credit book) will be provided unless otherwise stated. If special stationery required, please provide details below

Please note: if special stationery is required, a charge may be incurred.

Your personal data

Barclays is committed to protecting your personal data. We will use your information for a number of different purposes, for example, to manage your account(s), to provide our products and services to you and others and to meet our legal and regulatory obligations. We may also share your information with our trusted 3rd parties for these purposes. For more detailed information on how and why we use your information, including the rights in relation to your personal data, and our legal grounds for using it, please go to [barclays.co.uk/control-your-data](https://www.barclays.co.uk/control-your-data) or you can request a copy from us.

Credit Reference Agencies

In order to process your application we will supply your personal information to credit reference agencies and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity. These agencies may in turn share your personal information with other organisations.

The Credit Reference Agency Information Notice (CRAIN) describes how the three main credit reference agencies in the UK each use and share personal data. The CRAIN is available on the credit reference agencies' websites:

callcredit.co.uk/crain

equifax.co.uk/crain

experian.co.uk/crain

Or you can ask us for a copy of these.

For more details on how information held by credit reference agencies may be used, please go to barclays.co.uk/control-your-data or you can request a copy from us.

Fraud Prevention Agencies

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by going to barclays.co.uk/control-your-data

Document checklist

Please tick to signify enclosure

1. Mandate – original Appointment of Bankers form
2. One of the following
 - A copy of the relevant section of the formation document that authorises who is to sign on the bank account on behalf of the entity
 - Invoice
 - Letterhead
 - Minutes of a recent meeting
 - Signed minutes from a recent Annual General Meeting/ Extraordinary General Meeting
 - A letter from the organisation's professional advisers (i.e. solicitors or accountants) confirming the key details, eg. the entity exists, the name of the entity, the names of the members, who is authorised to sign, etc.
 - Letter of Intention.

