

[illegible]

4. CHANGE OF ACCOUNT SIGNATORIES

Please only complete this section if you would like to change the individuals who are authorised to sign for withdrawals from the account.

The following individual(s) is/are authorised to sign for withdrawals from the account and that the signature(s) of any ***one/two/three/all** of these shall be full and sufficient discharge for all monies withdrawn (*delete where inapplicable). If the funds are invested are for a SIPP or a SASS is the member trustee also required to sign? ☐ Yes ☐ No

Signatory 1

Title

Mr

Mrs

Miss

Ms

Other

Forename(s)

Surname

Date of birth

Nationality

Position held within organisation

Permanent home address (inc postcode)

Previous address if moved within past 3 years

Daytime tel no.

Mobile no.

Email

Security identifier e.g. mother's maiden name

Signature

Signatory 2

Title

Mr

Mrs

Miss

Ms

Other

Forename(s)

Surname

Date of birth

Nationality

Position held within organisation

Permanent home address (inc postcode)

Previous address if moved within past 3 years

Daytime tel no.

Mobile no.

Email

Security identifier e.g. mother's maiden name

Signature

Self certification for tax residency status

Are you a citizen and tax resident of the UK only? ☐ Yes ☐ No ☐
If NO, you will be required to complete a separate self certification form

Self certification for tax residency status

Are you a citizen and tax resident of the UK only? ☐ Yes ☐ No ☐
If NO, you will be required to complete a separate self certification form

Senior Public Figure

Are you currently or have you ever been a senior public figure?

Yes

No

**Senior public figure – occupying or have occupied a senior position in the government in any department, agency, subsidiary government organisation or political party.*

If 'YES' please state your position and dates in

position

From

To

Please name any senior public figure you are related to or have connections with and state the nature of the relationship

Relationship

Senior Public Figure

Are you currently or have you ever been a senior public figure?

Yes

No

**Senior public figure – occupying or have occupied a senior position in the government in any department, agency, subsidiary government organisation or political party.*

If 'YES' please state your position and dates in

position

From

To

Please name any senior public figure you are related to or have connections with and state the nature of the relationship

Relationship

Signatory 3

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Forename(s)	
Surname	
Date of birth	
Nationality	
Position held within organisation	
Permanent home address (inc postcode)	
	Postcode:
Previous address if moved within past 3 years	
	Postcode:
Daytime tel no.	
Mobile no.	
Email	
Security identifier e.g. mother's maiden name	
Signature	

Self certification for tax residency status

Are you a citizen and tax resident of the UK only? Yes ☐ No ☐
If NO, you will be required to complete a separate self certification form

Senior Public Figure

Are you currently or have you ever been a senior public figure?
Yes ☐ No ☐

**Senior public figure – occupying or have occupied a senior position in the government in any department, agency, subsidiary government organisation or political party.*

If 'YES' please state your position and dates in

position	
From	
To	

Please name any senior public figure you are related to or have connections with and state the nature of the relationship

Relationship

Signatory 4

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Forename(s)	
Surname	
Date of birth	
Nationality	
Position held within organisation	
Permanent home address (inc postcode)	
	Postcode:
Previous address if moved within past 3 years	
	Postcode:
Daytime tel no.	
Mobile no.	
Email	
Security identifier e.g. mother's maiden name	
Signature	

Self certification for tax residency status

Are you a citizen and tax resident of the UK only? Yes ☐ No ☐
If NO, you will be required to complete a separate self certification form

Senior Public Figure

Are you currently or have you ever been a senior public figure?
Yes ☐ No ☐

**Senior public figure – occupying or have occupied a senior position in the government in any department, agency, subsidiary government organisation or political party.*

If 'YES' please state your position and dates in

position	
From	
To	

Please name any senior public figure you are related to or have connections with and state the nature of the relationship

Relationship

THE FOLLOWING SECTIONS MUST BE COMPLETED FOR ALL AMENDMENTS

5. SELF CERTIFICATION FOR THE ORGANISATION/BUSINESS

1. In relation to opening this account, is the organisation/business:

- a registered UK pension fund ☐ Yes ☐ No
- a financial institution (including a professionally managed trust) (if so, please provide your GIIN¹ in the box below) ☐ Yes (Provide GIIN) ☐ No

GIIN No:

- a registered UK charity² with trustees (or directors in the case of a charitable company) who are tax resident only in the UK and/or the US ☐ Yes ☐ No

If you answered yes to any of the above you do not need to fill out the rest of this section. Please proceed to section 6.

In relation to opening this account is the organisation/business:

- actively trading non-financial institution ☐ Yes (go to Q2) ☐ No
- non-trading investment body³ ☐ Yes (go to Q2) ☐ No
- other ☐ Yes ☐ No (please specify and then go to Q2)

2. Is the organisation/business resident for tax purposes only in the UK⁴?

☐ Yes (go to Q5) ☐ No (go to Q3)

3. Please state if the organisation/business is resident for tax purposes in the US?

☐ Yes (go to Q5) ☐ No (go to Q4)

4. Please state if the organisation/business is resident for tax purposes in any other country apart from the UK and US? ☐ Yes (go to Q5) ☐ No (go to Q6)

5. If the organisation/business is a non-trading investment body, such as a non-professionally managed trust or an investment company, are all of the controlling persons⁵ of the organisation/business resident for tax purposes only in the UK?

☐ Yes (stop) ☐ No (go to Q6)

6. For each Director, Beneficial Owner and Officers authorised to make withdrawals, please record the person's details and the country or countries in which they are tax resident, together with any tax reference number(s)/tax identification number(s) using a separate self certification form which can be obtained from your local branch.

You must inform Progressive Building Society of any changes in your circumstances, such as moving outside the UK, that may affect this declaration.

Information

The UK government has, and will be signing, a number of inter-governmental agreements to share tax information, where applicable, with the tax authorities in other jurisdictions. The requirement to collect certain information about each customer's tax arrangement is part of UK legislation and as a financial services company we are legally obliged to collect it. We are asking for your tax residency and tax ID numbers (where applicable) and will record this on our records now, but will only disclose this information to the relevant tax authorities if and when we are required to under UK law.

If you have any questions on how to complete this section we recommend that you speak to your tax or legal adviser.

I/ We undertake to inform Progressive Building Society of any change in circumstances that may affect this declaration.

¹ If you do not have a GIIN yet, please notify us when you have been issued one. GIINs are required from 1 January 2015.

² If your charity is not a UK one, or the trustees are tax resident in a country other than the UK, the remainder of this form must be completed.

³ Includes a non-professionally managed trust.

⁴ Tax residency rules for organisations/businesses vary from country to country, and can be quite complicated. For instance, companies will often be tax resident in the country where they are incorporated and may also be resident in any other countries in which they conduct business, while trusts may need to consider where their trustees are resident. If there is doubt about where an entity is tax resident, professional advice may be required.

⁵ Controlling persons – for a trust this includes settlor, trustee, protector (if any) beneficiary or class of beneficiaries. For any other entity, it includes a shareholder and any other natural person exercising ultimate control over the investment.

6. DECLARATIONS

I acknowledge that the information contained in this form and information regarding reportable account(s) may be reported to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which I may be tax resident pursuant to intergovernmental agreements to exchange financial account information with the country/ies in which this account(s) is/are maintained.

I certify that I am authorised to sign for * in respect of all the account(s) to which this form relates.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.

I undertake to advise Progressive Building Society within 30 days of any change in circumstances which affects the tax residency status of the account holder identified in Part 1 of section 5 of this form or causes the information contained herein to become incorrect including any changes to the information on controlling persons identified earlier, and to provide Progressive Building Society with a suitably updated self-certification and declaration within 30 days of such change in circumstances.

Signature:

Print name:

Date:

Please indicate the capacity in which you are signing the form (for example "authorised officer").

If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity:

I understand that the information I have supplied is covered by the full provisions of the terms and conditions governing * relationship with Progressive Building Society setting out how Progressive Building Society may use and share the information I have supplied.

The Building Societies Act permits investment by Corporate Bodies in 'Deposit Accounts' only. All new accounts will be opened as deposit accounts and existing accounts may be re-classified on the same terms and conditions with existing rights unaffected.

*** Insert organisation/business name**

7. MARKETING

The Society would like to send you information about products and services which we feel may be of interest to you by post, telephone, email and SMS. This may be through a third party acting on it's behalf. If you agree to being contacted in this way please tick the relevant boxes:

Post ☐ Telephone ☐ Email ☐ SMS ☐

You can withdraw this consent at any time by contacting your branch.

8. USE OF YOUR INFORMATION

You will be required to prove your identity as the account signatory or beneficial owner when opening a new account or at various points throughout our relationship. The Society will undertake a search with a credit reference agency or a data reference agency for this purpose. They will supply us with information, including information from the Electoral Register, for the purpose of verifying your identity. A record of the search will be retained. The search will not be seen or used by lenders to assess your ability to obtain credit. This information may also be used for the prevention of money laundering.

If the Society cannot check your identity from the information you provide then we will require you to provide two items of documentation as proof of your identity. Further information on the agency searches and a list of acceptable documents for identification purposes can be found in the leaflet 'Proving Your Identity' which may be accessed at theprogressive.com.

The Society will rely on the following legal basis for processing your personal data. The processing is necessary for:

- the performance of a contract with you or to take steps to enter into a contract;
- compliance with a legal obligation;
- the purposes of legitimate interests pursued by us or a third party.

9. SIGNATURES

Please sign this form in line with your existing account mandate.

I/We the authorised signatories give our authority for the changes to be made.

Name	Position	Signature	Date

New account signatories

If you have changed the account signatories, the **new and remaining authorised signatories** should sign below.

Name	Position	Signature	Date

FOR BRANCH USE ONLY

Cashiers initials Branch code

	Customer no.	ID produced	eID result	Original doc produced
Organisation/Business				
Signatory 1				
Signatory 2				
Signatory 3				
Signatory 4				

Limited Companies, Private Companies, LLPs, Partnerships	Please Tick
Certificate of Incorporation	
Verification of identity:	
Account signatories	
Beneficial owners	
Directors details	
Senior Management details	
Tax residency declaration complete for:	
Account signatories	
Beneficial owners	
Directors	

Charities, Clubs and Societies	Please Tick
Original or certified true copy of the Constitution	
HM Revenue correspondence confirming charity no. (charities only)	
Verification of identity of signatories	
Tax declaration complete for account signatories	

Credit Unions	Please Tick
Letter detailing authorised signatories	
Verification of identity of signatories	
Tax declaration complete for account signatories	
Legal existence confirmed- FCA Register	

IF POSTAL AMENDMENT PLEASE TICK ☐

