KentReliance

IMPORTANT: Make sure you read and complete ALL sections and date the form.

Business savings account – adding or removing an individual

Completing this form

- This form must only be completed by an existing Authorised User on behalf of the Company named in section two.
- Please complete ALL sections and attach as a secure message via our Online Services.
- All information is mandatory unless marked otherwise.
- Please ensure all fields are completed. Any missing fields may result in the form requiring resubmission.
- Please use additional forms if you are requesting more than one change (i.e. adding and removing an Authorised User or replacing a Director or major Shareholder).

1 EXISTING KENT RELIANCE BUSINESS ACCOUNT NUMBER

Account number

2 COMPANY DETAILS (AS REGISTERED WITH COMPANIES HOUSE)

1. Company name
2. Company registration number
3. Company registered address
   Postcode
4. Company trading address
   ☐ Please tick if same address as registered address
   Postcode

3 PERSONAL DETAILS OF INDIVIDUAL BEING ADDED OR REMOVED

Do you want to add or remove the individual named in this section Add ☐ Remove ☐

5. Title (✓) Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other
6. Forename(s) in full
7. Surname
8. Date of birth ☐☐ / ☐☐ / ☐☐☐☐
9. Personal address
   Postcode
10. Previous address -
    (only complete if they have lived at their current address for less than three years)
    Postcode
11. Nationality
12. Citizenship
13. Preferred contact number
14. Alternative contact number
15. Mobile number for SMS (text) alerts
16. Email address
17. Country/Countries of residence for tax purposes
18. Tax Identification number (Required for all non-UK tax residencies. Please note, Jersey and Guernsey are not part of the UK for these purposes).

4 INSTRUCTIONS FOR ADDING AN INDIVIDUAL

Please tick ALL appropriate boxes

- Before requesting a Director or major Shareholder to be added, please ensure that their details have been registered and processed at Companies House.
- A major Shareholder is someone who holds greater than or equal to a 25% share or voting rights in the Company.
- Maximum number of Authorised Users is three.

Will this individual be an Authorised User?	**Yes** ☐	**No** ☐
Is this individual a Director of the Company	**Yes** ☐	**No** ☐
Is this individual a major Shareholder of the Company	**Yes** ☐	**No** ☐

5 INSTRUCTIONS FOR REMOVAL OF AN INDIVIDUAL

Please tick ALL appropriate boxes

- At least one Authorised User must be a Director of the Company and registered at Companies House before this form is submitted.
- A major Shareholder is someone who owns greater than or equal to a 25% share or voting rights in the Company.
- Minimum number of Authorised Users is one. If you are removing the only Authorised User on the account, you must add a new Authorised User first.

The individual named in section three no longer has authority to operate the account(s)	☐
This individual named in section three is no longer a Director of the Company	☐
This individual named in section three is no longer a major Shareholder of the Company	☐

Please note: If you are replacing a Director or major Shareholder you will need to complete an additional form.

6 HOW WE USE YOUR PERSONAL INFORMATION

We collect and use your personal data in accordance with our privacy policy which can be found at www.kentreliance.co.uk/legal/privacy-policy or can be obtained by contacting our Head Office.

In Summary:

- We may collect various types of information about you. This includes information you give us, information we collect automatically when you use our banking services online and information that we receive from third parties such as credit reference agencies and fraud prevention agencies.
- We use information held about you in order to provide our services to you, to improve and market our services and to comply with legal and regulatory requirements (for example, anti-money laundering obligations).
- Under applicable data protection law we may not process information about you unless we have a legal basis to do so. The legal bases on which we rely to process your personal data are:
  1. Processing of your data is necessary for the performance of a contract to which you are party to or to take steps at your request prior to entering into a contract;
  2. Processing of your data is necessary for compliance with a legal obligation which we are subject to;
  3. We have obtained your consent;
  4. Processing your data is necessary to protect your vital interests or the vital interests of another person; and
  5. Processing of your data is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are outweighed by your interests, fundamental rights and freedoms.
- We may share information about you with other members of the OneSavings Bank group of companies. We may also disclose your information to certain third parties such as suppliers, subcontractors, actual or potential business partners, credit reference agencies and fraud prevention agencies and other third parties we are legally required to share it with (e.g. our regulators).
- We typically store your information in the UK. In certain instances however your information may be transferred to jurisdictions outside of UK. Where it is we will take all steps reasonably necessary to ensure that your information is treated securely and in accordance with our privacy policy.
- We will retain your information for the period necessary to fulfil the purposes for which the information was collected. After that, we will delete it. The period will vary depending on the purposes for which the information was collected and if the information is subject to any specific legal or regulatory requirements.
- You may have some or all of the following rights in respect of information that we hold about you: (i) request us to give you access to it; (ii) request us to rectify it, update it, or erase it; (iii) request us to restrict our using it, in certain circumstances; (iv) object to our using it, in certain circumstances; (v) withdraw your consent to our using it; (vi) data portability, in certain circumstances; (vii) opt out from our using it for direct marketing; and (viii) lodge a complaint with the Information Commissioner's Office. You may contact us using the details on our website or by contacting our Data Protection Officer directly to exercise any of these rights.
- We use appropriate technical and organisational measures to protect your information and our online banking services are provided using secure servers.

We may update our privacy policy from time to time. Any changes we may make in the future will be posted on our website and we recommend that you revisit www.kentreliance.co.uk/legal/privacy-policy from time to time to stay informed about how we use your information.

7 FURTHER SUPPORT WITH MANAGING YOUR ACCOUNT

Do you require literature or information about your account in one of these alternative formats?

Authorised user Large Font ☐ Braille ☐ Audio ☐ N/A ☐

Do you require any additional support with managing your account or have your circumstances or needs changed? If you've already made us aware, there is no need to tell us again.

Please describe how we can help you and which account holder this relates to.

Would you like us to contact you to see what further support we can offer you?

Authorised user Yes ☐ No ☐

Please be aware, it may be necessary for us to contact you to clarify the support you've told us you need.

How would you like us to contact you?

Authorised user Post ☐ Phone ☐ Secure message ☐

Secure message will be available to you once you've registered for online services.

Alternatively, if you'd like to contact us please call us on **0345 122 0033** or visit your local branch.

Please note, by providing the above information and ticking this box, you consent to us using this information to assist you with the operation of your account. You can withdraw this consent at any time. ☐

If you need any additional support managing your account, please contact us via phone, email or secure message (if you've registered for Online Services) or by visiting **kentreliance.co.uk/additional-support** for more information.

8 DECLARATION (TO BE COMPLETED BY THE AUTHORISED USER BEING ADDED TO THE ACCOUNT)

Please tick ALL boxes

I confirm I have read the FSCS Information Sheet and Exclusions List. ☐

I confirm I have read section 6 – 'How we use your personal information'. ☐

I confirm the information contained in this form is true and correct. ☐

I understand that an Authorised User will be subject to an identification check before being added to the account. ☐

I confirm I have read the Terms and Conditions and agree to be bound by them. ☐

Print Name _____ Date ☐☐ / ☐☐ / ☐☐☐☐

9 DECLARATION (TO BE COMPLETED BY THE AUTHORISED USER BEING REMOVED FROM THE ACCOUNT)

Print Name _____ Date ☐☐ / ☐☐ / ☐☐☐☐

10 CONFIRMATION (TO BE COMPLETED BY THE AUTHORISED USER SUBMITTING THIS REQUEST)

Print Name _____ Date ☐☐ / ☐☐ / ☐☐☐☐

Email address _____

Kent Reliance is a trading name of OneSavings Bank plc a company registered in England and Wales (company number 07312896).
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