

Client Account (Non-Designated)



Application Form (PART A)

PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS

This form is for use by Solicitors & Trustees (the Firm) who wish to open an account for the management of non-designated or aggregated client funds. The Firm must meet the criteria detailed on the account Summary Box. An additional Application Form Part A should be completed where there are more than four Controllers/Owners. PLEASE ENSURE ALL SECTIONS ARE COMPLETED & THE FORM SUBMITTED WITH THE REQUIRED IDENTIFICATION.

Section 1: Account Name

Name of Account

	CLIENT ACCOUNT
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Section 2: Firm Details

Name of Firm

Companies House Registration No

Nature of Firm

Principal (Registered) Address of Firm

Postcode
Business Email Address

Correspondence Address (if different than above)

Postcode
Business Email Address

Telephone

Day

Mobile

Section 3: Controller/Owner - Signatories

Please confirm if Controller(s)/Owner(s) detailed below will also be the Account Signatories Yes No

If Yes answered above the Client Account (Non-Designated) Application Form Part B Section 5 should be completed INSTEAD of Section 4 below.

Section 4: Controller/Owner Details

Please list below the details of Partners, Directors, Controllers or Owners of the Firm

ONLY complete Section 4 of the form where the Owners / Controllers of the Firm are NOT the Appointed Signatories on the account.

Owner/Controller 1

Title	First Names(s)	Surname
Date of Birth (DD/MM/YYYY)	Nationality	Country of Residence
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

Residential Address

Postcode
Email Address

How long have you lived at this address

Years	Months
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Position within the Firm

If less than 1 year at current residential address, please provide your previous address:-

Residential Address

Postcode

Section 4: Controller/Owner Details

Owner/Controller 2

Title	First Names(s)	Surname
Date of Birth (DD/MM/YYYY)		Nationality
		Country of Residence

Residential Address

Postcode
Email Address

How long have you lived at this address	Position within the Firm
Years Months	

If less than 1 year at current residential address, please provide your previous address:-

Residential Address

Postcode

Owner/Controller 3

Title	First Names(s)	Surname
Date of Birth (DD/MM/YYYY)		Nationality
		Country of Residence

Residential Address

Postcode
Email Address

How long have you lived at this address	Position within the Firm
Years Months	

If less than 1 year at current residential address, please provide your previous address:-

Residential Address

Postcode

Owner/Controller 4

Title	First Names(s)	Surname
Date of Birth (DD/MM/YYYY)		Nationality
		Country of Residence

Residential Address

Postcode
Email Address

How long have you lived at this address	Position within the Firm
Years Months	

If less than 1 year at current residential address, please provide your previous address:-

Residential Address

Postcode

Section 5: Account Information

Please outline the nature and levels of transactions expected on the account

Opening Investment

Electronic Transfer £	Total £
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NOTE: INITIAL DEPOSIT AND ALL SUBSEQUENT DEPOSITS MUST BE MADE BY BANK TRANSFER.

Section 6: Withdrawal Instructions & Payment of Interest

Withdrawal Instructions

Withdrawals from the account must be made by bank transfer to the nominated client account at a UK bank in the name of the Firm

We the Controllers/Owners authorise the following number of Appointed Signatories to perform withdrawals on the account:

Any 1 of the signatories listed in Section 3 of Part B of the Application Form

Any 2 of the signatories listed in Section 3 Part B of the Application Form

Payment of Interest Instructions

We the Controllers/Owners request the monthly interest to be:

Added to the account

Paid to a UK Bank or Building Society Account in the name of the Firm (*Please provide details below*)

Name of Bank/Building Society

Sort Code

Account Number

Account Name

Reference

Section 7: Personal Data (Firm & Controller/Owners)

YOUR RIGHTS

For the purposes of General Data Protection Regulation, the Vernon Building Society is the Data Controller responsible for the processing of your personal data. You have the right to request in writing a copy of the details held about you and where necessary the right to object to certain processing, the right to correct, sometimes delete and restrict the personal data the Society uses. In addition, you have the right to complain to the Society and the Information Commissioners Office (the data protection regulator). Please refer to the Vernon Building Society's Privacy Notice for further information on your rights.

Where you have provided your consent to the Society, such as to receive marketing messages, you have the right to withdraw it at any time. You can do this by notifying your local branch, calling us on 0161 429 6262 or writing to us at Marketing Communications, Vernon Building Society, 19 St Petersgate, Stockport, SK1 1HF. Alternatively, email unsubscribe@thevernon.co.uk.

HOW WE USE YOUR DATA

- The Vernon Building Society will only retain your personal data only for as long as necessary to administer your account in line with regulatory and legal requirements.
- The Vernon Building Society processes your personal information to enable it to provide a service for its members and customers which may include managing your accounts, maintaining its own accounts and records, supporting staff training and development, promoting its services; undertaking market research and the provision of financial services and advice.
- If false and inaccurate information is provided and fraud is identified, your details will be passed to fraud prevention agencies.
- The Vernon Building Society requires a lawful reason to process your personal data and for some processing more than one legal basis may be relevant (except where the Society relies on Consent). The Society uses the following reasons to process your personal data: Consent, Performance of a Contract, Legal Obligation and Legitimate Interests.

Section 8: Marketing Preferences

I would like to receive email updates about Vernon Building Society products, services, charity and news

Owner/Controller			
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can change your preferences at any time by emailing communications@thevernon.co.uk, calling 0161 429 6262 or writing to: Marketing Communications, Vernon Building Society, 19 St. Petersgate, Stockport, SK1 1HF.

Section 9: Declarations & Application

BEFORE SIGNING THIS FORM OVERLEAF PLEASE READ THE TERMS & CONDITIONS RELATING TO THIS ACCOUNT CAREFULLY AS WE SHALL SEEK TO RELY ON THEM.

Declarations

We the Firms Controllers/Owners whose signatures appear on this form declare that:

- We are the Controllers/Owners of the Firm who are authorised to open this Non-Designated Account.
- The sums to be invested in the Vernon Building Society will be held on behalf of the named Firms clients which is the property of clients of the Firm and is not made as nominee for any other company, society, fund or individual.
- We the Controllers/Owners of the Firm:
 - Provide authority to the persons listed to operate this Non-Designated Account on behalf of our clients.
 - Acknowledge our responsibility to advise the Vernon Building Society where any changes are made to the Firms Controllers/Owners or Appointed Signatories
 - Acknowledge the Firms responsibilities to undertake Customer Due Diligence requirements for all clients and maintain this ongoing to fulfil AML obligations and to be able to provide this information to the Vernon Building Society should this be required.
 - Understand that being a Controller/Owner and not the beneficial owner of the funds deposited we do not have the right to attend the AGM or vote on resolutions of the Society
 - Agree to be bound by the Rules of the Society.
 - Confirm we have read copies of the last published '[Annual Review & Report](#)' incorporating the 'Summary Financial Statement' and the '[Complaints Policy & Procedure](#)' Leaflet.
 - Confirm we have read a copy of the full [Terms & Conditions](#) of the account.
 - Undertake to advise the Vernon Building Society **within 30 days** of any change in circumstances which affects either the Firm or any Controlling Persons tax residence status declared on a previously completed Self-Certification Form which causes the information contained to become incorrect, and to provide the Vernon Building Society with a suitably updated Self-Certification and declaration **within 30 days** of such change in circumstances.

We the Controllers/Owners of the Firm detailed previous wish to apply to open an account on behalf of the Firm detailed in Section 1 of this Application Form to hold funds on behalf of non-designated clients of this Firm. provide authority to the persons listed within Part B of the Application Form to operate this client account to hold funds on behalf of undesignated clients of this Firm. We confirm that the details overleaf are correct, and our signatures are an acknowledgement to this declaration

Controller/Owner Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Controller/Owner Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Controller/Owner Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Controller/Owner Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

We confirm receipt of the FSCS Information Sheet providing basic information about the protection of eligible deposits relating to the Financial Services Compensation Scheme, including the Exclusions List. www.thevernon.co.uk/client-account | [FSCS Depositor Protection Information & Exclusions Sheet](#)

Owner/Controller			
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 10: Firm (Entity) Tax Declaration

Please can you complete in full the [Entity Tax Declaration Form](#) and submit this along with your completed Application Forms Part A & Part B. This form is available to be downloaded from the Society's website: www.thevernon.co.uk/client-account

Section 11: Identification

We need sufficient ID to open your account.

One form of identification is required for ALL of the Firms Controllers/Owners. The Society will also carry out an electronic verification search for each of the Firms Controllers/Owners.

Please refer to '[Our Identity Requirements](#)' Leaflet available on the Society's website for full details. www.thevernon.co.uk/client-account

Firms opening a Client Deposit Account are also required to provide:-

- One form of identification for any individual who owns or controls more than 25% of the Firms capital or profit, or its voting rights
- A copy of certificate of incorporation (Limited Companies)
- A copy of business letterhead (All companies)

We will also carry out a Companies House search on Limited Companies and a Law Society Registration search (if applicable).