

Client Account (Non-Designated) Application Form Parts A & B Instructions

The Client Account Application Form come in two parts:

- Part A – for information about the Firm and its Owners/Controllers along with instructions regarding the payment of interest and withdrawals; and
- Part B – for information about the Appointed Signatories for the account as confirmed by the Owners/Controllers.

In all cases both parts of the application form will need to be completed by the Firm.

Application Form – Part A

Section 1 Account Name

Please enter the name of the account e.g. Joe Smith Client Account

Section 2 Firm Details

Please enter the Firm's details including the registered address of the firm.

Where the Firm requests an alternative correspondence details other than the registered address please also provide this.

Section 3 Controller/Owner – Signatories

The Firm should confirm if any of the Controllers/Owners are also to be signatories on the account.

Section 4 Controller/Owner Details

Please complete the details of all of the Controllers/Owners of the Firm.

Where there are more than 4 Controllers/Owners of the Firm please complete an additional Application Form Part A Sections 1, 4, 8 & 9.

Where a Controller/Owner is also an Appointed Signatory

If the Firm's Controllers/Owners are to also be Appointed Signatories on the account the individual details required in Section 4 do not need to be completed on this form. To avoid duplication of information requested, those Controllers/Owners who are also signatories on the account should provide their information on Form B Section 5.

Please note:

- Section 3 of Form A should indicate this is the case.
- Where there are more than 4 Controllers/Owners of the Firm an additional Form B should be completed.

Section 5 Account Information

Please provide the Society with details of the expected levels of transactions on the account and a brief description of the expected nature of them.

Please confirm the opening electronic transfer to be expected on the account, and total amount where there may be one or more opening transfers made.

Section 6 Withdrawal & Payment of Interest Instructions

Withdrawals

All withdrawals from the account must be made by bank transfer to a nominated client account at a UK bank in the name of the Firm. The Society offers 2 options for withdrawal request, these being:

- Single signatory – any 1 of the Appointed Signatories can request a withdrawal; Or
- Dual signatory – any 2 of the Appointed Signatories can request a withdrawal

Please confirm the number of Appointed Signatories the Firm authorises to make withdrawals from the account.

Payment of Interest

Please provide the Society with details of how the Firm requires the interest on the account to be paid. The Society offers 2 options for interest payments, these being:

- Interest is added to the account each month; or
- Interest is paid to a nominated client account at a UK Bank or Building Society in the name of the Firm. (Where this is the case please provide details).

Section 8 Marketing Preferences

Please confirm if the Controllers/Owners would like to receive email updates about the Vernon Building Societies products, services, charity and news.

Section 9 Declarations & Application

All Controllers/Owners should complete this section.

Where there are more than 4 Controllers/Owners an additional Form A Sections 1, 4, 8 & 9 should be completed.

Please note: All Controllers/Owners should read:

- Annual Review & Report incorporating the Summary Financial Statement;
- Terms & Conditions of the account (Account Summary Box and General Savings Account Terms & Conditions booklet);
- Complaints Policy & Procedure Leaflet;
- FSCS Depositor Protection Information & Exclusions Sheet

Application Form – Part B

Section 1 Account Name

Please enter the name of the account e.g. Joe Bloggs Client Account

Section 2 Authority

All Controllers/Owners should complete this section.

Where there are more than 4 Controllers/Owners an additional Form B Sections 1 & 2 completed.

Section 3 Authorised Signatory Mandate

This account allows the Firms Controllers/Owners to authorise up to 6 Appointed Signatories. The persons authorised by the Firms Controllers/Owners as Appointed Signatories should be listed in the section including where a Controller/Owner is also an Appointed Signatory.

Section 5 Account Appointed Signatories

Please complete the details of each Appointed Signatory on the account.

Where there are more than 4 Appointed Signatories please complete an additional Application Form Part B Sections 1, 2, 4, 7 & 8.

Section 7 Marketing Preferences

Please confirm if the Appointed Signatories would like to receive email updates about the Vernon Building Societies products, services, charity and news.

Section 8 Declarations

All Appointed Signatories should complete this section.

Where there are more than 4 Appointed Signatories an additional Form B Sections 1, 2, 4, 7 & 8. should be completed.

Please note: Signatories should read:

- Annual Review & Report incorporating the Summary Financial Statement;
- Terms & Conditions of the account (Account Summary Box and General Savings Account Terms & Conditions booklet);
- Complaints Policy & Procedure Leaflet;
- FSCS Depositor Protection Information & Exclusions Sheet