

# Personal details

Please complete this form in BLOCK CAPITALS using a BLACK ballpoint pen and SIGN it. EVERY authorised person of the business must complete a form each. Fields highlighted in BLUE and with an asterisk must be completed to enable us to process the form. Please refer to *your guide to completing this form* section for help in completing the form.

## Section 1 – The Business details

\*1. Business Name (i.e. the legal entity):

For existing customers only

\*2. Sort code:   –   –

\*3. Account number:

\*4. Position held (Owner/Partner/Director/or Official):

5. Unique Taxpayer Reference (UTR):

           

## Section 2 – Your Personal details

\*Title: Mr  Mrs  Miss  Ms

Other:

\*Forenames:

\*Surname:

\*Date of birth:

\*National Insurance Number:

\*Mother's maiden name:

(please complete for security purposes)

\*Country of residence:

\*Nationality:

\*Country of birth:

\*Do you have dual/multi nationalities: Yes  No

If yes, please state countries of dual/multi nationality:

\*Permanent Residential Address:

\*Postcode:

\*When did you move in:  (MM/YYYY)

\*If you have lived there less than three years, please enter previous address:



\*Postcode:

\*When did you move into your previous address:

(MM/YYYY)

Note: If the combined occupied time for both addresses is less than three years, please detail previous addresses on a separate piece of paper.

\*Telephone numbers – Home:

Work:  Mobile:

Personal email address:

If you are an existing Barclays Account Holder please complete the following:

Name of your branch:

Name on your account:

Your sort code:   –   –

Your account number:

### Type of Controlling Person

Please enter the legal name of the relevant entity Account Holder(s) of which you are a Controlling Person

Entity 1:

Entity 2:

Entity 3:

Please provide the Controlling Person's Status by ticking the appropriate box.

	Entity 1	Entity 2	Entity 3
a. Controlling Person of an entity or other legal person – control by ownership			
b. Controlling Person of an entity or other legal person – control by other means			
c. Controlling Person of an entity or other legal person – senior managing official			
d. Controlling Person of a trust – settlor			
e. Controlling Person of a trust – trustee			
f. Controlling Person of a trust – protector			
g. Controlling Person of a trust – beneficiary			
h. Controlling Person of a trust – other			
i. Controlling Person of a legal arrangement (non-trust) – settlor-equivalent			
j. Controlling Person of a legal arrangement (non-trust) – trustee-equivalent			
k. Controlling Person of a legal arrangement (non-trust) – protector-equivalent			
l. Controlling Person of a legal arrangement (non-trust) – beneficiary-equivalent			
m. Controlling Person of a legal arrangement (non-trust) – other-equivalent			

### Tax Residency/Citizenship Information (Continue on a separate sheet if necessary)

For the purposes of taxation, I am a resident in, or a citizen of the following countries and my Tax Identification Number (TIN)/functional equivalent in each additional country is set out below or I have indicated that a TIN/functional equivalent is unavailable:

- Please note that it is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is available or has not yet been issued, please provide an explanation for this in the relevant box below
- The TIN is a combination of letters and/or numbers assigned to the individual by their country of residence (or its tax authorities) to identify the individual in the course of collecting taxes

- In some countries this may be a number that is specifically referred to as a TIN while other countries may use other numbers (e.g. National Insurance Number or Social Security Number) to identify their residents for tax purposes.

#### Controlling Person:

Country:  Tax Identification Number (TIN) or tick the box if TIN is unavailable:

If no TIN available? Please provide explanation below

Country:  Tax Identification Number (TIN) or tick the box if TIN is unavailable:

If no TIN available? Please provide explanation below

Country:  Tax Identification Number (TIN) or tick the box if TIN is unavailable:

If no TIN available? Please provide explanation below

If you are a US Person you will need to tell us your US TIN in addition to any other countries, including your TIN for each country, where you are tax resident.

- Please tick this box and provide your US details below if you are a US resident alien, or currently hold US citizenship. This includes if you were born in the US or are a US Passport Holder, or you hold dual citizenship with the US and another country. If you are a US citizen living permanently or temporarily outside the US, you will still be a US citizen unless you have officially renounced your US citizenship.

Country:  Tax Identification Number (TIN) or tick the box if TIN is unavailable:

If no TIN available? Please provide explanation below

### Section 3 – Your Information

- I confirm that the information I have provided may be used by [Barclays] and its associated entities, for example [Barclays] may be required to share it with any relevant tax authorities where I am tax resident.
- If my tax residency changes I will provide [Barclays] with an updated self-certification and declaration within 30 days.
- I certify that I am the controlling person (or am authorised to sign for the controlling person) for all of the accounts relating to this self certification.
- If I am signing on behalf of the controlling person, I am authorised to sign for them and will notify them that I have completed this declaration and that their details may be reported to the tax authorities of the countries in which they are resident for tax purposes.
- I declare that all statements made in this declaration are, to the best of my knowledge and belief, true, correct and complete.

Please see section 4 for more details about how we use your information.

If you have signed this on behalf of the Controlling Person please indicate the capacity in which you have acted and provide your name and address here:

Capacity

Full Name

Address

\*Name:

\*Signature:

\*Date:  (DD/MM/YYYY)

**Please note:** We will send you a letter confirming we've completed our checks and searches on you, and that your new mandate is in place. Until you receive this letter, we won't be able to complete any payment instructions or any other changes to the business instructed by you.

At Barclays we believe that part of providing an excellent service is to occasionally make you aware of our Group's products and services (and those of specially selected partners). Please tell us if you would prefer we did NOT contact you via:

Mail:  SMS:

Telephone:  Email:

### Your guide to completing this form

- Please complete this form in BLOCK CAPITALS (if handwritten) using a BLACK ballpoint pen and sign it. Fields highlighted in BLUE and with an asterisk must be completed to enable us to process the form

#### Please note that:

- All new authorised persons need to complete this form. This applies to all new Barclays customers and anyone new to the Business, including the owner, Director, the Chairman or Secretary
- Make sure you keep a copy of the 'Using information about you' sheet from within the 'Changing account details' pack
- The Bank may be unable to accept any instructions from you until we have completed our enquiries.

#### Section 1 – The Business details

1. Name of the Business: Please insert the name of the Business
2. Sort code: Please insert the Business sort code as it appears on your bank statement
3. Account number: Please insert the Business account number (if you are an existing customer) as it appears on your bank statement
4. Position held: Please insert your position in the Business, i.e. Owner, Partner, Director, Company Secretary, etc
5. Please enter your 10-digit Unique Taxpayer Reference (UTR). You will receive a UTR when you register for Self Assessment or set up a limited company

#### Section 2 – Your personal details

- Please insert your title, forename, surname, date of birth, country of residence, nationality, and place of birth
- Please insert your mother's maiden name, which will be used for security purposes
- Please insert your address(es) details and the length of time you've lived at each address
- Please insert your branch and account details if you are an existing Barclays Account Holder.

Please note:

- For legal reasons, we have to positively identify all new customers and anyone new to the Business in the branch. We'll need one of the following original documents to confirm your identity:
  - Current signed passport
  - Full UK driving licence
  - EU identity card\*
- We may accept other forms of identification. Please contact your Helpdesk on 0800 515 4621\*\* for more information
- We also need to confirm the current permanent address of each new authorised person. Again, if our records for existing customers don't meet current legislation we may need this information for them too. Please bring in ONE of the following original documents:
  - A utility bill from the past three months (gas, electricity or water)
  - Bank statement from the past three months (other than one of ours)
  - Council tax bill for the current year
  - Full UK driving licence (unless this was used as proof of identity document).

### Section 3 – Your authorisation

- Please write your name and sign the form as confirmation that the information you have given is true and complete
- Please ensure that the signature is FULLY CONTAINED within the blue box, as the mandate form will become invalid if the signature breaks the outline and a new instruction will need to be completed
- Please insert the date.

\*We accept centrally issued national identity photo cards. Please see our website or visit us in branch for more information.

\*\*Calls to 0800 numbers are free from UK land lines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

### Section 4 – 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 and Fraud Prevention Agencies

In order to process your application we will supply your personal information to credit reference agencies and fraud prevention 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. If fraud is detected, you could be refused certain services, finance or employment. Once you open an account with us, we will share account data with the credit reference agencies on an ongoing basis.

If false or inaccurate information is provided to us and fraud is identified, details may be passed to credit reference and fraud prevention agencies to prevent fraud and money laundering and to verify your identity.

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](https://www.callcredit.co.uk/crain)
- [equifax.co.uk/crain](https://www.equifax.co.uk/crain)
- [experian.co.uk/crain](https://www.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 and fraud prevention agencies may be used, 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.