

## Adding or removing a party from a Business Account

Please complete this form if you are adding or removing someone from an existing HBS Business Account. We may require identification for individuals being added to the account. Please see our ID requirements document for further details (this can be found in the savings section on our website or you can ask a member of staff for an ID requirements booklet).

Please use additional forms if there are more than two people being added or if you wish you add or remove a party from another HBS account.

### Account details

Name of Account	
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Individuals being **retained** on the account

Full Name	
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Individuals being **removed** from the account

Full Name	
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Individuals being **retained** on the account

Full Name	
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Individuals being **removed** from the account

Full Name	
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Authorised users being **added** to the account. Please complete ALL fields.

Authorised users will have full access to this account, on behalf of the organisation. In order to comply with our regulatory obligations we will conduct electronic checks and may require documents to verify the identity and residential address of authorised users, owners and officials. If you are providing us with third parties' information, you must confirm that you have made them aware of this application and the checks which will be undertaken. Further information on how we process personal data is detailed within our Privacy notice.

### Authorised user

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mx <input type="checkbox"/> Other	First name:
Middle name(s):	Surname:
DOB:	Permanent UK resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality:	Dual nationality: (if applicable)
Dual tax residency: (if applicable)	
Dual residency tax number: (if applicable)	
Shareholding Director: <input type="checkbox"/> Yes <input type="checkbox"/> No	Role in organisation:
Work telephone number:	Email address:
Current home address:	
Date moved to current address:	
If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode:	

Authorised users being **added** to the account. Please complete ALL fields.

Authorised user	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mx <input type="checkbox"/> Other	First name:
Middle name(s):	Surname:
DOB:	Permanent UK resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality:	Dual nationality: (if applicable)
Dual tax residency: (if applicable)	
Dual residency tax number: (if applicable)	
Shareholding Director: <input type="checkbox"/> Yes <input type="checkbox"/> No	Role in organisation:
Work telephone number:	Email address:
Current home address:	
Date moved to current address:	
If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode:	

This section **ONLY** needs to be completed by Directors or Shareholders with over 25% shareholding who are not authorised users – Please complete all fields.

Director/Shareholder	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mx <input type="checkbox"/> Other	First name:
Middle name(s):	Surname:
DOB:	Permanent UK resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality:	Dual nationality: (if applicable)
Dual residency tax number: (if applicable)	
Dual residency tax number: (if applicable)	
Role in organisation:	Email address:
Current home address:	
Date moved to current address:	
If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode	

## Director/Shareholder

Title:  Mr  Mrs  Miss  Mx  Other

First name:

Middle name(s):

Surname:

DOB:

Permanent UK resident:  Yes  No

Nationality:

Dual nationality: (if applicable)

Dual residency tax number: (if applicable)

Dual residency tax number: (if applicable)

Role in organisation:

Email address:

Current home address:

Date moved to current address:

If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode

**IMPORTANT: PLEASE READ AND SIGN THE DECLARATION BELOW**

**IMPORTANT DECLARATION**

By submitting this application I/we declare that:

1. All information supplied is true and accurate to the best of my knowledge.
2. I have permission and authority to apply for this account on behalf of the business, owners and authorised users and they are aware that their information has been shared with Harpenden Building Society for this purpose.
3. I understand that to comply with its legal and regulatory obligations the information supplied in this application will be verified. Harpenden Building Society uses third parties to verify the information, one being SmartSearch which will leave a non-credit footprint on the applicable record. A record of the output will be supplied to Harpenden Building Society and retained.
4. The working practices of our business do not directly pose a risk of serious harm to individuals or groups, such as human rights abuses, immoderate political or other beliefs, business dealings with oppressive regimes, unethical employment practices, the support of unethical operations (eg armament sales to military regimes, tobacco production, animal testing for only cosmetic purposes etc) or environmentally damaging practices.
5. As detailed in the relevant account terms and conditions, I understand how the information I have provided will be processed, my rights and how to contact the Data Protection Officer.
6. I/We agree to the specific terms and conditions applying to the account, the General Terms & Conditions for Business Deposit Accounts and to be bound by the rules of the Society (a copy of which is available on the website and/or can be posted to you upon request).

Tick to confirm you have read and accept the above declaration statements which constitute our agreement.

On behalf of the organisation, authorised users and owners. This must be signed by a **Shareholder/Director**.

Name:.....

Signature:..... Date:.....

You are confirming the receipt of the Financial Services Compensation Scheme Information Sheet and Exclusions.

**PRIVACY NOTICE**

- Data Protection regulations require Harpenden Building Society (the Society) to inform customers about how their personal data will be processed.
- Personal data includes customer's name, addresses, financial information and other personal information needed for opening an account.
- The Society will restrict its processing of your personal data to the minimum required to open and manage your account, update you on your account status and inform you of any new savings products. Your personal information will also be processed to comply with the Society's legal and regulatory obligations and to ensure that we continue to operate the Society in a way to safeguard your investment.
- The Society will not send you marketing material on any other services and will not share your personal details with any other organisation for marketing purposes, without your consent.
- Your personal details will be stored securely by the Society and its specialist suppliers, in countries that have equivalent data protection rules, and will only be used to communicate with you whilst you have an account with the Society.
- Further information on how the Society handles your personal data is available under the 'Privacy' menu option on our website.
- You are entitled to request the Society to restrict its use of your personal data. If you have any questions about how we manage your personal data, or wish to make a complaint, please contact the Data Protection Officer in the first instance on: [privacy@harpendenbs.co.uk](mailto:privacy@harpendenbs.co.uk).
- If you are not satisfied with the handling of your complaint by the Society, you can also make a complaint to the Information Commissioner's Office on: [ico.org.uk](http://ico.org.uk).

**NEXT STEPS**

- Send your completed application to us by post at: Harpenden Building Society, Mardall House, 9-11 Vaughan Road, Harpenden AL5 4HU OR by email to [specialistaccounts@harpendenbs.co.uk](mailto:specialistaccounts@harpendenbs.co.uk).
- Or you can leave your completed application form with any members of our Team in any of our branches.
- We will contact you (and any other authorised users) within two business days on receipt of your application.
- If you need any support completing this application please contact the team on 01582 765411 Monday-Friday 9am-5pm, excluding bank holidays.
- Further information can be found on our website at [www.harpendenbs.co.uk](http://www.harpendenbs.co.uk).

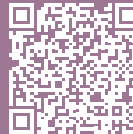
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Our Business Savings FAQs

Visit [harpendenbs.co.uk/business-savings-faqs](http://harpendenbs.co.uk/business-savings-faqs)



Useful documents to help manage your business account

Visit [harpendenbs.co.uk/business-savings-usefuldocs](http://harpendenbs.co.uk/business-savings-usefuldocs)



**FOR OFFICE USE ONLY**

**BRANCH:**

CIN (1)

CIN (2)

ID (1)

ID (1)

ID (2)

ID (2)

Date opened:

Initials:

Date checked:

Initials: