



Bank of St. Helena Ltd.

www.sainthelenabank.com

CUSTOMER INFORMATION UPDATE FORM

INDIVIDUAL



@sainthelenabank



Bank of St Helena Ltd

Head Office: Market Street · Jamestown · St. Helena · South Atlantic · STHL 1ZZ

Tel: +290 22390 · Fax: +290 22553 · e-mail: info@sainthelenabank.com · web: www.sainthelenabank.com

Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004



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PURPOSE OF FORM

Terms and Conditions

Customers applying for a Bank of St Helena Ltd Account MUST agree to and meet, where required, the relevant Terms and Conditions of the Account and all Services utilised in the operation of the Account.

Supporting documentation

When you apply for a Bank of St Helena Account, the Bank is required to verify your identity and residential address. Applicants are therefore required to provide supporting documentation as proof. Please refer to Section 5 for full details of supporting documentation requirements.

To collect and verify current personal and contact details.

This process is critical for compliance, fraud prevention, and ensuring the bank can reach the customer for alerts, transactional confirmation, and official correspondence.

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SECTION 1: PERSONAL DETAILS

1.1. PERSONAL DETAILS								
Title:								
First Name:								
Middle Name:								
Last Name (Surname):								
Former Last Name (if applicable):								
Gender:								
Date of Birth:								
Marital Status: (please tick)	Single	☐	Married	☐	Divorced	☐	Widowed	☐
Home Owner	Yes	☐	No	☐				
Nationality:								
Please detail any Dual Nationality:								
Town of Birth:								
Passport Number:								
Email Address:								
Telephone Number:	Home		Work		Mobile			
Communications Preferences – Please indicate Preferred methods of communication								

1.2. PRIMARY ADDRESS	
House Name and/or Number:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Post Code:	
Country:	

1.3. ST HELENA / ASCENSION ADDRESS (if different from the above) (for customers emigrating to St Helena / Ascension for employment)	
House Name and/or Number:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Post Code:	
Country:	

If you have had more than one address within the last 3 years, please include the most recent address within that period.

1.4. DETAILS OF ANY PREVIOUS ADDRESS WITHIN THE PAST 3 YEARS	
House Name and/or Number:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Post Code:	
Country:	

1.5. EMPLOYMENT STATUS & INCOME DETAILS					
<i>(Please tick)</i>					
Full-Time Employment	☐	Part-Time Employment	☐	Self-Employed	☐
Retired	☐	Student	☐	Unemployed	☐
Other (please specify)					

Employer Name:			
Employer's Industry Type:			
Address Line 1:			
Address Line 2:			
Address Line 3:			
Post Code:			
Country:			
Job Title:			
If contracted, please detail length of contract and end date:			
Estimated monthly salary:	£		
Please state any other source of income payments:		Estimated total income value per month:	£
Estimated Income: If retired or unemployed?	£		
Source of Income/Name of Provider (e.g, pension fund, government agency, personal guarantor, trust)			
Address of Provider (If applicable)			

1.6. TAXATION DETAILS

Bank of St Helena Ltd is legally required to collect **Tax Identification Numbers (TIN)** of all account holders, including those residing abroad. For individuals residing in the United Kingdom your Tax ID/TIN is typically your National Insurance number or Unique Taxpayer Reference (UTR).

Your country for tax reporting is your primary country of residence, where you legally owe taxes on employment, retirement, or any other sort of income - typically the country where you permanently live or work. This tax residency is determined by the specific duration of time physically spent in a country and whether income is generated within that jurisdiction.

Country for Tax Reporting:	
Tax ID Number:	

US TAX REPORTING

Are you a US Resident or Citizen?	Yes (please sign below)	☐	No	☐
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If you are a US Resident or Citizen, we will contact you to complete Form W-9 - Request for Taxpayer Identification Number and Certification.

I hereby authorise the Bank of St Helena to report to the IRS all applicable information concerning this banking relationship, including but not limited to, name and address, the tax identification number, account statements, the amount of assets held at the Bank, revenues and income received on any account with the Bank, and any other information regarding this banking relationship which may be requested by the IRS.

I hereby acknowledge and accept that any data that the Bank discloses to the IRS will be subject to the laws of the US which may follow different principals of bank-client confidentiality and/or St Helena data protection laws.

I hereby acknowledge that all data disclosed to the IRS is disclosed irrevocably and will remain in the control of the US even after the termination of this banking relationship.

Date:	
Signature:	

POLITICALLY EXPOSED PERSON

Are you classified as a Politically Exposed Person?	Yes	☐	No	☐
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A Politically Exposed Person (PEP) is someone who has been entrusted with a prominent function to a high-profile position either in a full-time role (e.g. Chief Secretary) or in a part-time capacity (e.g. Board Director).

Bank of St Helena keeps a record of PEP's who have accounts with the Bank to ensure compliance with Anti-Money Laundering and PEP Policy.

SECTION 2: ASSOCIATED RELATIONSHIPS
ACCOUNTS HELD WITH OTHER BANKS (PLEASE STATE IF APPLICABLE)

Why do we need your international account information?

Bank of St Helena is required by law to maintain up-to-date records of our customers' global financial footprints. To ensure compliance with international tax and anti-money laundering regulations applicable to St Helena, you must disclose all foreign financial holdings. Please list all international bank accounts you hold outside of St Helena or Ascension Island. This includes foreign savings accounts, international investment accounts, and offshore funds. Our regulatory framework requires full disclosure of these assets, regardless of the country or financial institution where the accounts are held.

Bank Name	Country	Account Type

SECTION 2.1: BANK OF ST HELENA ACCOUNTS

Please list other accounts (if any now or previously held) with Bank of St Helena Ltd, held individually, jointly or for a Minor.

Account Name	Account Number	Card Account

SECTION 2.1: BANK OF ST HELENA ACCOUNT ACTIVITY

Expected Source of Account Wealth:

Employment Income		Retirement Benefits	
Personal Savings		Business Ownership & Profits	
Sale of Assets		Inheritance	
Sales & Dividends		Legal Settlements	
Investments		Gift	
Third Party Loan		Other (please state)	

Please state how the account will be funded

Account Holder Cash Deposits		Third Party Cash Deposits	
Domestic (local) Payments		International Payment Receipts	

Transactions

Estimated Monthly Transaction Volume	0 - 50		50 - 80		Over 80	
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SECTION 3: SUPPORTING DOCUMENTATION

Proof of identification

Individuals holding St Helenian Status are required to provide a valid Passport* or a copy of their birth certificate and verification of current and past postal address (if applicable).

Individuals without St Helenian Status will be required to provide a current Passport* for photo identification, verification of current and past postal address (if applicable) and proof of long term stay on either St Helena or Ascension Island e.g. Letter of Employment, Contract, etc.

Please note where an applicant's name differs to that shown on a Birth Certificate or Valid Passport, proof of name change must be provided. E.g. Marriage Certificate or Gazette Publication (please indicate below which documentation has been provided).

Proof of identity (Applicable for all Account Holders)			
Passport*		Birth Certificate (for St Helena residents only)	

* A certified passport copy is needed in cases where the customer is not physically present for identification purposes. *Passport copies may be certified by member of the judiciary, an officer of an embassy, consulate or high commission of the country or territory of issue, a Justice of the Peace, or professional person such as a lawyer, notary public, certified public accountant or professional company secretary. The certifier will be required to date, print their name, and capacity clearly on the certified copy.*

Confirmation of address, validate within the last 6 months (All Account opening customers).			
Utility Bill		International Bank Statement	
Tax Statement/Receipts		Tenancy Agreement	
Other: (please specify)			

SECTION 4: DECLARATION

I hereby confirm that:			
1.	The above details are correct and complete.		
2.	I will promptly notify the Bank of any changes in the above details.		
3.	I am not operating this account for anyone else other than the applicant.		
Full Name:			
Date:			
Signature:			

MEASURES TO PREVENT CRIMINAL ACTIVITY: Bank of St. Helena Ltd reserves the right to conduct business in a manner which allows it to meet local and international obligations with regard to the prevention of criminal activities, including money laundering. Therefore, please note that: you may be asked to explain, and provide evidence to support that explanation, any transaction you request the bank to conduct on your behalf, or any transaction the bank has conducted on your behalf; the bank may decline to conduct a transaction on your behalf, without giving a reason; and the bank may be required to report any transaction you request it to conduct, whether or not it has agreed to conduct it, to the appropriate authorities, as required in the applicable legislation. The bank will attempt to minimise the impact of these requirements on its conduct of your transactions, and requests your cooperation in the operation of these procedures.