



Bank of St. Helena Ltd.

www.sainthelenabank.com

FIXED SAVER ACCOUNT

CHANGE AN EXISTING ACCOUNT

INDIVIDUAL



@sainthelenabank



Bank of St Helena Ltd

Head Office: Market Street · Jamestown · St Helena Island · STHL 1ZZ

T. +290 22390 · F. +290 22553 · email. 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



BEFORE YOU APPLY

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 2.4 for full details of supporting documentation requirements.

Completing this Form

Please be advised this Application can be completed and submitted online.

For assistance please contact the Customer Service Section. Completed application forms should be returned, via any Bank of St Helena Branch, to the Customer Service Section, Bank of St Helena, Market Street, Jamestown, St Helena Island.

**SECTION 1: ACCOUNT AMENDMENT DETAILS**

1.1. ACCOUNT DETAILS			
Title of Account (In Full):			
Account Number:			
Amendment Request:	Conversion of an existing Current Account to a Fixed Saver Account	☐	Conversion of an existing Fixed Saver Account to a Current Account
		☐	

SECTION 2: APPLICANT DETAILS

2.1. PERSONAL DETAILS							
Title:							
First Name:							
Middle Name:							
Last Name:							
Gender:							
Date of Birth:							
Marital Status: (please tick)	Single	☐	Married	☐	Divorce	☐	Widowed
Email Address:							
Telephone Number:	Home		Work		Mobile		
Nationality*:							
Please detail any Dual Nationality*:							
Are you classified as a Politically Exposed Person?	Yes	☐	No	☐			

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.

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

2.3. DETAILS OF ANY PREVIOUS ADDRESS WITHIN THE LAST 6 MONTHS*	
House Name and/or Number	
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	
Country	

*US Residents and Citizens will be required to complete section 2.5.

**2.4. SUPPORTING DOCUMENTATION****Proof of identification**

Individuals holding St Helenian Status are required to provide a valid certified 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 certified 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)	
Birth Certificate	☐
Valid Certified Passport*	☐
Other e.g. Marriage Certificate (PLEASE SPECIFY)	☐

*Passport copies may be certified by a Banking Official, Immigration Official, Chief of Police, Chartered Accountant, Public Solicitor, Attorney General, Justice of the Peace, Registrar and Deputy Registrar of Births, Marriages and Deaths. These copies must include an official stamp.

Confirmation of address (All Account opening customers)	
Utility bill (for current and past address)	☐
Tax bill	☐
Other (PLEASE SPECIFY:)	☐
Proof of Long Term Stay (for Non-St Helenian residents only)	
Letter of Employment (for contracted, non-St Helenian employees)	☐
Letter of Introduction (for partners of St Helenians and partners/spouses of contracted, non St Helenians)	☐

2.5. US TAX INFORMATION (FOR US RESIDENTS AND CITIZENS ONLY)

US Resident Classification	US Citizen ☐	Green Card Holder ☐	US Passport Holder ☐
Tax Identification Number (TIN)			
I hereby certify that	I am ☐	I am not ☐	a citizen of the United States for tax purposes
	I do ☐	I do not ☐	own real estate in USA
Signed			

2.6. REGULAR STATEMENTS

(BY TICKING AN OPTION BELOW, YOU INDICATE THAT YOU WISH TO RECEIVE A REGULAR STATEMENT ON YOUR FIXED SAVER ACCOUNT, AND DO NOT HAVE ONLINE BANKING)

Bank Statements will primarily be distributed using the address you have provided in Section 2. Please tick one of the following:

Frequency	Monthly ☐	Quarterly ☐	Annually ☐
☐ Issued by post			☐
☐ Collection from a Bank of St Helena Branch			☐

Customers will not receive a statement if this section is incomplete.

**2.4. EXPECTED LEVEL OF CREDIT**

Please specify the anticipated amount to be deposited at any one time into the account e.g. £20 per month.

Average credit amount:

2.5. SOURCE OF WEALTH

Please specify your Source of Wealth? E.g. Sale of Assets, Loans, Inheritance

SECTION 3: DECLARATION

I hereby confirm that:

- | | |
|--|--------------------------|
| 1. the above details are correct and complete. | ☐ |
| 2. I will have read and accepted all applicable Terms & Conditions for this Account, and will operate the Account in accordance with these Terms & Conditions as set by Bank of St Helena Ltd. | ☐ |
| 3. I will promptly notify the Bank of any changes in the above details. | ☐ |

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.



SECTION 4: BANK USE ONLY SECTION

Application Received	Signature		Date	
Application Entered	Signature		Date	

Screening Checklist	AML Screening			
	Account Number			
	Chart of Account			
	Date			
	Signature			

Account Verified by Assistant Customer Service Manager	Date	
	Signature	
Customer Contacted	Date	
	Signature	
Application Completed	Date	

Identity Verification (tick as appropriate):		
	Existing customer - give Account number(s)	
	By documents (attach copies)	



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