



Bank of St. Helena Ltd.

www.sainthelenabank.com

FIXED SAVER ACCOUNT APPLICATION FORM

BUSINESS / ORGANISATION / CHARITY



@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



Bank of St. Helena Ltd.

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 1.2 for full details of supporting documentation requirements.

About the Bank of St Helena Fixed Saver Accounts

Bank of St Helena Fixed Saver Accounts are available to individuals (including joint account holders), Minors, Business', organisations and registered charities. The Term runs from 01 July to 30 June. Deposits may be made to the account at any time however only one cash withdrawal or payment transaction may be made on the account during the term. Annual interest of 1% is accumulated on Fixed Saver Accounts (rates subject to change).

Completing the Savings Account Opening Form

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

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

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**SECTION 1: BUSINESS DETAILS**

1.1. BUSINESS DETAILS						
Account required for a:	Business					
	Organisation					
	Registered Charity					
	Charity					
Nature of Business: <i>(e.g. Core activities of Business)</i>						
Source of Funds: <i>(Please tick)</i>	Cash Deposits		Third Party Deposits		Cross Border Payment	
	Other <i>(please specify)</i>					
Expected level of credit on a monthly basis:						
Title of Account <i>(BUSINESS/ CHARITY/ ORGANISATION NAME)</i>						
Legal Address <i>(AS HELD BY THE COMPANY REGISTRAR OR SHG INCOME TAX OFFICE)</i>						
Legal Form <i>(FOR BUSINESS CUSTOMERS ONLY - TICK BELOW AS APPROPRIATE):</i>						
Sole Trader						
Partnership						
Private Limited Company						
Public Limited Company						
Company Number <i>(WHERE APPLICABLE FOR BUSINESS CUSTOMERS):</i>						
Registration Number <i>(FOR BUSINESS AND REGISTERED CHARITIES ONLY):</i>						
Place of Registration <i>(FOR BUSINESS AND REGISTERED CHARITY CUSTOMERS):</i>						
Normal place of business <i>(ADDRESS OF NORMAL BUSINESS OPERATION):</i>						

1.2. PROOF OF LEGAL FORM

Businesses must provide proof of legal status. Business accounts cannot be opened without the following:

Proof of St Helenian Legal Status

Copy of Tax Registration Number (for all businesses)	
Copy of Company Registration Number	
Verification of Address (a utility bill or addressed documentation verifying the address of the business or business owner)	
Copy of Articles of Incorporation (for Registered Companies)	
Proof of Company Directors (copy of Directors Appointment Letters, proof of address and Certified Passport*)	
Copy of the Constitution under which the Business operates (not required for Sole Trader or Partnership businesses)	

Parastatals (Government owned/funded) must also provide:

A copy of the Ordinance under which the Company operates	
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**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.*

1.3. COMMUNICATION (PLEASE COMPLETE ALL FIELDS THAT ARE APPLICABLE)

Contact Name: *(name of the individual to receive bank communications, if different to the account holder listed in section 1.1. customers should note third party individuals receiving account information or documentation must be authorised to do so)*

Telephone	Home:	Work:	Mobile:
Email:			
Communications Preference - Please select your preferred form of contact from the Bank*:			
Telephone		Mobile	
Email*			

1.4. OTHER BANK ACCOUNTS

Please List Other Business Accounts (if any now or previously held) with Bank of St Helena Ltd.

Account Name	Account Number	Card Account (✓)

SECTION 2: ACCOUNT FEATURES

Savings Customers can view their balance and print and download their statements using Online Banking. If you are already an Online Banking Customer you can add your Fixed Saver to your portal, but will not be able to transfer from the account. If you do not wish to proceed with Online Banking, please complete the Statement section.

ONLINE BANKING	
Customers with Online Banking:	
Include this new account in my existing Online Banking (please tick)	☐
Customers without Online Banking – please complete the Account Features Application	
Customers with Online Banking will not receive printed statements.	

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 1. 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.						

SECTION 3: PERSONS CONTROLLING THE ACCOUNT

3.1. AUTHORISED SIGNATORY 1				
Full Name:				
Nationality:				
Please detail any Dual Nationality:				
Personal Address:				
Proof of Current Address:				
Role in the Business/Charity/Organisation:				
Are you classified as a Politically Exposed Person?*	Yes	☐	No	☐
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):	☐			
Specimen Signature:				
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					

3.2. AUTHORISED SIGNATORY 2

Full Name:				
Nationality:				
Please detail any Dual Nationality:				
Personal Address:				
Proof of Current Address:				
Role in the Business/Charity/Organisation:				
Are you classified as a Politically Exposed Person?*	Yes	☐	No	☐
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):				☐
Specimen Signature:				

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						

3.3. AUTHORISED SIGNATORY 3

Full Name:				
Nationality:				
Please detail any Dual Nationality:				
Personal Address:				
Proof of Current Address:				
Role in the Business/Charity/Organisation:				
Are you classified as a Politically Exposed Person?*	Yes	☐	No	☐
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):				☐
Specimen Signature:				

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					

3.4. AUTHORISED SIGNATORY 4						
Full Name:						
Nationality:						
Please detail any Dual Nationality:						
Personal Address:						
Proof of Current Address:						
Role in the Business/Charity/Organisation:						
Are you classified as a Politically Exposed Person?*		Yes	☐	No	☐	
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):					☐	
Specimen Signature:						
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						

3.5. AUTHORISED SIGNATORY 5						
Full Name:						
Nationality:						
Please detail any Dual Nationality:						
Personal Address:						
Proof of Current Address:						
Role in the Business/Charity/Organisation:						
Are you classified as a Politically Exposed Person?*		Yes	☐	No	☐	
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):					☐	
Specimen Signature:						
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					

*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 4: AUTHORISATION

INSTRUCTIONS

The bank should only accept instructions signed by:

Any single signatory; or

All signatories; or

Other, as described below:

SECTION 5: DECLARATION

APPLICANT DECLARATION

I hereby confirm that:

- the above details are correct and complete;
- I/We 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.
- I/We understand and agree that should I opt for the Bank of St Helena Ltd.'s Online Banking Service that I have read and accept the applicable Terms & Conditions for Online Banking and any subsequent products or services, and will operate the Online Banking Account in accordance with these Terms & Conditions as set by Bank of St Helena Ltd.
- I/We will promptly notify the Bank of any changes in the above details.
- I am not operating this account for anyone else other than the applicant.

Signed for and on behalf of the business:

Full Name:

Date:

Signature:

FOR BANK USE ONLY

Application received by:

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.