

Application Form

APPLICATION FORM FOR PENSION SCHEME (SSAS)

MEMBER TRUSTEES ONLY

- WITH AUTHORISED SIGNATORY OPTION
(NO PROFESSIONAL TRUSTEE)

Pension Fund Cheque Account

 **BANK OF SCOTLAND**
CORPORATE

Guidance notes for completion

- Please ensure that you have read our leaflet on how we use your personal data and the Data Protection Act Declaration, on Page 4 of this application form, before completing your details and signing.
- Please complete all appropriate white boxes on this form in BLOCK CAPITALS.

Verification of Identity

Confirming your identity

When you open an account, we may ask for additional information to confirm your identity. Bank of Scotland, in common with other financial services providers, has account opening procedures which reflect current legal and regulatory requirements (and best practice industry guidance) aimed at preventing money laundering and terrorist financing. In the event that these requirements are not satisfied but, nevertheless, money is paid into your account, Bank of Scotland may suspend operations on the account until identity is established. This is for your protection as well as ours, and is not intended to cause you inconvenience.

We will require:

1. Name, Address and Company Registration Number of the Principal Employer.
2. A certified copy of the Trust Deed or if the deed is large, certified copies of the pages of the deed detailing the Names and Addresses of each of the current trustees together with the signature pages within this application form.
3. Name and address of any 3rd party lodging funds to the account or letter on headed paper of Authorised Trustee stating there will be none.

For Bank use only

Access <div></div>		CBS Key <div></div>
Sort Code <div>- -</div>	Account Number <div></div>	Product Type Code <div></div>
Rel Code <div></div>	Originators Personnel Number <div></div>	

Pension Scheme Application – Please complete all sections in BLOCK CAPITALS

FOR INTERNAL USE ONLY

Introducer/Access Code

BK

Pension Scheme Office Reference

SF

Account Title

Name of Pension Scheme (Full)

THE GREEN LIGHT PENSION SCHEME

Correspondence Name

Correspondence Address

(for chequebooks and statements)

Postcode

Name and Address for Duplicate Statements

(if required)

Postcode

Contact Telephone number

Statement Frequency Requested (Please tick)

☐ Monthly

☐ Quarterly

☐ Half yearly

☐ Annually

1st Statement Date

e.g. DDMMYYYY (27MAR2000)

☐☐☐☐☐☐☐☐☐

Interest will normally be applied monthly. Should you wish your interest to be applied annually, please advise us.

Trustees Declaration

To: Bank of Scotland

1. We the undersigned, request and authorise you to open a Pension Fund Cheque Account in our joint names as Trustees of
-
- (insert Name of Pension Scheme, as above). (Hereafter referred to as "the Fund")
2. We authorise you, subject to the Terms and Conditions of the Pension Fund Cheque Account until you receive notice in writing to the contrary:
To honour and comply with all instructions, cheques, drafts, orders to pay, orders to withdraw any or all monies, endorsements, instruments, bills of exchange and promissory notes expressed to be drawn, signed, accepted, endorsed or made by or on behalf of us provided any such instructions, cheques, drafts, orders, bill of exchange, promissory notes, instruments and/or endorsements are signed by: (please tick as appropriate)
- ☐ AnyTrustee(s) (please enter the number of Trustees signing together)
- ☐ Other
- If other, please detail clearly:
-
- (e.g. one Trustee - Authorised Signatory and the Non Trustee - Authorised Signatory)
3. We will be jointly and severally liable as Trustees for all liabilities created pursuant to this Mandate.
4. We agree that in event of the death of either or any one or both or all or as appropriate of us, you are to pay or deliver to or to the order of the survivors of us all money, securities, deeds, documents, and other property whatsoever standing to the credit or held by you for the Pension Fund Cheque Account.
5. We agree that upon any individual ceasing to be a Trustee for whatever reason, due notice in writing will be given to the Bank signed by a quorum of Trustees for the time being.
6. We agree and confirm that the terms of the Trust Deed(s) enable the Administrators to delegate authority to operate the Pension Fund Cheque Account in accordance with the terms and conditions hereof and we will indemnify the Bank against any loss suffered as a result of any operation of the Pension Fund Cheque Account in accordance with the mandate which is in breach of the terms of the Trust Deed(s).
7. We authorise and request you to provide the Trust Fund Auditors for the time being and from time to time with such information as the Trust Fund Auditors may request from time to time concerning any accounts of the Trust Fund or concerning any transactions or business of the Trust Fund with the Bank.

Data Protection Act

By signing this document we understand that:

- Information we have provided in this application, and any other information relating to the Account, may be processed and disclosed in the ways described below.
- Our personal data may be shared with any company from time to time forming part of the same Group as Bank of Scotland along with the Introducer/Associated Companies/Insurers (if applicable).
- We may be kept informed of services and products which are regarded as appropriate. If we do not wish to be informed we can write to: Data Unit, Freepost NWW15306, City House, City Road, Chester CH88 3YZ.
- Our details will be checked with Fraud Prevention Agencies and if we give you false or inaccurate information and you suspect fraud, you will record this.
- Any sensitive information obtained will only be processed in order to provide the service requested.
- We are entitled to disclose information about any co-applicant(s) or guarantor(s)/ authorised signatories and/or anyone else referred to by us and they have been advised of this.

Further information about the uses to which your data will be put are available upon request.

We confirm that the signatures set out below are those of validly appointed Trustees under the Trust Deed(s)(and/or other authorised signatory if applicable). (All alterations to this form should be initialled by all the Trustees).

Signed:(all Trustees must sign)

X 

Trustee

Name & Address

Trustee

Name & Address

Trustee

Name & Address

Trustee

Name & Address

Trustee

Name & Address

Trustee

Name & Address

Trustees - Authorised Signatories – Please complete all sections in BLOCK CAPITALS


First Signatory

Full Name

Signatory's
Private Address

Postcode

Signature of
Account holder

 Date / /

Second Signatory

Full Name

Signatory's
Private Address

Postcode

Signature of
Account holder

Date / /

Third Signatory

Full Name

Signatory's
Private Address

Postcode

Signature of
Account holder

Date / /

Fourth Signatory

Full Name

Signatory's
Private Address

Postcode

Signature of
Account holder

Date / /

Non Trustees - Authorised Signatories – Please complete all sections in BLOCK CAPITALS

Please detail below or attach your own pre-printed list of Authorised Signatories.

Please also include a copy of the Board Resolution detailing signing authorities.

First Signatory

Full Name	
Signature of Account holder	<div>Date / /</div>

Second Signatory

Full Name	
Signature of Account holder	<div>Date / /</div>

Third Signatory

Full Name	
Signature of Account holder	<div>Date / /</div>

Fourth Signatory

Full Name	
Signature of Account holder	<div>Date / /</div>

Declaration For Payment Of Interest Gross – Please complete all sections in BLOCK CAPITALS

For investments made by or on behalf of an Exempt Approved Retirement Benefits Scheme.

It is an Inland Revenue requirement that this form is completed fully, and correctly. Please complete all boxes and initial all amendments.

1. Declaration – please complete ALL details

Name of Pension Scheme	
Correspondence Address	

Account Number									
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Sort Code						
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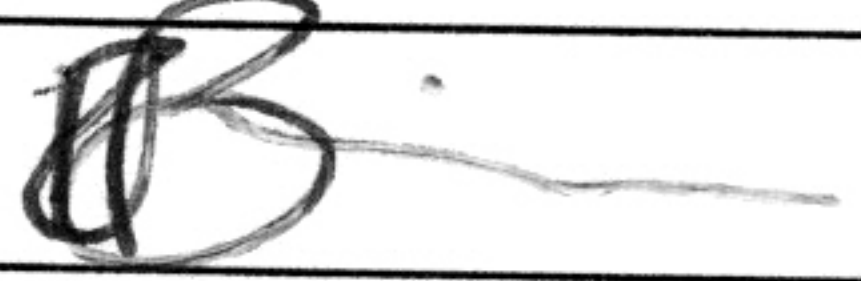
Bank of Scotland
Citymark
150 Fountainbridge
Edinburgh EH3 9PE

2. Declaration

I hereby declare that the above named investor is an Exempt Approved Retirement Benefit Scheme within the meaning of Section 592 (1) of the Income and Corporation Taxes Act 1988, or a scheme which is before the Board of Inland Revenue in order for them to decide whether it qualifies as an exempt approved scheme.

3. Declaration – please complete ALL details

I hereby declare that the above named investor is eligible to receive interest gross as detailed above, and I undertake to notify the Bank, without delay, if the status should change.

Signed	 Date / /
Capacity in which signed (see note 1 below)	
First name(s) and Surname of signatory above	
Permanent address (see note 2 below)	

NOTES:

1. This form should be signed by a Trustee or the Administrator, or by a person authorised to sign by the Trustees.
2. If the person signing the declaration is acting in a professional capacity he should put his firm's address. Otherwise the signatory's principal resident address should be shown, except in the case of a body corporate where the registered office should be shown. (Where the permanent address is the same as the correspondence address, it must be written in full here).

Terms & Conditions

1. In these Terms and Conditions "the Bank" means The Governor and Company of the Bank of Scotland and "Account" means the Pension Fund Cheque Account.
2. The Bank reserves the right to refuse a deposit, or decline to open an Account or to require a depositor to close the Account without giving a reason for any such decision. However, the Bank will not close an Account without sound financial, business or legal reasons and will give not less than 30 days' notice of its intention to do so. The Bank reserves the right at any time to require references and/or completion of mandates.
3. Cheques may be payable to third parties and may be drawn for any amount. Cheques and orders will be signed in accordance with the mandate.
4. Interest is calculated on cleared balances on a daily basis and on the last business day of each month either applied to the Account or transferred to an account with any bank in the United Kingdom, specified in writing to the Bank by the Account holder. Alternatively, on the written request of the Customer, interest can be applied annually.
5. Details of interest rates are available on request.
6. Account holders are NOT permitted to overdraw. If there are insufficient cleared funds at credit of an Account to meet cheques presented for payment, they will be returned unpaid and a charge at the rate current at the time will be levied for each item so dishonoured. Cheques or other items negotiated by the Bank and which are returned or dishonoured for other than technical irregularities will incur a charge for each item. Should circumstances arise whereby an overdraft is inadvertently created, overdraft interest will be charged.
7. Statements are issued at a frequency of your choice or at the end of each calendar month. Paid cheques will not be returned to Account holders. Dividend counterfoils will only be returned to Account holders following the end of each fiscal year.
8. Post dated cheques must not be issued. The Bank reserves the right to treat a post dated cheque as if dated on the date of receipt and may pay the cheque on that day.
9. (a) All overseas Inward Payments expressed in a foreign currency received by the Bank destined for your Account will be converted into sterling at the rate obtainable by the Bank for similar amounts, on the date of receipt of such foreign funds.
(b) Any items requiring clearance and not denominated in sterling or denominated in sterling but drawn on bank branches outside the UK which are sent for credit of an Account will be sent for payment on a collection basis. Once the cleared proceeds have been received from the drawee bank, they will be converted to sterling at a rate obtainable by the Bank for similar amounts at that time.
10. There is no charge for cheques, pay-ins, Standing Orders and Direct Debits subject to Condition 6 above. We reserve the right to review matters on 1st March 2000 and annually thereafter.
11. We also reserve the right to make a charge for special services such as CHAPS Payments and Special Presentations. Separate details are available on request.
12. Where lodgements are made by Bank Giro Credit through other Branches or banks in the UK, the Bank reserves the right to recover (by debit to the depositor's Account) the amount of any interbranch/interbank charges which may be levied against the Bank in respect of these transactions.
13. Any Stop Payment Orders given to the Bank must be in writing and must specify the exact amount of the cheque, the Account number, the payee, the date and the serial number of the cheque.
14. Any instruction regarding a Standing Order or Direct Debit must be made in writing. No acknowledgement will be given unless specifically requested by the Account holder.
15. All changes of address must be notified immediately by the Account holder in writing to the Bank.
16. Charges may be varied after giving you not less than 30 days' notice.
17. We will notify you direct in writing of any changes to these terms and conditions -
 - If the change is to your advantage, we may make the change immediately and tell you about it within thirty days.
 - If the change is neither to your advantage nor disadvantage, we will always give you at least thirty days' notice before making the change.
 - If the change is to your disadvantage, we will notify you direct and in writing at least thirty days before we make the change. At any time up to sixty days from the date of the notice you may, without notice, switch your account or close it without having to pay any extra charges or interest for doing this.
18. Other Terms and Conditions may be varied after giving you not less than 30 days' written notice except where legislation requires an immediate change.

Would you like more information?

If you are an existing business customer of Bank of Scotland please call us

On:

0131 659 0836 or 0131 659 0138 †

(Lines are open Mon - Fri 9am - 5pm)

You can also find us at:

www.bankofscotland.co.uk/corporate

Bank of Scotland is a member of the Financial Services Compensation Scheme established under the Financial Services and Markets Act 2000. The Scheme was set up mainly to assist private individuals, although small businesses are also covered. Larger businesses are generally excluded. Where a customer has made deposits in a savings or bank account, payments under the scheme are limited to 100% of the first £2,000 and 90% of the next £33,000 of the total deposits subject to a maximum payment to any one depositor of £31,700. Most deposits denominated in sterling and other European Economic Area currencies and euro made with offices of the bank within the European Economic Area are covered. There are different levels of protection for other investments covered by the Financial Services Compensation Scheme. Further details of the scheme are available on request.

Bank of Scotland subscribes to the Business Banking Code, copies of which are available on request.

†Telephone calls may be recorded for security purposes and may be monitored under our quality control procedures.

Information is available in large print, audio and Braille on request; please call for details. You may contact us using Type Talk.

 **BANK OF SCOTLAND**
C O R P O R A T E