



Bank of St. Helena Ltd.

www.sainthelenabank.com

CURRENT 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



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 applying for a Bank of St Helena Account, the Bank is required to verify the applicant’s identity and residential address. Applicants are therefore required to provide supporting documentation as proof. Please refer to section 2 for full details of supporting documentation requirements.

About the Bank of St Helena Current Accounts

Bank of St Helena Business Current Accounts are available in three packages, offering customers banking services appropriate to their needs. Account Packages details are outlined in section 3 of the application form.

About the Bank of St Helena Current Account Packages

Bank of St Helena Business Current Accounts are available in three packages, offering customers banking services appropriate to their needs.

Package	Package Features	Fee
Basic	Local Debit Card	Free
	One free monthly Statement	
Standard	Local Debit Card	£5/month
	One Free Cheque Book Per Month	
	Online Banking* (view/download Statements, undertake up to 20 Account Transfers, International payments & 1 Journal Payment)	
	£300.00 Interest Free Overdraft	
Premium	Local Debit Card	£30/month
	One Free Cheque Book Per Month	
	Online Banking (Statements, unlimited Account Transfers, Journals, International Payments and Direct Debit Payment Collection)	
	£500.00 Interest Free Overdraft	

*All first-time Online Banking users applying for a **Standard** Package qualify for a **free three-month trial**. Contact the Bank for more information.

Completing the Current Account Opening Form

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

This application should be completed in full where existing Account holders with Bank of St Helena Ltd wish to apply for an Account Package. This form should be accompanied by relevant Appendix Forms (e.g. Local Debit Card Information).

For assistance with an Account Openings 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 DETAILS

Account required for a:	Business	
	Organisation	
	Registered Charity	
	Charity	
Title of Account (BUSINESS/ CHARITY/ ORGANISATION NAME)		
Legal Address (AS HELD BY THE COMPANY REGISTRAR OR SHG INCOME TAX OFFICE)		
Legal Form (FOR BUSINESS CUSTOMERS ONLY - TICK BELOW AS APPROPRIATE):		
Sole Trader		
Partnership		
Private Limited Company		
Public Limited Company		
Company Number (WHERE APPLICABLE FOR BUSINESS CUSTOMERS):		
Registration Number (FOR BUSINESS AND REGISTERED CHARITIES ONLY):		
Place of Registration (FOR BUSINESS AND REGISTERED CHARITY CUSTOMERS):		
Normal place of business (ADDRESS OF NORMAL BUSINESS OPERATION):		



OTHER BANK ACCOUNTS	
Please List Other Business Accounts (if any now or previously held) with Bank of St Helena Ltd.	
Account Name	Account Number

Please List Accounts (Bank and Account Name) held with other Banks	
Bank Name	Account Name

COMMUNICATION (PLEASE COMPLETE ALL FIELDS THAT ARE APPLICABLE)			
Contact Name: <i>(name of the individual to receive bank communications, if different to the account holder listed in section 1.. customers should note third party individuals receiving account information or documentation must be authorised to do so)</i>			
Telephone	Home:	Work:	Mobile:
Email:			
Communications Preference - Please select your preferred form of contact from the Bank*:			
Telephone	<input type="checkbox"/>	Mobile	<input type="checkbox"/>
		Email*	<input type="checkbox"/>

*Please note some Bank information will be sent to you via email (e.g. Online Banking outages)



SECTION 2: PROOF OF LEGAL FORM

Businesses Accounts cannot be opened without the following:	
Copy of Tax Registration Certificate (for all businesses)	
Copy of Company Registration Certificate	
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) or Copy of the Constitution under which the Business operates (not required for Sole Trader or Partnership businesses)	
Proof of Company Directors (copy of Directors Appointment Letters, proof of address and valid Passport/birth certificate)	
Non-residents require a valid work permit for each specific business	
Parastatals (Government owned/funded) must also provide:	
A copy of the Ordinance under which the Company operates	

Organisation Accounts cannot be opened without the following:	
A copy of the Constitution under which the Organisation operates (for clubs, teams etc the Constitution of governing Associations)	
Letter of Introduction (from the governing Association)	
Verification of Address (of Organisation)	
Personal documentation for Organisation Signatories (proof of address and valid Passport/Birth Certificate)	

(Registered) Charities Accounts cannot be opened without the following:	
A signed Letter from the St Helena Charity Commission with Charity Registration Number	
A copy of the Constitution under which the Charity operates	
Verification of Address (letter/formal document verifying the address of the Charity)	
Personal documentation for Charity's Signatories (proof of address and valid Passport/Birth Certificate)	

SECTION 3: ACCOUNT PACKAGES

Upon selecting a Current Account Package, please tick all features to be enabled on the Account Package.

ALREADY IN POSSESSION OF AN ACCOUNT PACKAGE

Please specify here details of your existing **BUSINESS** account package below:

ACCOUNT PACKAGE	DETAILS
Primary Account Number	
Account Name	
Package	
Package Features enabled	Online Banking (Standard/Premium) <input type="checkbox"/>
Include this new account in Online Banking	<input type="checkbox"/>



NOT IN POSSESSION OF AN ACCOUNT PACKAGE

Please complete the section below to apply for a package on this account.

Basic	
Local Debit Card	
One Free Monthly Statement	

Standard	
Online Banking (View and download statements; up to 20 Account Transfers, International Payments; and 1 Journal Payment)	
Cheque Book	
Local Debit Card	
£300 Interest Free Overdraft	

Premium	
Online Banking (Statements, unlimited Account Transfers, Journals, International Payments and Direct Debit payment collection)	
Cheque Book	
Local Debit Card	
£500 Interest Free Overdraft	

Account Package Fee agreed by Customer and Bank	£
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REGULAR STATEMENTS (CUSTOMERS WITH ONLINE BANKING WILL NOT BE ISSUED STATEMENTS)	
Bank Statements will primarily be distributed using the email you have provided in Section 1. Please tick one of the following:	
• Email Statement to the email listed in section 1	
• I do not have an email address (further options will be discussed)	
• Collection from a Bank of St Helena Branch	

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



SECTION 4: AUTHORISED SIGNATURES - PERSONS OPERATING THE ACCOUNT

4.1. AUTHORISED SIGNATORY 1	
Full Name:	
Personal Address:	
Proof of Current Address:	
Role in the Business/Charity/Organisation:	
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):	<input type="checkbox"/>
Specimen Signature:	

4.2. AUTHORISED SIGNATORY 2	
Full Name:	
Personal Address:	
Proof of Current Address:	
Role in the Business/Charity/Organisation:	
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):	<input type="checkbox"/>
Specimen Signature:	

4.3. AUTHORISED SIGNATORY 3	
Full Name:	
Personal Address:	
Proof of Current Address:	
Role in the Business/Charity/Organisation:	
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):	<input type="checkbox"/>
Specimen Signature:	

4.4. AUTHORISED SIGNATORY 4	
Full Name:	
Personal Address:	
Proof of Current Address:	
Role in the Business/Charity/Organisation:	
Valid Passport/ Birth Certificate (FOR NON-DIRECTORS, TICK AS SUBMITTED):	<input type="checkbox"/>
Specimen Signature:	



SECTION 5: AUTHORISATION

The Bank should only accept instructions signed by: (PLEASE TICK AS APPROPRIATE)	
Any single signatory	<input type="checkbox"/>
All signatories	<input type="checkbox"/>
Other, please describe below:	<input type="checkbox"/>

SECTION 6: DECLARATION

It is hereby confirmed that:	
1. The above details are correct and complete;	<input type="checkbox"/>
2. The <i>Business/Organisation/Charity</i> has read and accepted all applicable Terms & Conditions for this account, and will operate the account in accordance with these Terms & Conditions, as set by the Bank of St Helena Ltd.	<input type="checkbox"/>
3. The <i>Business/Organisation/Charity</i> understands and agrees that, should it opt for Bank of St Helena Ltd.'s St Helena Pay Service, it has read and accepted the applicable Terms & Conditions for the St Helena Pay Service and any subsequent products or services used, and will operate the Service in accordance with these Terms & Conditions.	<input type="checkbox"/>
4. The <i>Business/Organisation/Charity</i> agrees that the Monthly Account Package Fee is to be credited to Bank of St Helena Ltd from the account (<i>the fixed payment date will be set by Bank of St Helena Ltd</i>).	<input type="checkbox"/>
5. The <i>Business/Organisation/Charity</i> will promptly notify the bank of any changes in the above details.	<input type="checkbox"/>
Name:	
Date:	
Signed (on behalf of the business):	

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 7: FOR BANK USE ONLY

Application Received	Signature		Date	
Application Entered	Signature		Date	
Recommendation for Account				
Account Package Features	Debit Card			
	Online Banking			
	Business Overdraft			
	Cheque Book			
Approval of Application by Senior Management Team Member	Date			
	Signature			
AML Screening Number Allocation Account Opening	AML Screening			
	Client Number			
	Account Number			
	Date			
	Signature			
Processing Checklist	Chart of Account		Date	
	Overdraft		Signature	
	Online Banking			
Standing Order	Seq #		Date	
	Initial		Signature	
Account Verified by Customer Service Manager	Date			
	Signature			
Customer Contacted	Date			
	Signature			
Account Activated	Date			
	Signature			
Application Completed	Date			
	Signature			
<i>Business incorporation/registration documents attached.</i>				
Identity Verification (tick as appropriate):				
<input type="checkbox"/>	Existing customer - give Account number(s)			
<input type="checkbox"/>	By documents (attach copies)			

**ACCOUNTS WILL NOT BE ACTIVATED UNTIL DIGITALLY SIGNED.
NON-RESIDENT CUSTOMERS MUST PROVIDE ORIGINAL DOCUMENTATION TO ACTIVATE ACCOUNT.**



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