



Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

# Package Application

BUSINESS – ORGANISATION - CHARITIES



@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](mailto:info@sainthelenabank.com) · web [www.sainthelenabank.com](http://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.

### 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	

This form should be completed by Business/Organisation/Charity account holders. Where customers are applying for a package on a Personal (individual or joint) account, please request the appropriate Personal Banking Package Application form.

\*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 Package Application 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 a Package Applications 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: APPLICANT DETAILS

Please note that the information provided below will be considered as current and will be used by the Bank for any communication to the Account Holder.

<b>Business/Organisation/Charity Name</b>	
<b>Address:</b>	
<b>Telephone Number (H/W/M)</b>	
<b>Email Address*</b>	

\*Please note we will use email to send you some service updates (e.g. Online Banking outages, new St Helena Pay businesses)

## SECTION 2: ACCOUNT DETAILS

To select a new Package please use the summary of the Account Package details listed above. Customers choosing to remain on the Basic Package should identify the accounts on which the Local Debit Card is to be applied.

<b>Primary Account Number:</b> <i>(monthly Package fees will be deducted from this primary account, where applicable)</i>	
<b>New Account Package:</b> <i>(to be applied across all identified Customer Accounts)</i>	
<b>New Monthly Package Fee:</b> <i>(Agreed between customer and Bank)</i>	£

Please use the Table below to list all Accounts held in the Business, Organisation or Charity's name and tick the package features to be affiliated with each account. Please note:

- Local Debit Cards and Overdrafts may not be held on Savings Accounts i.e. Term Savings, New Life and Child Bond.
- Business are eligible to two Local Debit Cards per Current Account, additional cards requested will incur a one-off fee.
- The Overdraft feature may only be affiliated with one Current Account held by the Customer.
- Customers with Online Banking will not be issued a Statement.
- Where customers request a Statement, these will be emailed. Where the customer does not have an email address, a hardcopy will be issued through the post.
- Customers are reminded that, after the first free monthly statement, any additional statements will incur a fee. See the Bank's Rates, Fees and Charges for more information.

*Business Account information only*

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE (CURRENT/ SAVINGS)	LOCAL DEBIT CARD	ONLINE BANKING	CHEQUE BOOK	OVERDRAFT	STATEMENT

Where customers require Local Debit Card, Online Banking, or Cheque Book service the relevant forms will be provided. Customers should also note that fees will apply where additional cards for Per Pro or Power of Attorney Authorities are requested.



**SECTION 3: DECLARATIONS**

<b>It is hereby confirmed that:</b>	
1. The above details are correct and complete;	
2. The <i>Business/Organisation/Charity</i> has read and accepted all applicable Terms & Conditions, and will operate the account(s) in accordance with these Terms & Conditions, as set by Bank of St Helena Ltd.	
3. 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> ).	
4. The <i>Business/Organisation/Charity</i> will promptly notify the bank of any changes in the above details.	

**AUTHORISED SIGNATORY ONE**

<b>Title</b> (Mr/Ms/Mrs/Miss)	
<b>Full Name:</b>	
<b>Role in the Business/Organisation/Charity:</b>	
<b>Date:</b>	
<b>Signature:</b>	

**AUTHORISED SIGNATORY TWO (where required)**

<b>Title</b> (Mr/Ms/Mrs/Miss)	
<b>Full Name:</b>	
<b>Role in the Business/Organisation/Charity:</b>	
<b>Date:</b>	
<b>Signature:</b>	



**SECTION 4: FOR BANK USE ONLY**

Application Received	Signature		Date	
----------------------	-----------	--	------	--

Supporting Documentation	On File	Received from Customer
Proof of Identity		
Proof of Address		
Proof of Long Term Stay		

Credit Screening		
Recommendation for Account Package		
Account Features	Online Banking	
	Debit Card	
	Cheque Book	
	Overdraft	
Approval of Application by Senior Management Team Member		
Date Processed		
Account Changes Verified by Customer Service Manager	Date	
	Signature	
Customer Contacted	Date	
Completed	Date	
	Signature	

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



# Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

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

T. +290 22390 · F. +290 22553 · email. [info@sainthelenabank.com](mailto:info@sainthelenabank.com) · web [www.sainthelenabank.com](http://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