



Bank of St. Helena Ltd.

www.sainthelenabank.com

TERM SAVINGS 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 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 Term Savings Accounts

Bank of St Helena Term Savings 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 0.6% is accumulated on Term Savings 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 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: BUSINESS DETAILS

1.1. BUSINESS DETAILS		
Account required for a:	Business	<input type="checkbox"/>
	Organisation	<input type="checkbox"/>
	Registered Charity	<input type="checkbox"/>
	Charity	<input type="checkbox"/>
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	<input type="checkbox"/>	
Partnership	<input type="checkbox"/>	
Private Limited Company	<input type="checkbox"/>	
Public Limited Company	<input type="checkbox"/>	
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 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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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	<input type="checkbox"/>	Mobile	<input type="checkbox"/>	Email*	<input type="checkbox"/>
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1.4. OTHER BANK ACCOUNTS HELD

At Bank of St Helena (give numbers):	
At other banks (give bank name and address):	



SECTION 2: ACCOUNT PACKAGE

Under the condition that, up to one withdrawal or transfer may be made on a Term Savings Account, customers may choose to align this account with their existing Account Package, providing that it is a Premium Account Package.

Including your Term Savings Account with your Premium Account Package will allow you access to the account via your Online Banking feature. Allowing you to monitor the account at your convenience and undertake up to one Account Transfer or International Payment should you choose to do so. (Please note that the Account Transfer or International Payment undertaken with Online Banking, will count as the one payment transaction allowed on a Term Savings Account. Any further payment transactions undertaken will mean your account is in default and will be reverting to Current Account status).

Expected level of credit to this Account on a monthly basis?

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

ACCOUNT PACKAGE	DETAILS
Account Number	
Account Name	
Package	
Package Features enabled	Online Banking <input type="checkbox"/>
Include this new Account in Online Banking	<input type="checkbox"/>

Customers with Online Banking will not receive print or emailed statements.

REGULAR STATEMENTS	(BY TICKING AN OPTION BELOW, YOU INDICATE THAT YOU WISH TO RECEIVE A REGULAR STATEMENT ON YOUR TERM SAVINGS ACCOUNT, AND DO NOT HAVE ONLINE BANKING)
Bank Statements will primarily be distributed using the email you have provided in Section 1.3. Please tick one of the following:	
• Email Statement to the email listed in section 1.3	<input type="checkbox"/>
• I do not have an email address (further options will be discussed)	<input type="checkbox"/>
• Collection from a Bank of St Helena Branch	<input type="checkbox"/>

(Please note additional statements are subject to fees charged automatically to the primary account. See the Bank's Rates, Fees and Charges for more information). Customers will not receive a Statement if this section is incomplete.

SECTION 3: PERSONS CONTROLLING THE ACCOUNT

3.1. AUTHORISED SIGNATORY 1

Name:

Personal Address:

Proof of Current Address:



Passport (for Non-Directors):	
Role in the Business:	
Specimen Signature:	

3.2. AUTHORISED SIGNATORY 2 (PLEASE CROSS THROUGH IF NOT APPLICABLE)	
Name:	
Personal Address:	
Proof of Current Address:	
Passport (for Non-Directors):	
Role in the Business:	
Specimen Signature:	

3.3. AUTHORISED SIGNATORY 3 (PLEASE CROSS THROUGH IF NOT APPLICABLE)	
Name:	
Personal Address:	
Proof of Current Address:	
Passport (for Non-Directors):	
Role in the Business:	
Specimen Signature:	

3.4. AUTHORISED SIGNATORY 4 (PLEASE CROSS THROUGH IF NOT APPLICABLE)	
Name:	
Personal Address:	
Proof of Current Address:	
Passport (for Non-Directors):	
Role in the Business:	
Specimen Signature:	



SECTION 4: AUTHORISATION

INSTRUCTIONS	
The bank should only accept instructions signed by:	
Any single signatory; or	<input type="checkbox"/>
All signatories; or	<input type="checkbox"/>
Other, as described below:	<input type="checkbox"/>

SECTION 5: DECLARATION

APPLICANT DECLARATION	
I hereby confirm that:	
1. the above details are correct and complete;	<input type="checkbox"/>
2. 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.	<input type="checkbox"/>
3. 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.	<input type="checkbox"/>
4. I/We will promptly notify the Bank of any changes in the above details.	<input type="checkbox"/>
Signed for and on behalf of the business:	
Full Name:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>

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 6: BANK USE ONLY SECTION

Application Received	Signature		Date	
Application Entered	Signature		Date	
Recommendation for Account				
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			

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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