

# Application form for a Limited Company Account

## The Cater Allen

### BUSINESS RESERVE CHEQUE ACCOUNT

CATER ALLEN  
PRIVATE BANK

Please complete this form in BLOCK CAPITALS and return it to: Cater Allen Private Bank, Sovereign House, 16-22 Western Road, Romford RM1 3SP  
If you need any help to complete this form please call us on **0800 716 177**.

To complete our verification procedures and to comply with money laundering regulations, please ensure you enclose the relevant documents for proof of identity. We cannot process your application without this information.

#### 1 Account details

Account name

Business address

Postcode

Address for correspondence  
and statements

*if different from above*

Postcode

Telephone no.

Fax no.

E-mail address

Mobile no.

Business activity

Contact

Company registration number

Are any Company Assets subject  
to charge or debenture

Yes

No

Existing Account no.  
*if any*

Business established for

Years

*If you have any other bank accounts (either business or personal), please give details. A reference may be taken.*

Bank name  
& address

Postcode

Account no.

Account type Business

Personal

Sort code

## 2 Opening deposit

Currency\*

Amount

*\*Normally only £ Sterling,  
US Dollars or euro.*

I/we enclose a personal cheque for the total amount I/we wish to place on deposit, made payable to 'Cater Allen Limited'. *NB for joint accounts please send a single cheque from an existing joint account **signed by you both or separate cheques to make up the deposit.***

I have arranged for the above amount to be transferred to Cater Allen Bank:–

**Sort Code: 16 – 51 – 72      Account name: CATER ALLEN LIMITED**

**Reference: 'Account name' given in Section 1. Account details.**

**Details of bank making the transfer:**

Bank name  
& address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Sort Code

Telephone no.

## 3 Account facilities required

Please open account(s) denominated in the following currencies:

£ Sterling

US\$

euro

Please indicate if you require:

Cheque book

Paying-in book

(£ Sterling accounts only)

## 4 VISA application *if required.*

Please issue VISA cards denominated in the following currencies to Authorised Signatories

and

\*

£ Sterling

US\$

euro

*\* Please insert one or two letters corresponding to the Authorised Signatories shown in Section 6.*

**Each card requires the following minimum balance to be held in the same currency: £10,000; US\$ 5,000; €5,000**

Please provide a password **for the purpose of activating your VISA card(s).**

This could be the mother's maiden name of the first nominated Authorised Signatory (in section 6).

Where the mother's maiden name has less than 6 or more than 8 characters, please choose an alternative password.

Password

*Min. 6 characters Max. 8 characters*

## 5 Proof of identity

**In order to comply with Money Laundering Regulations, we are required to ask for documentary proof of identity from applicants who are not already known to us.**

**Please refer to the checklist on the back of this application for the items of identification that must be produced for all the Authorised Signatories and 20% Shareholders.**

## 6 Authorised Signatories

**A** Title *Mr/Mrs/Miss/Ms/Other*  Position   
Surname  Forenames   
Home address  Specimen signature

Postcode  Date of Birth  1 9   
How long have you been at your current home address?  Years  Months National Insurance no.   
Home tel no.  Nationality   
Previous address, if less than three years at address shown above (if more than one address, please provide details of all other addresses separately)

Previous home address

Postcode   
How long did you live at this address?  Years  Months  Years  Months

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**B** Title *Mr/Mrs/Miss/Ms/Other*  Position   
Surname  Forenames   
Home address  Specimen signature

Postcode  Date of Birth  1 9   
How long have you been at your current home address?  Years  Months National Insurance no.   
Home tel no.  Nationality   
Previous address, if less than three years at address shown above (if more than one address, please provide details of all other addresses separately)

Previous home address

Postcode   
How long did you live at this address?  Years  Months  Years  Months

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**C** Title *Mr/Mrs/Miss/Ms/Other*  Position   
Surname  Forenames   
Home address  Specimen signature

Postcode  Date of Birth  1 9   
How long have you been at your current home address?  Years  Months National Insurance no.   
Home tel no.  Nationality   
Previous address, if less than three years at address shown above (if more than one address, please provide details of all other addresses separately)

Previous home address

Postcode   
How long did you live at this address?  Years  Months  Years  Months

**D** Title *Mr/Mrs/Miss/Ms/Other* \_\_\_\_\_ Position \_\_\_\_\_  
Surname \_\_\_\_\_ Forenames \_\_\_\_\_  
Home address \_\_\_\_\_ Specimen signature \_\_\_\_\_

Postcode \_\_\_\_\_ Date of Birth \_\_\_\_\_ 1 9 \_\_\_\_\_  
How long have you been at your current home address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ National Insurance no. \_\_\_\_\_  
Home tel no. \_\_\_\_\_ Nationality \_\_\_\_\_  
Previous address, if less than three years at address shown above (if more than one address, please provide details of all other addresses separately)

Previous home address \_\_\_\_\_  
Postcode \_\_\_\_\_  
How long did you live at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

**7 Details of Shareholders with more than 20% capital.**

Please give full details below of all Shareholders holding more than 20% capital (This information is required by Money Laundering Regulations). Continue on a separate sheet if necessary.

Title *Mr/Mrs/Miss/Ms/Other* \_\_\_\_\_ Position \_\_\_\_\_  
Surname \_\_\_\_\_ Forenames \_\_\_\_\_  
Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Date of birth \_\_\_\_\_ 1 9 \_\_\_\_\_  
How long have you been at your current home address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ National Insurance no. \_\_\_\_\_  
Home tel no. \_\_\_\_\_ Nationality \_\_\_\_\_  
Previous address, if less than three years at address shown above (if more than two addresses, please provide details of all other addresses separately)

Previous home address \_\_\_\_\_  
Postcode \_\_\_\_\_  
How long did you live at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Title *Mr/Mrs/Miss/Ms/Other* \_\_\_\_\_ Position \_\_\_\_\_  
Surname \_\_\_\_\_ Forenames \_\_\_\_\_  
Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Date of birth \_\_\_\_\_ 1 9 \_\_\_\_\_  
How long have you been at your current home address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ National Insurance no. \_\_\_\_\_  
Home tel no. \_\_\_\_\_ Nationality \_\_\_\_\_  
Previous address, if less than three years at address shown above (if more than two addresses, please provide details of all other addresses separately)

Previous home address \_\_\_\_\_  
Postcode \_\_\_\_\_  
How long did you live at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

## 8 Application and Mandate

We certify that the following resolution of the board of directors of the Company was passed at a meeting of the board held on

\_\_\_\_\_ date

and has been duly recorded in the minute book of the Company. It was resolved that:

- 1 To Company applies to open an account with Cater Allen Limited and agrees to accept the published Terms and Conditions.
- 2 The Company authorises Cater Allen Limited:
  - a to honour all cheques and other orders or instructions authorising payment signed on behalf of the Company by any/any \_\_\_\_\_ *Delete as applicable and/or insert number of signatures required for cheques and other instructions* of the signatories appearing in Section 6 whether any account of the Company is in credit or debit
  - b to deliver up any item held by Cater Allen Limited on behalf of the Company in safe custody or for any other purpose against the written receipt or instructions of the signatories, and
  - c to accept the signatories as fully empowered to act on behalf of the Company in any other transactions with Cater Allen Limited.
- 3 The Company agrees that any indebtedness or liability incurred to Cater Allen Limited under this authority shall, in the absence of any express written agreement by Cater Allen Limited to the contrary, be due and payable on demand.
- 4 The Secretary shall, as and when necessary, supply to Cater Allen Limited lists of current directors, and, if applicable, other officials authorised to sign with specimen signatures and Cater Allen Limited may rely upon such lists signed by the Secretary.

You may, from time to time, send me/us details of additional services which you believe I/we will find beneficial.

If I/we do not wish to receive such information, I/we can indicate this by ticking this box:

**Please sign below**

**Director**

**Secretary**

Signature

Print Name

Date

## 9 Corporate questionnaire

Are you likely to require us to make regular CHAPS payments outwards?

Yes

No

If yes, please give an indication of:

Frequency

Amounts

Reason for regular outward payments

**Destination:**

Bank name and Address

Postcode

**Recipient:**

Account name

Account no.

Sort code

Are you likely to receive regular Sterling CHAPS payments or foreign payments inwards?

Yes

No

If yes, please give an indication of:

Frequency

Amounts

Reason for regular inward payments

Please provide details of any regular foreign payments you wish to make:

Frequency

Amounts

Reason

Country

### Proof of identity checklist

Please enclose, for EACH authorised signatory and 20% Shareholder, TWO OF THE FOLLOWING ITEMS showing both their name and address:-

- Original** credit card statement (**no more than three months old**)
- Original** bank or building society statement, or credit union statement containing address (**no more than three months old**)
- Original** recent utility bill (**no more than three months old**)
- Original** council tax bill (**for current year**)
- Original** Inland Revenue Notice of Coding (**latest**)
- Original** recent mortgage statement from a Recognised Lender

#### PLUS

- Certificate of Incorporation
- For businesses operating for more than 22 months a copy of the latest report and accounts

*These documents will be returned to you in due course*

**To complete our verification procedures and to comply with money laundering regulations, please ensure you enclose the relevant documents for proof of identification. We cannot process your application without this information.**

**If you require this information in large print, Braille, audio tape or PC disk, please contact us on 0800 716 177 or by text phone 0800 028 9333**

**CATER ALLEN**  
**PRIVATE BANK**

*[www.caterallen.co.uk](http://www.caterallen.co.uk)*

Cater Allen Private Bank is the name used for Private Banking by Cater Allen Limited.  
Registered Office: Abbey National House, 2 Triton Square, Regent's Place, London NW1 3AN. Registered in England No. 383032.  
Member of the Abbey National Group. All deposits held with Cater Allen Private Bank are fully and unconditionally guaranteed by Abbey National plc.  
Telephone calls may be recorded or monitored.

BRCA/L05/02