

About Your Organisation

Please read and complete all of the following sections and upload the form(s) via Internet Banking. You can do this by logging into Internet Banking, selecting 'Outstanding actions', 'Provide information' and 'Upload documents'. Signatures can be signed electronically or printed and uploaded as a scanned document.

If you have any questions, please call us on 0330 355 0355 or email CDD@triodos.co.uk.

Section 1 – Tax Information

Please contact your tax advisor or domestic tax authority if you have questions about your tax residency status.

We may be legally obliged to pass on relevant information on the account holders and their accounts to HMRC. If the account holders tax residence is located outside the UK, HMRC may exchange this information with tax authorities of other jurisdictions.

We may ask you to provide further information in relation to the tax residency of the account holder/s. If you do not respond to any requests for information, we may be required to report this to HMRC, who may exchange this information with tax authorities of other jurisdictions.

Entity type

Organisation registration number

Is your organisation taxable in the UK? Yes No

Is your organisation taxable in any other country other than the UK or US? Yes No
If yes, please indicate where you are a Tax resident and provide your organisations TIN (Tax Identification Number)

Country TIN

Is your organisation established or organised in the US? Yes No

Is your organisation incorporated in the US? Yes No

Is your organisation a financial institution? Yes No

Section 2 – Key Persons

Important information

We may need to verify the identity of the key persons provided. To help us verify identity and address we may make an electronic search, using the information supplied on this form. If we are unable to verify any of the Key Persons electronically, we will contact you separately.

We won't share your information with anyone else without informing you and will only share your data/ your business data with other organisations required to complete the processing necessary to provide our products and services and meet our legal obligations. This may include for example the exchange of your/ your business information or data (both within UK and where appropriate, overseas) with organisations such as fraud prevention agencies, credit reference agencies, debt recovery agencies, law enforcement agencies and other organisations as deemed necessary. For further information about how Triodos Bank use and share your personal information please see our Privacy Statement. <https://www.triodos.co.uk/privacy-statement>

If we are unable to verify any of the Key Persons electronically, we will contact you separately.

Beneficial owners

Please provide details of any individual that directly or indirectly owns or controls more than 25% of the organisation.

If you are a **Trust** please provide the details of:

- the settlor
- the trustees
- the beneficiaries
- any individual who has control over the trust

If the Trust operates for the benefit of a class of persons, do not include that class in this section.

If you are not a Trust, but are a Charity, your charity trustees may not meet the definition of a Beneficial Owner but may instead meet the definition of an Associated Party (see below).

Associated Parties

Associated parties are the people and/or organisations who control or significantly influence the business/organisation. Your organisation type will affect who you should list. For example:

- Body Corporates, including Limited Companies/ Unlimited Companies/ Limited Liability Partnerships - please include the director(s), secretary, chief executive officer, members of the committee of management or persons purporting to act in such a capacity, or any individual who is a controller of the body, or any person purporting to act as a controller.
- Unincorporated Associations - please include all officers of the association or all members of its governing body, or all persons acting in this capacity.
- Partnerships - please include the partners, or any persons acting in this capacity.

Make sure that you give details for anyone holding any of these positions listed below or an equivalent position:

- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Chief Financial Officer (CFO)
- Secretary

If more space is needed, please copy a sheet for each additional person.

Key Person 1

The Key Person form must be signed by either the Key Person or an Account Operator to confirm the information is correct and to authorise us to verify their details. **Please note, if full details are not provided, or the forms are not signed, you may need to complete them again.**

Please tick all that apply

Beneficial Owner (including trustees to a Trust) Associated Party (including charity trustees)
Organisation

Position/Role

Personal email

(We recommend your personal email as we may need to contact you for identification purposes)

Title Full name
Male Female Other/Prefer not to say

Date of birth / /

Country of birth Nationality

Residential address

Postcode

Are you a UK tax resident? Yes No

Are you a tax resident in any other country other than the UK or US? Yes No

If yes, please indicate where you are a Tax resident and provide your organisations TIN (Tax Identification Number)

Country TIN

Certification and Declaration

I certify that I am the key person to which this form relates, or I am authorised to sign for the above-named individual.

I declare that all statements made in this form are, to the best of my knowledge and belief, correct and complete.

Name

Signature

Date / /

Key Person 2

The Key Person form must be signed by either the Key Person or an Account Operator to confirm the information is correct and to authorise us to verify their details. **Please note, if full details are not provided, or the forms are not signed, you may need to complete them again.**

Please tick all that apply

Beneficial Owner (including trustees to a Trust)

Associated Party (including charity trustees)

Organisation

Position/Role

Personal email

(We recommend your personal email as we may need to contact you for identification purposes)

Title

Full name

Male

Female

Other/Prefer not to say

Date of birth / /

Country of birth

Nationality

Residential address

Postcode

Are you a UK tax resident? Yes No

Are you a tax resident in any other country other than the UK or US? Yes No

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Country

TIN

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I declare that all statements made in this form are, to the best of my knowledge and belief, correct and complete.

Name

Signature

Date / /

Key Person 3

The Key Person form must be signed by either the Key Person or an Account Operator to confirm the information is correct and to authorise us to verify their details. **Please note, if full details are not provided, or the forms are not signed, you may need to complete them again.**

Please tick all that apply

Beneficial Owner (including trustees to a Trust)

Associated Party (including charity trustees)

Organisation

Position/Role

Personal email

(We recommend your personal email as we may need to contact you for identification purposes)

Title

Full name

Male

Female

Other/Prefer not to say

Date of birth / /

Country of birth

Nationality

Residential address

Postcode

Are you a UK tax resident? Yes No

Are you a tax resident in any other country other than the UK or US? Yes No

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I declare that all statements made in this form are, to the best of my knowledge and belief, correct and complete.

Name

Signature

Date / /

Key Person 4

The Key Person form must be signed by either the Key Person or an Account Operator to confirm the information is correct and to authorise us to verify their details. **Please note, if full details are not provided, or the forms are not signed, you may need to complete them again.**

Please tick all that apply

Beneficial Owner (including trustees to a Trust)

Associated Party (including charity trustees)

Organisation

Position/Role

Personal email

(We recommend your personal email as we may need to contact you for identification purposes)

Title

Full name

Male

Female

Other/Prefer not to say

Date of birth / /

Country of birth

Nationality

Residential address

Postcode

Are you a UK tax resident? Yes No

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I declare that all statements made in this form are, to the best of my knowledge and belief, correct and complete.

Name

Signature

Date / /

Large print, braille and audio versions
available on request

Registered office:
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www.triodos.co.uk

Calls to and from Triodos Bank may be recorded for training and
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