

# Charity Application

**Before you start this application, please ensure:**

- All named parties are aged 18 or over and reside in the UK
- You hold a transactional UK bank account in the name of the charity, where electronic payments can be made
- If required, you are able to supply ID for all trustees, signatories and directors (where applicable)
- You have the appropriate supporting documents for your charity type (see section L for the documents we require)
- You can supply details for all trustees
- If your charity operates or benefits countries outside of the UK, you are able to evidence relevant financial crime policies
- Charities Commission and Companies House (where applicable) are up-to-date and reflect the information you have provided

## Section A

Charity name: \_\_\_\_\_

Legal status:  
(i.e. charitable company/CIO/excepted/exempt) \_\_\_\_\_

Charity registration number (if applicable): \_\_\_\_\_

Companies House number (if applicable): \_\_\_\_\_

Date established: \_\_\_\_\_

Charitable objectives: \_\_\_\_\_

Nature of activities: \_\_\_\_\_

Area(s) of benefit: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Your annual turnover: \_\_\_\_\_

Your balance sheet total: \_\_\_\_\_

Number of staff employed: \_\_\_\_\_

Registered address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact title & name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Section B

**Nominated bank account (for transferring funds to, and receiving funds from your UTB account)**

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

Sort code: \_\_\_\_\_

Branch name: \_\_\_\_\_

## Section C

**Your new account**

Type of new account required (please check available products)

**Notice deposit**

Period \_\_\_\_\_ days

- Please tick here to have annual interest repaid to your nominated bank account.**

**Fixed deposit**

Term \_\_\_\_\_ months/years  
(delete as appropriate)

- Please tick here to have annual interest repaid to your nominated bank account (only available for terms longer than 1 year).**

**Opening balance**

We wish to open a deposit account on the basis set out above with an initial deposit of

£ \_\_\_\_\_

**Please note, funds must be sent to United Trust Bank either by way of electronic transfer or a cheque from the nominated bank account (details provided in Section B of this application).**

**Please choose one of the options below:**

- Faster payment, BACS, CHAPS or cheque made payable to United Trust Bank Limited – once the account has been opened
- Cheque made payable to United Trust Bank Limited – enclosed with this application

**Source of funds**

Please indicate the source used to fund the savings account:

- Accumulated donations
- Compensation / settlement
- Donation / grant
- Gift / legacy
- Property sale
- Other – please provide detail \_\_\_\_\_

## Section D

**Please provide details of all signatories and at least two trustees as below:**

- For charities registered with the Charities Commission, at least two of the individuals must be Trustees as listed on the Charities Commission
- For charities not registered with the Charities Commission, please provide the details of at least four Charity Trustees as listed in your constitution, rule book, reports and accounts, or recent minutes
- One of the individuals named below must be the financial controller of the organisation, for example the treasurer or CFO, and one of the individuals must also sign the resolution authorising the opening of the account (section K)

**1.**

Title and name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Previous address: (Please complete this if you have lived at your current address for less than three years. If there are more addresses, please provide the information on a duplicate sheet.)  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Signatory  Yes  No (if yes, please complete Section E)

**3.**

Title and name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Previous address: (Please complete this if you have lived at your current address for less than three years. If there are more addresses, please provide the information on a duplicate sheet.)  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Signatory  Yes  No (if yes, please complete Section E)

**2.**

Title and name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Previous address: (Please complete this if you have lived at your current address for less than three years. If there are more addresses, please provide the information on a duplicate sheet.)  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Signatory  Yes  No (if yes, please complete Section E)

**4.**

Title and name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Previous address: (Please complete this if you have lived at your current address for less than three years. If there are more addresses, please provide the information on a duplicate sheet.)  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Signatory  Yes  No (if yes, please complete Section E)

If more than four individuals are required to fulfil signatory and beneficial owner requirements, please provide the information on a duplicate sheet.

**Section E**

**Account Mandate**

**Signing arrangements**

Please tick one box only. Instructions to operate this account will require:

- Any one signatory  Any two signatories  All signatories  Other \_\_\_\_\_

Please ensure the signature stays within the designated area.

**Sole / First Signatory**

Signature:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Second Signatory**

Signature:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Third Signatory**

Signature:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Fourth Signatory**

Signature:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Section F**

**How did you hear about United Trust Bank Limited?**

Please choose one option from the list below:

- Existing customer  
 Recommendation  
 United Trust Bank Limited website  
 Other website or search engine (please provide details below)  
\_\_\_\_\_

**Section G**

**Please confirm that the charity is registered in the UK for tax purposes**

**Is the charity registered in another country outside of the UK for tax purposes?**

No  Yes

Non-UK tax residency country: \_\_\_\_\_

Tax reference number: \_\_\_\_\_

If more than four individuals are required to fulfil signatory requirements, please provide the information on a duplicate sheet.

**Section H**

**Additional Trustees**

This section is for all additional trustees within the organisation. If these individuals have already been listed above in Section D, they do not need to be repeated.

The below list of individuals must match what is listed on the Charities Commission for registered charities, or within your governing document / reports & accounts for non-registered charities.

Title	Forename	Surname	Date of Birth	House Number	Postcode

**If more individuals are required to fulfil trustee requirements, please provide the information on a duplicate sheet.**

**Section I**

**Charity overseas activity information**

Do you receive donations or raised funds from countries outside of the UK?  Yes  No

Does your charity operate in or benefit countries outside of the UK?  Yes  No

**If your charity does not operate in or benefit countries overseas, please move straight to Section J.**

- 1) Please list all countries the charity operates in and the total percentage of donations/income received/delivered from/to those countries below:

Country the charity raises donations/income in	Total percentage of annual income received from country	Total percentage of donations delivered to that country

**If more countries are to be listed to fulfil requirements, please provide the information on a duplicate sheet.**

- 2) Please detail how the donations are raised:  


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- 3) Whether donations received are deposited into local bank accounts or your main bank account in the UK:  
**Local bank accounts / Main UK bank account** (please delete as appropriate):
- 4) Please list the procedures and policies you have in place for raising funds in the above countries (e.g. Anti-Money Laundering policy, financial crime, etc.):  


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- 5) Please describe how you deliver benefits to the countries listed in question 1) (e.g. local offices, local agents, direct payments to beneficiaries):  


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- 6) What other local connections/relationships exist in the countries listed in question 1) and how they are carried out:  


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- 7) How you monitor/check how donations/assets provided are used by the recipients:  


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## Section J

### Marketing Consent

At United Trust Bank Limited we take your privacy and the security of the data you provide to us seriously.

Occasionally we would like to provide The Charity with details of the deposit accounts, savings rates and other products that we offer.

If you provide your consent for The Charity to receive these details, you are free to withdraw it at any time in the future. You can do this by visiting [www.utbank.co.uk/preference-centre](http://www.utbank.co.uk/preference-centre) or by giving us a call on 020 7190 5555.

We will only ever use your information in accordance with any legal rights we have and always in accordance with our Privacy Notice: [www.utbank.co.uk/privacy-policy](http://www.utbank.co.uk/privacy-policy)

Please note that we will never pass The Charity's details to any third party for marketing purposes.

Please confirm your preferences below:

**The Charity would like to receive information from United Trust Bank Limited regarding Deposit accounts, savings rates and other products that you offer.**

Please let us know the ways in which you are happy for us to contact The Charity by ticking those that apply:

Phone / SMS

Email

Post

**The Charity does not wish to receive such information from United Trust Bank Limited.**

## Section K

### Agreement

We agree to be bound by the General Terms and Conditions and any Additional Terms and Conditions applying to this account or any other account we open with United Trust Bank Limited. We authorise you to make any enquiries that you consider necessary to confirm the details in this application. The information provided in this application is true to the best of our knowledge and the specimen signatures are correct.

We hereby certify that The Charity has the power to open the account applied for and if required we can produce evidence of the appropriate authority to confirm that the deposit may be made. We confirm that the account we are opening and the money we are investing is on behalf of The Charity named in this application.

We authorise you to act on the instructions of the authorised signatories named in this application. We acknowledge that we agree to indemnify United Trust Bank Limited fully in the event of any losses, claims or costs, which United Trust Bank Limited may suffer from accepting and enacting instructions provided by The Charity in accordance with this mandate. We will inform United Trust Bank Limited immediately, in writing, if the authorised signatories are to be changed. We will inform the bank immediately, in writing, should The Charity's tax status or beneficial owners change.

We confirm that The Charity named in this application is a UK resident entity and that we will inform United Trust Bank Limited immediately, in writing, if the entity or any named individual cease to be a UK resident.

We confirm that we have read a copy of the Terms and Conditions for the Bank's charity accounts in force from time to time and agree to be bound by these.

In order to process your application, United Trust Bank Limited will perform an identity check on your charity and any individuals named in the application with one or more credit reference agencies ("CRAs"). To do this, United Trust Bank Limited will supply information to CRAs and they will give us information about the charity and the individuals. CRAs will supply to us both public (including the electoral register) and shared credit, financial situation and financial history information and fraud prevention information.

United Trust Bank Limited will use this information to:

- Verify the accuracy of the data you have provided to us
- Prevent criminal activity, fraud and money laundering
- Verify the identity of The Charity and the individuals

When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other deposit takers and lenders.

The identities of the CRAs, their role also as fraud prevention agencies, the data they hold, the ways in which they use and share personal information, data retention period and your data protection rights with the CRAs are explained in more detail within the Credit Reference Agencies Information Document (CRAIN). The CRAIN for the CRAs we use can be found at:

TransUnion: [www.transunion.co.uk/crain](http://www.transunion.co.uk/crain) Equifax: [www.equifax.co.uk/crain](http://www.equifax.co.uk/crain) Experian: [www.experian.co.uk/crain](http://www.experian.co.uk/crain)

If you do not have access to the internet or would prefer a paper copy, please contact us on 020 7190 5555.

We will also use your information in accordance with our Privacy Notice which has been previously provided to you. A further copy can be found at [www.utbank.co.uk/privacy-notice](http://www.utbank.co.uk/privacy-notice) or contact the Data Protection Officer on 020 7190 5555.

**Signed\***

I have received and read a copy of the Depositor Protection Information Sheet

Date:

Name:

Position:

**Signed\***

I have received and read a copy of the Depositor Protection Information Sheet

Date:

Name:

Position:

\*at least one charity trustee listed in section D must sign this agreement

## Section L

### Supporting Documents

Please provide the following documentation as part of your application in order for us to process your request.

#### Charitable Company (limited by guarantee)

- Copy of constitution/governing document
- For Scottish Charities: copy of the constitution/governing document, evidence of Scottish Charity Regulator Registration and a copy of most recent accounts showing a list of trustees
- Copy of latest audited financial statements
- Resolution of charity authorising the opening of the account and conferring authority on those who are able to operate it

#### Charitable Incorporated Organisation (CIO)

- Copy of constitution/governing document
- For Scottish Charities: copy of the constitution/governing document, evidence of Scottish Charity Regulator Registration and a copy of most recent accounts showing a list of trustees
- Copy of latest audited financial statements
- Resolution of charity authorising the opening of the account and conferring authority on those who are able to operate it

#### Excepted Charity

- HMRC evidence of charitable status (where HMRC has been notified for tax purposes)
- Copy of latest financial report/accounts
- Certified copy of the governing document
- Copy of latest minutes on letter-headed paper providing authorisation to open the account, listing all trustees, individuals authorised to operate the account and confirmation the charity has no overseas affiliations
- Evidence that the charity/church body is part of a religious organisation such as a letter from diocese, church financials, church website etc where applicable.

#### Exempt Charity

- Certified copy of the governing document
- Copy of their HMRC notification of Charity Status (if not registered with charity commission)
- Resolution of charity authorising the opening of the account and conferring authority on those who are able to operate it

### Checklist

**Before you send us your application, please ensure the following are checked:**

- All pages of your application form have been completed
- Marketing consent completed
- Depositor Protection Information Sheet acknowledgement box completed and sheet retained for your records
- You have enclosed/attached all relevant document based on the type of Charity
- A signed cheque is enclosed (unless cheque to follow or a bank transfer is to be made once the account is open)
- Photocopies of identity documents may be required for all account holders, signatories, trustees and directors where applicable should electronic checks fail

**Please return your completed application to United Trust Bank, One Ropemaker Street, London EC2Y 9AW  
or by email to [deposits@utbank.co.uk](mailto:deposits@utbank.co.uk)**