



## Adding an Additional Account Holder

Please complete all sections of this form using BLOCK capitals

### Existing Account Holder Details

Surname

Forenames(s)

Please add the additional account holder to ALL accounts held

or to the account number(s) as follows:

---

### Additional Account Holder Details

Title

E-mail address

Surname

Residential Address

Forenames

Previous Names

Date of Birth

Postcode

Town of Birth

Home telephone

Country of Birth

Mobile telephone

Nationality

Retired

Yes

No

Dual/Multiple Nationality

Yes

No

Occupation\*

Please state any further nationalities below:

Annual Income\*\*

Name of Employer\*\*\*

Reason for adding Account Holder

\* If retired, please provide your previous occupation.

\*\* If retired, please provide your regular income. ie pensions

\*\*\* If retired, please provide your previous Employer.

---

### Politically Exposed Persons:

If you consider yourself a Politically Exposed Person (PEP) as defined in the following link ([www.skiptoninternational.com/politically-exposed-person](http://www.skiptoninternational.com/politically-exposed-person)) or other regulations please tick the box.

Additional Applicant

## Tax Details

### Are you a tax resident only in Guernsey?

Yes                      No

Please list all countries in which you are tax resident and supply the Social Security Number (Guernsey Residents) or TIN\* (where applicable).

**Country**

**TIN\***

**Country**

**TIN\***

**Country**

**TIN\***

### Are you a citizen of the United States?

Yes                      No

If yes, please provide your TIN\* above.

\*A tax identification number (TIN) is your tax registration number in your country of residence. We are required to obtain TINs, if possible. Where no TIN is available, please state why and supply documentary evidence from your tax office to support it:

### **Guernsey residents MUST provide Social Security Number, not tax reference.**

The Guernsey government has signed a number of inter-governmental agreements and the OECD Multilateral Competent Authority Agreement to share tax information, where applicable, with the tax authorities in other jurisdictions. The requirement to collect certain information about each customer's tax agreement is part of the Guernsey legislation and as a financial services company we are legally obliged to collect it. We are asking for your tax residency and tax ID numbers (where applicable) and will record this on our records now, but will only disclose this information to the relevant tax authorities if and when we are required by Guernsey law.

Your tax residence generally is the country in which you live for more than half a year, but there may be other criteria. Special circumstances (such as studying abroad, working overseas, or extended travel) may cause you to be resident elsewhere or resident in more than one country at the same time (dual residency). The country/countries in which you pay income tax are likely to be your country/countries of tax residence. If you are a US citizen or hold a US passport or green card, you will also be considered tax resident in the US even if you live outside the US.

If you have any questions on how to complete this section we recommend you speak to your tax or legal adviser.

## Verification of Identity

If you are a previous Skipton International customer please provide your old account number if possible.

Skipton International Limited reserves the right to seek and take up references on applicant(s) and to take such measures in order to verify the identity and/or the address of the applicant(s) as Skipton International Limited, in its sole discretion, thinks fit.

Please submit two forms of verification, one from list A and one from list B below for each applicant and tick the appropriate boxes.

---

A suitable certifier must certify that they have met the individual in person and have seen the original documentation whilst verifying the identity. The certifier must also sign and date the documentation and provide adequate information so that contact can be made with the certifier in the event of a query. We recommend that you use our 'Identification Verification Form' for this purpose. Alternatively, video verification can be completed by Zoom. The full procedure guide can be found [here](#).

\*ORIGINALS ARE PREFERRED (**NOT** passports and driving licenses) and will be returned to you directly. ALTERNATIVELY, CERTIFIED COPIES of the originals may be sent and will be retained by us. Copies must be certified as a true copy of the original by a professional person, e.g. your bank manager, senior civil servant, solicitor, accountant. All documents supplied must be written in English.

Verification of the occupier of the correspondence address is required as per list A and B above.

---

### Verification of identity:

In ALL cases two forms of identification will be required to confirm your identity. Please submit two forms of verification, one from list A and one from list B below for each applicant and tick the appropriate boxes.

#### List A

- Copy of current valid passport (copies of the relevant pages must be certified as a true copy of the original document and a reasonable likeness of the individual by a professional person e.g. your bank manager, senior civil servant, solicitor, accountant)
- Copy of current full driving licence [with photograph] certified as a true copy of the original document and a reasonable likeness of the individual by a professional person eg. your bank manager, senior civil servant, solicitor, accountant
- \*Guernsey pensions/benefits statements (photographic identity is preferred)

#### List B

- \*Utility bill showing address (eg. gas, electricity, etc. and must be no more than 3 months old. Mobile phone bills and general invoices are not acceptable)
- \*Bank, building society or credit card statement (statements must be no more than 3 months old);
- \*Correspondence from a government agency
- If using a correspondence address: Any of the above for both the residential and correspondence address.

\*ORIGINALS ARE PREFERRED and will be returned to you directly. ALTERNATIVELY, CERTIFIED COPIES of the originals may be sent and will be retained by us. Copies must be certified as a true copy of the original by a professional person, e.g. your bank manager, senior civil servant, solicitor, accountant. All documents supplied must be written in English.

## Skipton International Online

Skipton International Online allows you to digitally access your accounts, open new accounts, make external payments to your nominated account and make transfers between existing accounts at the touch of a button. Signing up – which is FREE - reduces the amount of paper we send to you, helping both you and Skipton International become more environmentally friendly.

To register for Skipton International Online, we require an email address, and intend to use the email address provided under the 'Your Details' section (page 3), unless stated otherwise.

Skipton International Online operates on Two Factor Authentication, meaning you must have access to Two separate devices when registering and logging in. One of these devices must be capable of downloading applications from either the Apple App Store or the Google Play Store.

**If you do not wish to sign up to Skipton International Online, please tick.**

---

## Skipton Telephone Banking

### Passcode(s) for Telephone Instructions

The passcode facility allows customers to give instructions via telephone. For security purposes this facility can only be used to:

- Make payments to Nominated Accounts (which have to be in your own name(s))
- To make transfers between accounts in your name(s) held at Skipton International Limited
- Obtain information about your account(s) held with Skipton International Limited

We recognise that it is convenient to be able to communicate via telephone, but there must be safeguards against misuse by other persons. You should understand that when we receive instructions by telephone we cannot be sure that they come from you. It is therefore vital that you keep tight control of your passcode. Security is your responsibility and therefore you should not divulge your chosen passcode and you should not write it down. Should it fall into the wrong hands, it would be easy for someone to give instructions that appear to have come from you. We will respond to such requests from you, provided that you waive any right of action you might have against us in the event that information is passed to someone else as a result of our responding to a request that purports to have come from you. If your account requires more than one signature for withdrawals, all passcodes will be required when giving instructions verbally over the telephone.

As you are using an insecure means of communication to give instructions to us and to receive information, we advise you to take legal advice before ticking the indemnity.

We will not make payments unless the correct passcode is quoted. We shall also decline to make payments to any account other than the pre-nominated one.

---

In order to register for Telephone Banking please provide your chosen passcode below:

Additional Applicant

**The passcode must be numerical and six digits long and should be unique and non-obvious.**

**Security is your responsibility and therefore you should not divulge your chosen passcode and should not write it down.**

# The Data Protection (Bailiwick of Guernsey) Law, 2017



The full Skipton International Privacy Policy can be found online at [www.skiptoninternational.com](http://www.skiptoninternational.com) and will also be issued alongside the terms and conditions for all new customers.



We are committed to protecting your privacy and keeping your personal information secure. Skipton will only request personal information that is necessary for us to process and maintain your accounts with us.



The Data Protection (Bailiwick of Guernsey) Law, 2017 gives individuals certain rights over their personal data and defines the rules for how a data controller, such as Skipton International, are allowed to process personal information. It also states that those who record and process personal information must be open and honest in how that information is used.

## Lawfulness of Data Processing

The Data Protection Law only allows us to use (or process) your personal information if we have a proper reason for doing so. We must have one or more of the following reasons:

- To fulfil our contractual obligations to you.
- It is a legal obligation.
- If you consent to it.
- If it is in our legitimate interest to do so

## Collecting Personal Information

The information that we collect about you may come from both yourself and some other sources as listed in the full Privacy Policy.

## Sharing Personal Information

The information that we collect about you may come from both yourself and some other sources as listed in the full Privacy Policy.

## Personal Data Rights

Under the Data Protection (Bailiwick of Guernsey) Law, 2017 individuals have specific rights over how companies use their personal data.

Please see the full Privacy Policy for details of these personal data rights and how Skipton meet these requirements.

We may occasionally contact customers with details of Skipton products including new interest rate options via post, email or telephone.

We believe it is within our legitimate interests to do so and that it is in your interests to be made aware of new products that could be of benefit to you. However, you can request that you are not contacted for this purpose by ticking the box below and at any other time, via email to [optout@skiptoninternational.com](mailto:optout@skiptoninternational.com) or by contacting our friendly Customer Services team on (+)44 1481 730730. You can also make this request in writing to the Data Protection Officer:



Data Protection Officer  
Skipton International Limited  
P.O. Box 509, Tudor House  
The Bordage, St Peter Port  
GY1 6DS Guernsey

---

**Please tick this box if you do not wish to receive further product information from Skipton International Limited (where Skipton may occasionally forward new interest rate offers)**

## Declaration (all applicants must complete)

To enable Skipton International Limited (Skipton) to confirm and document my tax status accurately; I/we hereby certify that:

The information provided on this form is complete and accurate.

I/We am/are the beneficial owner(s) of the account, or are authorised to sign on behalf of the individual who is the beneficial owner of the account.

I/We will notify Skipton immediately in the event of any change in the personal information provided or in my/our circumstances relevant to this form, and will provide Skipton with an updated form within 30 days of such change occurring. I/we further understand and agree that any failure to do so shall entitle Skipton, in its sole discretion, to terminate any account in which I/we have beneficial interest.

I will comply with all tax and exchange control laws, regulations and reporting requirements imposed by an applicable jurisdiction relating to my/our accounts maintained with Skipton.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete. I undertake to advise Skipton International Limited within 30 days of any change in circumstances which affects my tax residence status or causes the information contained in the declaration to become incorrect, and to provide Skipton International Limited with a suitably updated Self Certification and Declaration within 30 days of such change in circumstances.

For a joint account, will the signatures of all applicants be needed to authorise a withdrawal or only one signature from the applicants?

ALL

ONE APPLICANT

OTHER (eg. Any two/three) Please state:

**I/we confirm that I/we have received and read the Account leaflet and agree to be bound by the Account Terms and Conditions and the Skipton International Limited General Terms and Conditions for Savings Accounts. I/we also confirm that the requested account is to be held by me/us just for my/our benefit as owner(s).**

### Existing account holder(s)

### Additional applicant

Signature

Signature

Full Name

Date

Full Name

Date

Signature

Full Name

Date

Signature

Full Name

Date

### ALL ACCOUNT HOLDERS NEED TO AGREE AND SIGN THIS APPLICATION

Skipton International Limited (Skipton), registered in Guernsey: 30112, is a wholly owned subsidiary of Skipton Building Society.

Skipton is licensed under the Banking Supervision (Bailiwick of Guernsey) Law 2020, as amended.

Skipton will comply with the Data Protection (Bailiwick of Guernsey) Law 2017 at all times when obtaining and processing personal data. Our Privacy Policy can be found at [www.skiptoninternational.com](http://www.skiptoninternational.com). Skipton is a participant in the Guernsey Banking Deposit Compensation Scheme (the "Scheme") established by The Banking Deposit Compensation

Scheme (Bailiwick of Guernsey) Ordinance, 2008 (the "Ordinance"). Further information and a leaflet about the Scheme are available at: Website: [www.dcs.gg](http://www.dcs.gg)

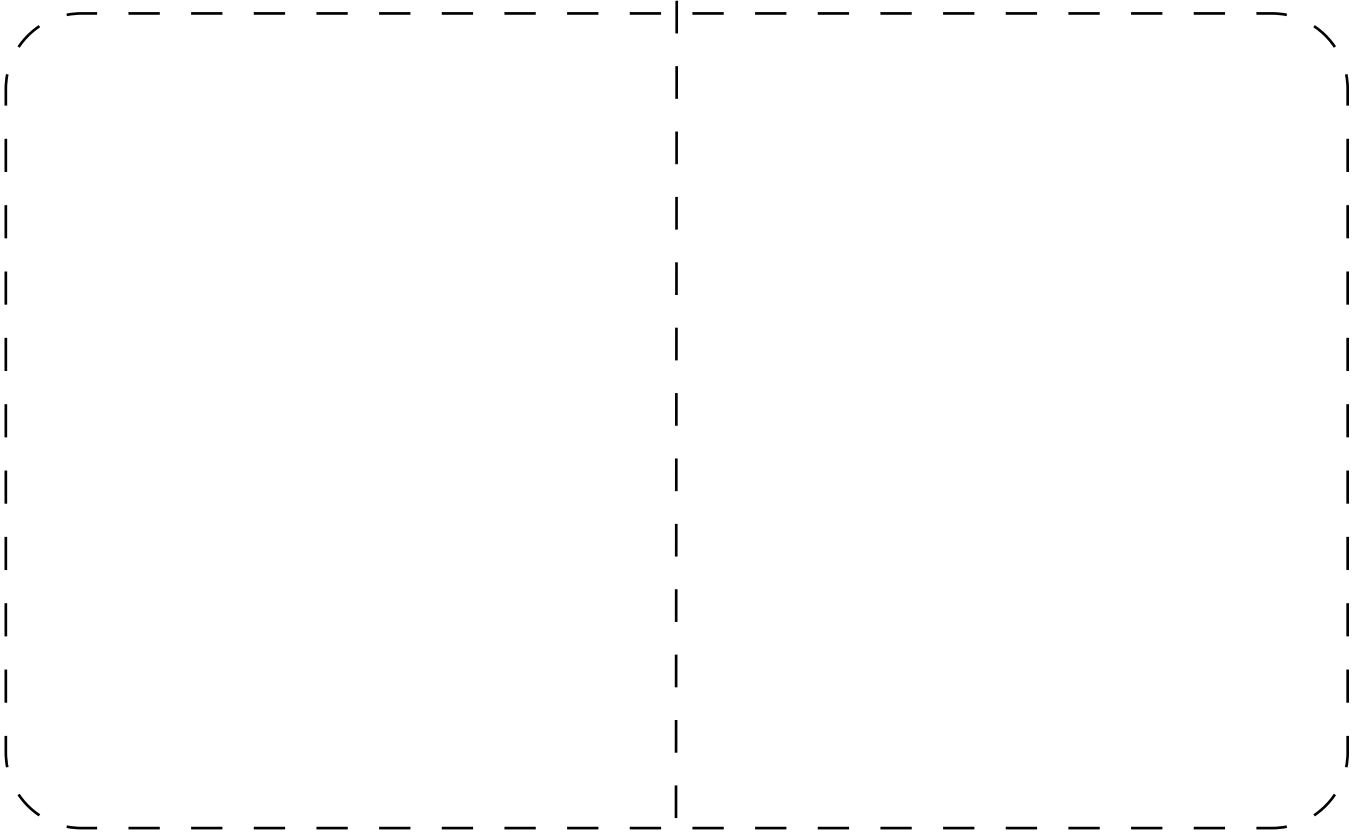
Telephone: +44 (0) 1481 722756 Post: P.O. Box 380, St Peter Port, GY1 3FY

Deposits made with Skipton International Limited are not covered by the Financial Services Compensation Scheme established under the UK Financial services and Markets Act 2000.

To help maintain service and quality, telephone calls may be recorded and monitored.

## IDENTIFICATION VERIFICATION FORM

Place identity document, picture down, on the photocopier, then place this form over the top, with the identity document here ensuring the signature page of your passport is included. Please now take a copy, and complete your details below. Please do not post your original passport or driving licence to us. Charges may apply for returning documents to you



Having seen the individual and identification document at the same time I certify this is a true copy and that the photograph is a reasonable likeness.

Full Name of Certifier

Signature of Certifier

Position of Certifier

Staff/FCA Number of Certifier

Company of Certifier

Contact Number of Certifier

Email Address of Certifier

Date



**\*Please note that the person certifying the document cannot be a family member.**

PO BOX 509, Tudor House, The Bordage, St Peter Port, Guernsey, Channel Islands, Great Britain, GY1 6DS. Skipton International Limited is a wholly owned subsidiary of Skipton Building Society. Telephone +44 (0)1481 730730  
Website [www.skiptoninternational.com](http://www.skiptoninternational.com)

We will comply with the Data Protection (Bailiwick of Guernsey) Law 2017 at all times when obtaining and processing personal data. Our Privacy Policy explains how and why Skipton collects, uses, stores and transfers personal data and can be found at [www.skiptoninternational.com](http://www.skiptoninternational.com)

To help maintain service and quality, some telephone calls may be recorded and monitored.