

# ADDING AN ADDITIONAL ACCOUNT HOLDER

Please complete all sections of this form using Block capitals.

Existing Account Holder Surname  Forename(s)

Please add the additional account holder to ALL accounts held  or to the account number(s) as follows:

Title	<input type="text"/>	Home telephone	<input type="text"/>
Surname	<input type="text"/>	Mobile telephone	<input type="text"/>
Forenames	<input type="text"/>	E-mail address	<input type="text"/>
Previous Names	<input type="text"/>	Occupation	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Annual Income	<input type="text"/>
Town of Birth	<input type="text"/>	Name of Employer	<input type="text"/>
Country of birth	<input type="text"/>		
Nationality	<input type="text"/>		
Residential address	<input type="text"/>		
Postcode	<input type="text"/>		

Reason for adding Account Holder

## Politically Exposed Persons:-

If you consider yourself a Politically Exposed Person (PEP) as defined in the Guernsey Financial Services Commission Handbook (<https://www.skiptoninternational.com/politically-exposed-person>) or other regulations please tick the below box.

Additional Applicant

## Tax Details

If you are European Union resident tax payers it is important you read section 43 of our General Terms and Conditions for Savings Accounts.

Please tick the box if you are exempt from the European Union Savings Tax Directive and provide verification of your exemption.

### PLEASE COMPLETE THE FOLLOWING SECTION.

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	<input type="text"/>	TIN*	<input type="text"/>
Country	<input type="text"/>	TIN*	<input type="text"/>
Country	<input type="text"/>	TIN*	<input type="text"/>

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:

**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 form we recommend you speak to your tax or legal adviser.

## 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 by a professional person e.g. your bank manager, senior civil servant, solicitor, accountant)
- copy of current full driving licence [with photograph] (certified 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 by a professional person, e.g. your bank manager, senior civil servant, solicitor, accountant. All documents supplied must be written in English.

## 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:

- In order to fulfil our contractual obligations to you, or
- if it is a legal obligation, or
- if you consent to it , or
- if it is in our legitimate interest to do so

A legitimate interest means that we have a business reason for using your information that does not treat you unfairly or have a negative impact upon you. If we ever do rely on or legitimate interest to process your personal information we will advise you of what we are doing.

## 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

We may share personal information with other affiliates of Skipton Building Society, third party review sites for service monitoring (currently Feefo) and some other organisations 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 via post, email or telephone with details of Skipton products including new interest rate options. 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' 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

Please tick this box if you do not wish to receive further product information (including new interest rate options) from Skipton International Limited.

## Declaration

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

1. The information provided on this form is complete and accurate.
2. 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.
3. 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.
4. I/we 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.
5. 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

Date

 Day /  Month /  Year

ADDITIONAL APPLICANT

Date

 Day /  Month /  Year

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 1994, as amended. To help maintain service and quality, some telephone calls may be recorded and monitored.

As a Licensed Bank in Guernsey, 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"). The following is a brief summary of the Scheme, but is not intended as a substitute for the actual wording of the Ordinance, a copy of which is available on request.

- The Scheme only applies to 'qualifying deposits', which broadly means deposits made by natural persons for their own benefit; with a few limited exceptions such as, for example, deposits made by trustees of retirement annuity trust schemes, the Scheme does not apply to companies, trusts, partnerships or charities.
- The Scheme will provide compensation in the event that a Licensed Bank is unable to repay its depositors. Under normal circumstances, payment will be made within 3 months of receipt of a valid claim form.
- Compensation is limited to a maximum of £50,000 per individual claimant; in the case of a joint account each depositor would be entitled.
- Total Scheme compensation in any five year period is limited to £100 million. If claims exceed this cap, compensation would be reduced pro rata. The cap also means that compensation in respect of any one bank cannot exceed £100 million.
- The amount payable may be reduced if the Bank has any contractual right of set-off against the account. The Scheme is entitled to recover compensation from any funds subsequently paid out by the Bank.
- Further information and a leaflet about the Scheme is 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.

# 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.

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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

Position of Certifier

Company of Certifier

Email Address of Certifier

Date

Day	/	Month	/	Year
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Signature of Certifier

Staff/ FCA Number of Certifier

Contact Number of Certifier



**SKIPTON  
INTERNATIONAL**

**\*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 online at [www.skiptoninternational.com](http://www.skiptoninternational.com)

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