

# Business Savings Accounts – Amendment Form



Use this form to amend the following details with us;

- Add or remove account signatories or persons with significant control.
- Change nominated bank account.
- Change name, address and email address of account signatories or persons with significant control.

Remember, you can only have a maximum of two account signatories on a business savings account.

Please use **BLOCK CAPITALS** and **BLACK** ink throughout.

Mark selection boxes clearly with a ✓. If you make a mistake, just place a line through the box and mark the correct box with a ✓.

## Section 1. The account

Business/trading name

Company registration number

Account number

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Type of amendment

Account signatories/persons with significant control  
(go to Section 2)

Nominated account  
(go to Section 3)

## Section 2. Changes to the account signatories and persons with significant control

Use this section to add, remove or amend account signatories or persons with significant control. Please list all of the personal information and state whether you would like to 'add', 'remove' or 'amend'. If you need more space or have multiple amends, please use multiple amendment forms. If you're adding a new account signatory and would like them to manage the account online, the account signatory will have to register online for a Customer ID. Please visit [virginmoney.com/businesslogin](https://virginmoney.com/businesslogin) to register, and tell us your Customer ID number below.

### 1st Account signatory/person with significant control

Person

Account signatory       Person with significant control

Type of amend

Add       Remove       Amend

If you are amending information, please provide the new details below. And if you're changing a name or removing an account signatory/person with significant control you can state the previous name/person in the box provided.

If applicable, state the previous name/person

Title

Forename(s)

Surname

Address

Postcode

Contact phone numbers. Please list all numbers

Email address

**Only complete the below if you're adding a new account signatory or person with significant control.**

Nationality

Dual nationality 1

Dual nationality 2

Date of birth

D	D	M	M	Y	Y	Y	Y
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Authorised signatory

Person with significant control

Position or role within the business

Treasurer

Trustee

Financial Director

Chief Accountant

Chief Executive Officer

Chairman

Company Secretary

Other

Where are you resident for tax purposes?

(Place a ✓ in one box only. For example, if you're a US citizen or resident, please select 'UK and another country' and enter 'United States' within 'Country of tax residence'. If 'UK only', mark the box with a ✓.)

United Kingdom only

United Kingdom and other country

If applicable, please list up to two additional countries in which you are tax resident outside the United Kingdom

Customer ID number (only to be completed for a new account signatory)

If you've selected to add a new account signatory, please ensure they sign below.

Signature

### 2nd Account signatory/person with significant control

Person

Account signatory

Person with significant control

Type of amend

Add

Remove

Amend

If you are amending information, please provide the new details below. And if you're changing a name or removing an account signatory/person with significant control you can state the previous name/person in the box provided.

If applicable, state the previous name

Title

Forename(s)

Surname

Address

Postcode

Contact phone numbers. Please list all numbers

Email address

**Only complete the below if you're adding a new account signatory or person with significant control.**

Nationality

Dual nationality 1

Dual nationality 2

Date of birth

D	D	M	M	Y	Y	Y	Y
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Authorised signatory

Person with significant control

Position or role within the business

Treasurer

Trustee

Financial Director

Chief Accountant

Chief Executive Officer

Chairman

Company Secretary

Other

Other

Where are you resident for tax purposes?

(Place a ✓ in one box only. For example, if you're a US citizen or resident, please select 'UK and another country' and enter 'United States' within 'Country of tax residence'. If 'UK only', mark the box with a ✓.)

United Kingdom only

United Kingdom and other country

If applicable, please list up to two additional countries in which you are tax resident outside the United Kingdom

Customer ID number (only to be completed for a new account signatory)

If you've selected to add a new account signatory, please ensure they sign below.

Signature

### Section 3. Nominated bank account

Complete this section if you want to change the nominated bank account that you make withdrawals to. This must be an account in your business name. We'll need a bank statement in the business name and address to confirm your new account details.

Please note, if you have interest being paid to your current nominated bank account this will be changed to your new account automatically.

Account number

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Sort code

			-				-			
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Ref/Roll no (if applicable)

Name of bank/building society

Account holder's name

### How we use your personal information

Here's a summary of how your information may be used and shared by Clydesdale Bank PLC (trading as Virgin Money).

For further details, including how your information may also be used by fraud prevention agencies and credit reference agencies together with your data protection rights, please see our website at [virginmoney.com/privacy](https://virginmoney.com/privacy) or visit any of our Stores.

#### Using your information

The personal information you give us, or that we collect or create, will be used in a number of ways throughout the time you're a Virgin Money customer. We'll use it to:

- Check your identity and eligibility for this account.
- Manage your account and your relationship with us.
- Prevent financial crime and the funding of terrorism.
- Improve our services and computer systems.
- Identify other products and services that you may find useful. (But we'll only contact you if you're happy to hear from us.)
- Manage and organise our business.

The information we ask for when you apply for this account is used to:

- Check your identity and eligibility for this account.
- Manage your account and relationship with us.
- Prevent financial crime and the funding of terrorism.

You don't have to give us any of this information but if you don't provide all of it, we won't be able to deal with your application.

### Sharing your information

We'll regularly share your information with credit reference agencies. We do this to check your identity, creditworthiness and eligibility for this account.

We'll also share your information with fraud prevention agencies who will use it to prevent and detect fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. We and fraud prevention agencies may also allow law enforcement agencies to access and use your information to detect, investigate and prevent crime.

Both credit reference and fraud prevention agencies may link your information to the information of a joint applicant, spouse or other financial associates.

Where we need to, we'll share information with UK or overseas tax authorities. We may also share information within our group of companies or with our commercial partners. Some information will be held and used outside the European Economic Area (EEA).

For details of the credit reference and fraud prevention agencies we use and the companies within our group, please see our website at [virginmoney.com/privacy](http://virginmoney.com/privacy) or visit any of our Stores.

### Holding your information and your rights

We'll hold your information for as long as necessary to manage your relationship with us and to meet our legal and regulatory obligations.

You can always ask for a copy of any information we hold about you. And if you spot any errors, we'll correct them. You may also be able to ask us for some or all of your information to be deleted, or to limit the way we use it. Full details of all of your rights can be found on our website at [virginmoney.com/privacy](http://virginmoney.com/privacy) or by visiting any of our Stores.

If you're unhappy with the way we're using your information, please talk to us so we can try to sort it out. If this doesn't

fix it, you can write to our Data Protection Officer at Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne,

NE3 4PL or contact the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to make sure organisations handle your information correctly. You'll find further details, including how to contact the ICO at [ico.org.uk](http://ico.org.uk)

## Declaration

1. I declare that the information contained within this form is true and correct.
2. I hereby declare that the person named in section 2 is/are permanent UK Residents, subject to UK tax legislation (Channel Islands and Isle of Man excluded) and I/we undertake to advise Virgin Money of any changes in this status.
3. I authorise you to act on instructions concerning the account which are given by one or both of the new account signatories named in Section

### Financial Services Compensation Scheme (FSCS) declaration

I have read the Financial Services Compensation Scheme booklet (attached to this form) which contains an Information sheet and Exclusions list and provides details of the protection provided by the FSCS.

This should be signed by one of the account signatories. If you're adding a new account signatory to the account, we need both the new account signatory and an existing account signatory to sign.

Name (in full)

Position in business

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Name (in full)

Position in business

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Please return your completed form and any supporting documents to: **Business Savings, Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL.**

**Office use only**

Checked by (colleague name):

Store:

Date:

Contact details:

ID applicant 1

**WDC use only**

COD

COT

ID applicant 2

