

# Account Update Form

## Limited Company/Trust/Club/Society/Charity

FOR OFFICE USE:

Existing Customer ID

If you are visiting a branch, please bring original documents. If you are completing and sending this application form by post, please provide certified copies of documents. The documents are to be certified by a registered Solicitor, Notary, Chartered Accountant or your Bank.

Please fill in the form using **BLOCK CAPITALS** and black ink. Tick any boxes which apply.

### Business Details

Business name:

  

Company Registration Number:

VAT Registration Number:

Date of Incorporation

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Correspondence address:

Line 1

Line 2

Town

Country  Post code

Registered address *(if different)*

Line 1

Line 2

Town

Country  Post code

Business Telephone:

Business Fax:

Business Email Address:

Business Mobile Number: (for Online Banking / Debit Card)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Details of Directors or Authorised Trustees/Signatories

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding:

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: *(If less than 3 years at current address)*

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:

/  /

Nationality:

Daytime contact telephone:

Mobile:

*Mobile will be used for Internet Banking one time password 'OTP' generation (if required).*

Email:

### US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

*\*(Please ask to complete Foreign Account Tax Compliance Act form)*

Existing SBI UK Personal Account Holder?

Yes  No

*If yes, please provide your Account number:*

Mother's maiden name: *(required for security purposes)*

## Details of Directors or Authorised Trustees/Signatories *(Continued)*

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding:

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: *(If less than 3 years at current address)*

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:

/  /

Nationality:

Daytime contact telephone:

Mobile:

*Mobile will be used for Internet Banking one time password 'OTP' generation (if required).*

Email:

### US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

*\*(Please ask to complete Foreign Account Tax Compliance Act form)*

Existing SBI UK Personal Account Holder?

Yes  No

*If yes, please provide your Account number:*

Mother's maiden name: *(required for security purposes)*

## Details of Directors or Authorised Trustees/Signatories (Continued)

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: (If less than 3 years at current address)

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:  /  /

Nationality:

Daytime contact telephone:

Mobile:

Mobile will be used for Internet Banking one time password 'OTP' generation (if required).

Email:

### US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

\*(Please ask to complete Foreign Account Tax Compliance Act form)

Existing SBI UK Personal Account Holder?

Yes  No

If yes, please provide your Account number:

Mother's maiden name: (required for security purposes)

## Details of Directors or Authorised Trustees/Signatories (Continued)

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: (If less than 3 years at current address)

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:  /  /

Nationality:

Daytime contact telephone:

Mobile:

Mobile will be used for Internet Banking one time password 'OTP' generation (if required).

Email:

### US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

\*(Please ask to complete Foreign Account Tax Compliance Act form)

Existing SBI UK Personal Account Holder?

Yes  No

If yes, please provide your Account number:

Mother's maiden name: (required for security purposes)

# Ultimate Beneficial Owners (All shareholders of 10% and above and persons with significant control)

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: (If less than 3 years at current address)

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:  /  /

Nationality:

Daytime contact telephone:

Mobile:

Email:

## US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

\*(Please ask to complete Foreign Account Tax Compliance Act form)

Existing SBI UK Personal Account Holder?

Yes

No

If yes, please provide your Account number:

# Ultimate Beneficial Owners Continued (All shareholders of 10% and above and persons with significant control)

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: (If less than 3 years at current address)

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:  /  /

Nationality:

Daytime contact telephone:

Mobile:

Email:

## US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

\*(Please ask to complete Foreign Account Tax Compliance Act form)

Existing SBI UK Personal Account Holder?

Yes

No

If yes, please provide your Account number:

# Ultimate Beneficial Owners Continued (All shareholders of 10% and above and persons with significant control)

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding:

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: (If less than 3 years at current address)

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:  /  /

Nationality:

Daytime contact telephone:

Mobile:

Email:

### US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

\*(Please ask to complete Foreign Account Tax Compliance Act form)

Existing SBI UK Personal Account Holder?

Yes

No

If yes, please provide your Account number:

# Ultimate Beneficial Owners Continued (All shareholders of 10% and above and persons with significant control)

Title: Mr  Mrs  Ms  Miss  Other

First name:

Middle name:

Surname:

Position in Company:

Percentage of Shareholding:

Address:

Line 1

Line 2

Town

Country  Post code

Length of time at this address:  /

Previous address: (If less than 3 years at current address)

Line 1

Line 2

Town

Country  Post code

Length of time at previous address:  /

Date of birth:  /  /

Nationality:

Daytime contact telephone:

Mobile:

Email:

### US withholding tax declaration

For the purpose of the US Foreign Accounts Tax Compliance Act (FATCA) please confirm whether you are a US Person/Citizen. I also agree to notify you if my situation changes:

I am not a US person or US citizen

I am a US person or US citizen\*

\*(Please ask to complete Foreign Account Tax Compliance Act form)

Existing SBI UK Personal Account Holder?

Yes

No

If yes, please provide your Account number:

# Declarations

I/We declare, confirm and agree :

• that all the particulars and information given in this application form (and all documents referred to or provided herewith) are true, correct, complete, up-to-date in all respects and I/we have not withheld any information. I/We understand that certain particulars given by me/us are required for regulatory reasons. I/We also agree to provide any further information that SBI UK or its group companies may require; and

• that I/we have had no insolvency proceedings initiated against me/us, nor have I/we ever been adjudicated insolvent. I/we have no County Court Judgments registered against me/us; and

• that I/we are not blacklisted under Disqualified Director Register or adjudicated/convicted in any criminal proceedings under any criminal law.

I/we also agree all the details in the accompanied Terms & Conditions (including the Board Resolution, the Telecommunications Authorisation and the Data Protection notice.

I/We have read and understand that the following documents are available on the SBIUK website ([www.sbiuk.com](http://www.sbiuk.com))

- The Bank's Terms and conditions
- Information about Tariff of charges

- Summary of information about the products
- Financial Services Compensation Scheme's (FSCS) Information sheet and Exclusion list

## Name & Signature of authorised signatory #1

Signature:

Date:

 /  / 

## Name & Signature of authorised signatory #2

Signature:

Date:

 /  / 

## Name & Signature of authorised signatory #3

Signature:

Date:

 /  / 

## Name & Signature of authorised signatory #4

Signature:

Date:

 /  /

Please fill in the form using BLOCK CAPITALS and black ink. Tick any boxes which apply.

## Entity tax residency self-certification form instructions

### **Please read these instructions before completing the form.**

"Regulations based on the OECD Common Reporting Standard ("CRS") State Bank of India (UK) Limited to collect and report certain information about an account holder's tax residency. If your tax residence (or the account holder, if you are completing the form on their behalf) is located outside United Kingdom, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial accounts to HMRC. You can find definitions of who is classified as an account holder, and other terms, in the Appendix.

This form will remain valid unless there is a change in circumstances relating to the account holder's tax status or other mandatory fields included on this form. You must notify us of a change in circumstances that makes the information in this self-certification incorrect or incomplete and provide an updated self-certification.

This form is intended to request information only where such request is not prohibited by local law.

### **Please complete this form where you need to self-certify on behalf of an entity account holder.**

If you are an individual account holder or sole trader or sole proprietor do not complete this form. Instead please complete an "Individual tax residency self-certification form."

For joint or multiple account holders please complete a separate form for each account holder.

If the Account Holder is a "US Person" under US Internal Revenue Service ("IRS") regulations, an IRS Form W-9 may also need to be completed.

If the Account Holder is a "US Person" under US Internal Revenue Service ("IRS") regulations, an IRS Form W-9 may also need to be completed.

### **Where the Account Holder is a Passive NFE, or an Investment Entity located in a Non-Participating Jurisdiction managed by another Financial Institution**

Please provide information on the natural person(s) who exercise control over the Account Holder (individuals referred to as "Controlling Person(s)") by completing a "Controlling Person tax residency self-certification section" for each Controlling Person. This information should also be provided by all Investment Entities located in a Non-Participating Jurisdiction and managed by another Financial Institution.

### **If you are completing the form on the Account Holder's behalf,**

Then you should indicate the capacity in which you have signed in Part 4. For example you may be the custodian or nominee of an account on behalf of the account holder, or you may be completing the form under a signatory authority or power of attorney.

### **As a financial institution, we are not allowed to give tax advice.**

If you have any questions about this form, these instructions, or defining your tax residency status, please speak to your tax adviser or local tax authority.

You can also find out more, including a list of jurisdictions that have signed agreements to automatically exchange information, along with details about the information being requested, on the OECD automatic exchange of information portal.

# Part 1 : Identification of Account Holder

**A. Legal Name of Entity/Branch\*:**

**B. Country of incorporation or organisation:**

**C. Current Residence Address**

House/Apt/Suite Name, Number, Street, if any\*

  


Town/City/Province/County/State\*

Country\*

Postal Code/ZIP Code (if any) \*:

**D. Mailing Address**

House/Apt/Suite Name, Number, Street, if any\*

  


Town/City/Province/County/State\*

Country\*

Postal Code/ZIP Code (if any) \*:

# Part 2 – Country of Residence for Tax Purposes and related Taxpayer Identification Number or functional equivalent\* (“TIN”)

Please complete the following table indicating (i) where the Account Holder is tax resident and (ii) the Account Holder’s TIN for each Reportable Jurisdiction indicated. Jurisdictions adopting the wider approach may require that the self-certification include a tax identifying number for each jurisdiction of residence (rather than for each Reportable Jurisdiction).

If the Account Holder is not tax resident in any jurisdiction (e.g., because it is fiscally transparent), please indicate that on line 1 and provide its place of effective management or country in which its principal office is located.

If the Account Holder is tax resident in more than three countries, please use a separate sheet

If a TIN is unavailable please provide the appropriate reason **A, B or C** where appropriate:

**Reason A** - The country where I am liable to pay tax does not issue TINs its residents

**Reason B** - The Account Holder is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason)

**Reason C** - No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

	Country of tax residence	TIN	If no TIN available please enter A, B or C
1			
2			
3			

If You are a United States of America (“USA”) entity or have answered with any USA details above, please complete Form **W-8BEN-E – Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)**

## Entity Type: *(Please provide the account Holder's Status by ticking one of the following boxes)*

### 1. (A) Financial Institution - Investment Entity

(i) An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution

*(Note: if ticking this box please also complete Part 2 below)*

(ii) Other Investment Entity

### (B) Financial Institution

Depository Institution, Custodial Institution or Specific Insurance Company

*If you have ticked A or B above, please provide, if held, the Account Holder's Global Intermediary Identification Number ("GIIN") obtained for FACTA purposes:*

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
----------------------	---	----------------------	---	----------------------	---	----------------------

### (C) Active NFE

A corporation the stock of which is regularly traded on an established securities market or a corporation which is a related entity of such a corporation

*If you have ticked (C), please provide the name of the established securities market on which the corporation is regularly traded:*

<input type="text"/>
<input type="text"/>

*If you are a related Entity of a regularly traded corporation, please provide the name of the regularly traded corporation that the Entity in (C) is a related Entity of:*

### (D) 1(f) Active NFE

A start-up NFE

### (E) 1(g) Active NFE

A non-profit NFE

### (F) 1(H) Active NFE

By reason of income and asset test

### (G) 1(I) Passive NFE

*(Note: If you have ticked none of the above you must tick here. If ticking this box, please also complete Part 2(2))*

### 2. If you have ticked 1 (A)(i) or 1(I), then please:

#### (A) Indicate the name of any controlling Person(s) of the Account Holder:

<input type="text"/>
<input type="text"/>

#### (B) Complete "Controlling Person tax residency self-certification section" below for each Controlling person."

*Note: If there are no natural person(s) who exercise control of the Entity then the Controlling Person will be the natural person(s) who hold the position of senior managing official. (See definition of controlling Person in Appendix)*

## Self-Certification for Controlling Persons

### Tax Residency

Tax regulations require us to collect information about each Controlling Person's tax residency. In certain circumstances we may be obliged to share information about your Controlling Persons with Her Majesty's Revenue and Customs (HMRC) who may in turn share the information with any or all participating tax jurisdictions.

Please indicate all countries in which you are a Controlling Persons are resident for tax purposes and their associated Tax Identification Numbers in the table below. If they are also a US citizen the United States must be included in this table along with their US Tax Identification Number(s). If you have any questions about tax residency, please contact your tax adviser. If you are completing this section on behalf of your Controlling Persons it is your responsibility to ensure they are aware that their information may be shared as described above.

All information is mandatory for Controlling Persons

Full Name of Controlling Person (CP) and Permanent Residence Address (including Country)	Date of Birth (dd/mm/yyyy)	CP Type***	Country(ies) of Tax Residency*	Tax Identification Number**

## Self-Certification for Controlling Persons *(Continued)*

Full Name of Controlling Person (CP) and Permanent Residence Address (including Country)	Date of Birth (dd/mm/yyyy)	CP Type***	Country(ies) of Tax Residency*	Tax Identification Number**

\*In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency.

\*\*The Tax Identification Number is issued by your local tax authority. For example, in the UK this is usually your National Insurance Number.

\*\*\*You must select one number from the table below for each Controlling Person to indicate the type of Controlling Person

### Type of Controlling Person

CP Type	Description of Controlling Person
801	CP of Legal Person - Ownership
802	CP of Legal Person - Other means
803	CP of Legal Person - Senior Managing official
804	CP of Legal arrangement - Trust - settlor
805	CP of Legal arrangement - Trust - trustee
806	CP of Legal arrangement - Trust - protector
807	CP of Legal arrangement - Trust - beneficiary
808	CP of Legal arrangement - Trust - other
809	CP of Legal arrangement - Trust - settler-equivalent
810	CP of Legal arrangement - Trust - trustee-equivalent
811	CP of Legal arrangement - Trust - protector-equivalent
812	CP of Legal arrangement - Trust - beneficiary-equivalent
813	CP of Legal arrangement - Trust - other-equivalent

# Declarations and Signature\*

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with State Bank of India (UK) Ltd. setting out how State Bank of India (UK) Ltd. may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the Controlling Person and any Reportable Account(s) may be reported to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which [I/the Controlling Person] may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I understand that the State Bank of India (UK) Limited will process personal data supplied by me in relation to this application in accordance with the General Data Protection Regulation and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. The personal data supplied will be processed solely for the purpose of assessing this application and at all times in accordance with the State Bank of India (UK) Limited's Privacy Policy, a copy of which can be found here: <https://sbiuk.statebank/privacy-policy>

## Name & Signature of authorised signatory #1

Signature:

Date:

## Appendix - Definitions

Note: These are selected definitions provided to assist you with the completion of this form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (the CRS<sup>1</sup>), the associated Commentary to the CRS, and domestic guidance. This can be found at the following link [OECD].

If you have any questions then please contact your tax adviser or domestic tax authority.

"Account Holder" The term "Account Holder" means the person listed or identified as the holder of a Financial Account. A person, other than a Financial Institution, holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances that other person is the Account Holder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder.

"Active NFE" An NFE is an Active NFE if it meets any of the criteria listed below. In summary, those criteria refer to:

- active NFEs by reason of income and assets;
- publicly traded NFEs;
- Governmental Entities, International Organisations, Central Banks, or their wholly owned Entities;
- holding NFEs that are members of a non-financial group;
- start-up NFEs;
- NFEs that are liquidating or emerging from bankruptcy;
- treasury centers that are members of a non-financial group; or
- non-profit NFEs.

An entity will be classified as Active NFE if it meets any of the following criteria:

a) less than 50% of the NFE's gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50% of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;

Controlling Person, of all the account(s) held by the entity Account Holder to which this form relates.

**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 State Bank of India (UK) Limited within [XX] days of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect, and to provide State Bank of India (UK) Limited with a suitably updated self-certification and Declaration within [up to XX] days of such change in circumstances.

Note: If you are not the Controlling Person please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity: \*

b) the stock of the NFE is regularly traded on an established securities market or the NFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market;

c) the NFE is a Governmental Entity, an International Organisation, a Central Bank, or an Entity wholly owned by one or more of the foregoing;

d) substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;

e) the NFE is not yet operating a business and has no prior operating history, (a "start-up NFE") but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE;

f) the NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;

g) the NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; or

h) the NFE meets all of the following requirements (a "non-profit NFE");

i) it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce,

## Appendix - Definitions *(Continued)*

labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;

ii) it is exempt from income tax in its jurisdiction of residence;

iii) it has no shareholders or members who have a proprietary or beneficial interest in its income or assets;

iv) the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and

v) the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a Governmental Entity or other non-profit organisation, or escheat to the government of the NFE's jurisdiction of residence or any political subdivision.

"Control" over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g. 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person or persons are identified as exercising control of the Entity through ownership interests, the Controlling Person of the Entity is deemed to be the natural person who holds the position of senior managing official.

"Controlling Person" This is a natural person who exercises control over an entity. Where that entity is treated as a Passive Non-Financial Entity ("NFE") then a Financial Institution must determine whether such Controlling Persons are Reportable Persons. This definition corresponds to the term "beneficial owner" as described in Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012).

Controlling Persons of a trust, means the settlor(s), the trustee(s), the protector(s) (if any), the beneficiary(ies) or class(es) of beneficiaries, and any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control or ownership). The settlor(s), the trustee(s), the protector(s) (if any), and the beneficiary(ies) or class(es) of beneficiaries, must always be treated as Controlling Persons of a trust, regardless of whether or not any of them exercises control over the activities of the trust.

Where the settlor(s) of a trust is an Entity then the CRS requires Financial Institutions to also identify the Controlling Persons of the settlor(s) and when required report them as Controlling Persons of the trust. In the case of a legal arrangement other than a trust, such term means persons in equivalent or similar positions.

"Entity" The term "Entity" means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation.

"Financial Account" A Financial Account is an account maintained by a

Financial Institution and includes: Depository Accounts; Custodial Accounts; Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts.

"Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution" is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets if the Entity is (i) managed by a Financial Institution and (ii) not resident in, or a branch located in, a Participating Jurisdiction.

"Investment Entity managed by another Financial Institution"

An Entity is "managed by" another Entity if the managing Entity performs, either directly or through another service provider on behalf of the managed Entity, any of the activities or operations described in clause (i) above in the definition of 'Investment Entity'.

An Entity only manages another Entity if it has discretionary authority to manage the other Entity's assets (either in whole or part). Where an Entity is managed by a mix of Financial Institutions, NFEs or individuals, the Entity is considered to be managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity, if any of the managing Entities is such another Entity.

"Participating Jurisdiction" A Participating Jurisdiction is a jurisdiction with which an agreement is in place pursuant to which it will provide the information set out in the Common Reporting Standard.

"Passive NFE" Under the CRS a "Passive NFE" means any NFE that is not an Active NFE. An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution is also treated as a Passive NFE for purposes of the CRS.

"Reportable Account" The term "Reportable Account" means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person.

"Reportable Jurisdiction" A Reportable Jurisdiction is a jurisdiction with which an obligation to provide financial account information is in place.

"Reportable Person" A Reportable Person is an individual (or entity) that is tax resident in a Reportable Jurisdiction under the laws of that jurisdiction. The Account Holder will normally be the "Reportable Person"; however, in the case of an Account Holder that is a Passive NFE, a Reportable Person also includes any Controlling Persons who are tax resident in a Reportable Jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes.

"TIN" (including "functional equivalent") the term "TIN" means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the following link [OECD Portal.] Some jurisdictions do not issue a TIN. However, these jurisdictions often utilize some other high integrity number with an equivalent level of identification (a "functional equivalent"). Examples of that type of number include, for individuals, a social security/insurance number, citizen/personal identification/service code/number, and resident registration number.

# Documents required for account update for all Director/Shareholders/Authorised Signatories/Trustees

1. Complete account updation form
2. Latest Board Resolution
3. Address Change Form (if there is change in mailing/registered address of the company/trust/club/society/charity)
4. Photo identification
  - a) Current passport and Residence Permit card (if applicable)
  - b) Current UK photo card driving licence
  - c) UK armed-forces identity card
5. Proof of address
  - a) Council tax bill for current year
  - b) Current UK photo card driving licence
  - c) Utility bill\*
  - d) Bank or building society statement\*
  - e) Department for work and pension letter\*  
\*not older than 3 months
6. Completed Self-Certification form

# Telecommunication Indemnity

To: State Bank of India (UK) Limited  
("the Bank")

From:

Company Name: (plc/Limited)

  

Address: ("the Company")

Line 1

Line 2

Town

Country  Post code

Date of:

/  /

Dear Sirs

**Instructions given by telephone, fax, email or over the internet using the Bank's internet banking service**

Account(s) number ("the Account"):

We refer to the mandate between the Bank and the Company for the operation of the above Accounts and our banking arrangements with the Bank ("Mandate").

We acknowledge that the Mandate provides for us to give the Bank all instructions in writing signed by the signatories named in the Mandate. We wish to vary the Mandate as set out in this letter. We authorise and instruct the Bank to carry out any instructions ("Instructions") whatsoever relating to the Accounts which are given on our behalf by any of the persons named below ("the Specified Persons") by telephone, fax, email or over the internet using the Bank's internet banking services.

In consideration of the Bank agreeing to vary the Mandate as set out in this letter the Company agrees to indemnify the Bank fully on demand against all losses, claims, actions, proceedings, demands, damages, costs and expenses suffered or incurred by the Bank arising out of the instructions or the Bank carrying out the instructions.

I understand that the State Bank of India (UK) Limited will process personal data supplied by me in relation to this application in accordance with the General Data Protection Regulation and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. The personal data supplied will be processed solely for the purpose of assessing this application and at all times in accordance with the State Bank of India (UK) Limited's Privacy Policy, a copy of which can be found here: <https://sbiuk.statebank/privacy-policy>

## Notice of termination

The terms of this letter shall continue until either the Bank or the Company gives the other not less than seven days written notice of termination signed by a duly authorised officer (to be delivered by hand or sent by first class post). The notice of termination will not release the Company from any liability under this letter in respect of instructions received or performed by the Bank prior to the date of termination.

## Names of Specified Persons

The Specified Persons are each of the following:

Name:

Name:

This letter has been signed by the Company as a deed on the date stated above.

Signed as a Deed

by:

acting by two directors/a director and the secretary

Director:

Director / Secretary

**OR**

Signed as a Deed

by:

acting by a director in the presence of

Director:

Witness

Signature of witness:

# Board Resolution

TO: State Bank of India (UK) Limited

Date:

/  /

We hereby certify that the following resolutions of the Board of Directors of the:

Company, Limited, were passed at a meeting of the Board duly convened and held on the:

/  /

and has been duly recorded in the minute book of the said Company.

Resolved that:

1. The latest list of directors/shareholders/authorised Signatories to SBIUK for updating our records held at SBIUK.

2. The company accept the Terms and Conditions contained on the SBIUK website supplied by the bank (including the Banks general T and C's).

a) To honour and comply with all cheque and other orders or instructions signed on behalf of the Company singly/jointly by the following authorised signatories:

Name & Signature #1

Signature:

Name & Signature #2

Signature:

Name & Signature #3

Signature:

Name & Signature #4

Signature:

Your faithfully

Name & Signature of Director

Signature:

Name & Signature of Director

Signature:



# Terms & Conditions

# Summary of Information

Data Protection notice	1
Credit Reference and Fraud Prevention Agencies	2
How we will use your data	2
How your data WILL be used by credit reference agencies	3
How your data may be used by fraud prevention agencies	3
How to find out more	4
Online SBI Global Terms Of Service	4
General	4
Operating Environment	4
SBI UK Terms	5
Obligations of the Company	6

## Contact us:

For further information and clarification about any of our products, please contact your local SBI UK branch.

You can also telephone our Customer Services team on **08081680304, Monday to Friday 9am to 6pm** or email them at **customerservices.sbiuk@statebank.com** Or visit our website **sbiuk.statebank**

## Data Protection notice

The State Bank of India (UK) Limited will process personal data supplied by you in accordance with the General Data Protection Regulation and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time.

The State Bank of India (UK) Limited will not disclose any information to any company outside the State Bank Group except to help prevent fraud, or if required to do so by law. For further information on how your personal data is used, how we maintain the security of your personal data and your rights to access personal data we hold on you, please see our Privacy Policy, a copy of which can be found here: <https://sbiuk.statebank/privacy-policy> or contact us at [customerservices.sbiuk@statebank.com](mailto:customerservices.sbiuk@statebank.com) marking the correspondence for the attention of the Data Protection Officer. We may update the Privacy Policy from time to time by publishing a new version on our website. You should check the aforementioned web-page occasionally to ensure you are aware of any updates and happy with any changes to the Privacy Policy.

[We may share your personal data with, and obtain personal data about you from, credit reference agencies or fraud prevention agencies for use in verifying your identity, credit decisions and for fraud and money laundering prevention. If fraud is detected, you could be refused certain services, finance, or employment. Further details explaining how the personal data held by fraud prevention agencies may be used can be found on our website: <https://sbiuk.statebank/credit-reference>]

**sbiuk.statebank**

**0800 532 532**

# Credit Reference and Fraud Prevention Agencies

We may use credit reference (CRA) and fraud prevention (FPA) agencies to help us make decisions. How we, CRAs and FPAs will use your information is detailed below.

By **confirming your agreement to proceed** you are accepting that we may each use your information in this way.

## How we will use your data

1. We will search at credit reference and fraud prevention agencies for information on all applicants. In so doing we will provide current and previous names, addresses and dates of birth, of all parties, so if you are providing information about others, on a joint application, you must be sure that you have their agreement. If you give us false or inaccurate information and we identify fraud, details may be passed to credit reference and fraud prevention agencies.
2. We will use the information provided to us by credit reference and fraud prevention agencies to help make credit or credit related decisions about all applicants, to verify their identity, for the prevention and detection of fraud and/or money laundering, and to manage accounts. We may use scoring methods, which may be automated, to do this. If you borrow from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
3. When credit reference agencies receive a search from us they will place a search "footprint" on your credit file whether or not this application proceeds. If the search was for a credit application the record of that search (but not the name of the organisation that carried it out) may be seen by other organisations when you apply for credit in the future.
4. If you are making a joint application now or have ever done the following we will check your financial associates' personal accounts as well:-
  - 4.1 Applied for credit with someone else;
  - 4.2 Have joint account(s);
  - 4.3 Are already financially linked.

A financial associate will be someone with whom you have a personal relationship that creates a joint financial unit in a similar way to a married couple. You will have been living at the same address at the time. It is not intended to include temporary arrangements such as student or rented flat sharers or business relationships. Credit reference agencies may link together the records of people that are part of a financial unit. They may do this when people are known to be linked, such as being married or have jointly applied for credit or have joint accounts. They may also link people together if they, themselves, state that they are financially linked. Links between financial associates will remain on your and their files until such time as you or your partner successfully files for a disassociation with the credit reference agencies.

5. Credit reference agencies will supply to us, public information such as County Court Judgments (CCJs) and bankruptcies, electoral register information and fraud prevention information on applicants' [and their known financial associates] current and previous names, addresses and dates of birth.

## How your data WILL be used by credit reference agencies

6. The information which we and other organisations provide to the credit reference agencies about you, your financial associates and your business (if you have one) may be supplied by credit reference agencies to other organisations and used by them to
- 6.1 Prevent crime, fraud and money laundering by, for example checking details provided on applications for credit and Credit related or other facilities;
  - 6.2 Check the operation of credit and credit- related accounts;
  - 6.3 Verify your identity if you or your financial associate applies for other facilities;
  - 6.4 Make decisions on credit and credit related services about you, your partner, other members of your household or your business;
  - 6.5 Manage your personal, your partner's and/or business (if you have one) credit or credit related account or other facilities;
  - 6.6 Trace your whereabouts and recover debts that you owe;
  - 6.7 Undertake statistical analysis and system testing;
  - 6.8 Credit reference agencies can also be fraud prevention agencies.

## How your data may be used by fraud prevention agencies

7. The information which we provide to the fraud prevention agencies about you, your financial associates and your business (if you have one) may be supplied by fraud prevention agencies to other organisations and used by them and us to:-
- 7.1 Prevent crime, fraud and money laundering by, for example;
    - 7.1.1 Checking details provided on applications for credit and credit related or other facilities;
    - 7.1.2 managing credit and credit related accounts or facilities;
    - 7.1.3 Cross check details provided on proposals and claims for all types of insurance;
    - 7.1.4 Checking details on applications for jobs or when checked as part of employment;
  - 7.2 Verify your identity if you or your financial associate applies for other facilities including all types of insurance proposals and claims;
  - 7.3 Trace your whereabouts and recover debts that you owe;
  - 7.4 Conduct other checks to prevent or detect fraud;
  - 7.5 Organisations may access and use from other countries the information recorded by fraud prevention agencies;
  - 7.6 Undertake statistical analysis and system testing.

## How to find out more

You can contact the 3 credit reference agencies currently operating in the UK; the information they hold may not be the same so it is worth contacting them all. They will charge you a small statutory fee.

**CallCredit**, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414

**Equifax PLC**, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 010 0583 or log on to [www.myequifax.co.uk](http://www.myequifax.co.uk)

**Experian**, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0870 241 6212 or log on to [www.experian.co.uk](http://www.experian.co.uk)

Please contact the Chief Accountant, State Bank of India (UK) Limited, 15 King Street, London EC2V 8EA if you want to receive details of any the relevant fraud prevention agencies.

## Online SBI Global : Terms Of Service

### General

1. M/S ----- herein after called as the company agrees to avail the 'Corporate Internet Banking Service' of State Bank of India (UK) Ltd. over Internet Channel. The company do accept such terms, regulations, conditions and stipulations laid down by SBI UK, from time to time, for the purpose.
2. The company agrees to execute from time to time necessary agreement form(s), authority letter(s) and any other related documents for this purpose.
3. SBI UK is hereby authorised by the Company to accept all valid instructions through the 'Corporate Internet Banking' service over electronic medium singly/jointly by using valid Username/Password from the authorised signatories in respect of Company's account(s) as per the operating rules from time to time.
4. The Company agrees to nominate Internet Banking Administrators and other users to manage the service for the Company.
5. SBI UK reserves the right to modify, change, add or cancel any of the services offered through OnlineSBIGlobal or the Terms of Service listed in this Document. The changes will be notified to the Users/Company.
6. SBI UK accepts the obligations to maintain the confidentiality, privacy and integrity of the transaction completed on the OnlineSBIGlobal Service. Record in respect of the transactions entered through the OnlineSBIGlobal Service will be maintained by the SBI UK in accordance with existing practices of SBI UK.

### Operating Environment

7. SBI UK shall be entitled to use hardware, software and/or such other equipment and modify the same as necessary or appropriate for the provision of the services. The Company may also be required to modify/upgrade its systems to comply with the standards of the payment mechanisms (then as applicable) and the standards applicable to the various services provided by the SBI UK.
8. The registered User is free to choose a Username and Password of their choice as per the guidelines on the site. However, the user advised to avoid choosing a password that is a dictionary word or can be guessed/inferable from personal data such as name, date of birth, address, telephone number, driving license/car number etc.
9. The User can access OnlineSBIGlobal from anywhere, anytime. However, as a matter of precaution and safety, the user should avoid using PCs with public access.

## Operating Environment (Continued)

10. In the interest of customer safety the system does not permit retrieval of a lost or forgotten Password. In case the User forgets their Password, they will have to register for a duplicate password and a fresh Password will be issued to them.
11. In case of an unintended termination of a valid session due to break in Internet Connectivity, it is suggested that the User login afresh and verify the status of last requested transaction and ensure that it has been recorded successfully.

## SBI UK Terms

12. "OnlineSBIGlobal" is a service offered by SBI UK as per the Terms of Service and SBI UK is within its rights to deny access or withdraw access if the Company/User is found to be acting in violation of the terms of service.
13. Transactions originated by the Users are logged and transmitted to SBI UK Branch database of respective country for fulfillment. The requests take effect from the time these are recorded/registered at the respective branch where the corporate is maintaining the account. The rules, regulations and conventions applicable to the banking transactions in the physical world will be applicable mutatis mutandis for the transactions done through the OnlineSBIGlobal service. For the present transaction requests would be processed at the branch during the business hours on the same day or next working day.
14. SBI UK presupposes, and the same is acknowledged by the Company, that log-in using appropriate UserName and Password is a valid session initiated by none other than the User to whom the said UserName and Password belongs. The SBI UK shall rely upon all electronic communications, orders or messages to SBI UK through the Internet and SBI UK shall take it for granted that the originator of the communication is the User to whom the User ID/ Password has been issued.
15. SBI UK is not bound to enquire as to whether or not the User has been duly authorised to access the OnlineSBIGlobal Service on behalf of the Company by an appropriate or competent authority of the Company. Accordingly, a person using the OnlineSBIGlobal Service on behalf of the Company shall be presumed by SBI UK to have the authority to have access to the OnlineSBIGlobal Service.
16. SBI UK obligation and remedy in the event of interruption to the Services or loss of use and/or access to the OnlineSBIGlobal Service, shall include taking all reasonable measures to restore the OnlineSBIGlobal Service and/or access thereto as soon as reasonably possible.
17. SBI UK shall not be liable for any direct, indirect or consequential loss or damage sustained by the Company by any direct or indirect use of or reliance on the electronic communication, orders or messages. SBI UK shall also not be liable to Company for any loss or damage caused arising in connection with the OnlineSBIGlobal Service and/or this Agreement, on account of interruption or stoppage to the access to and/or use of this OnlineSBIGlobal Service arising on account of circumstances not attributable to SBI UK or beyond control of the SBI UK.
18. Without prejudice to any other provision of this Agreement, SBI UK does not warrant to the Company that the OnlineSBIGlobal Service will be provided uninterrupted or free from errors or that any identified defect will be corrected; or the OnlineSBIGlobal Service shall provide any function not set out or described in any associated documentation provided by the SBI UK.
19. Notwithstanding what is stated in these terms and conditions, the agreement is only between the SBI UK and the Company. Therefore, any executive, officer or employee of the Company shall not have any legal rights or remedies against the Bank or against any executives or employees of SBI UK.
20. Though SBI UK strives to maintain the quality of service, timely delivery and execution of the instructions given by the Company, the same is not guaranteed by SBI UK and SBI UK does not accept any responsibility for not effecting or not completing any transaction entered into on the OnlineSBIGlobal Service due to any break-down in computer hardware or software systems including any break-down of internet services or any delay or default of service providers from whom SBI UK has availed of the services for providing the OnlineSBIGlobal Service.
21. SBI UK may for valid reasons refuse to execute any instructions placed by the Company.
22. Notwithstanding anything contained herein, where SBI UK has reason to believe that any transaction/ debits or marking of liens, have been fraudulently made (hereinafter referred to as a "suspect transaction"), SBI UK shall be entitled to withhold payment pertaining to such suspect transaction in accordance with regulatory laws relating to Money Laundering etc. If SBI UK determines after due enquiry and investigation that the transaction is a valid transaction and not a suspect transaction, SBI UK shall release such withheld payment. Provided that SBI UK shall not withhold payment to the Company without sufficient cause, which shall be informed by SBI UK to the Company on the finding of such sufficient cause. Provided further that if within the period of 6(six) months SBI UK determines after due enquiry and investigation that any suspect transaction is not a valid transaction at all, SBI UK shall reverse the invalid transaction, consequently the Company shall be liable to SBI UK for the resulted outstanding balance, if any.

## Obligations of the Company

23. The User must keep the Username and Password strictly confidential and known only to themself. It is a good practice to commit the password to memory rather than write it down somewhere. SBI UK is not to be responsible for loss sustained by the Company due to breach of this condition. The User is also cautioned against leaving the computer unattended during a valid session.
24. Should the User notice that any information relating to the Company's account(s) appearing on OnlineSBIGlobal is incorrect or discrepant the same should be immediately brought to the notice of the branch(es) of SBI UK the by telephone/e-mail or letter.
25. The User will not attempt or permit others to attempt accessing OnlineSBIGlobal through any unlawful means.
26. SBI UK has taken care to protect the confidentiality and integrity of customer (Company) data/transaction on OnlineSBIGlobal. At the same time this is a joint endeavor of the SBI UK and the Company. SBI UK, therefore, expects the Company to appreciate the risks unique to transacting on the Internet and take precautions, as it may deem fit, in the interests of protecting confidentiality and transactional integrity. It is highly recommended that the advices of the IT department of the Company or an external consultant be sought in this regard. Similarly, for best results it is suggested that the Company's internal processes may be aligned to the procedures prescribed for the system.
27. The User undertakes that if any wrongful use or misuse of the system is noticed by the User or any other person authorised by the Company it shall be the responsibility of the User to bring the same to the notice of SBI UK forthwith and the User shall also co-operate with SBI UK in the event of SBI UK giving any alert about such wrongful use or misuse of the OnlineSBIGlobal Service.
28. The User undertakes not to disclose the conditions or any of the transactions made or entered through the OnlineSBIGlobal Service.
29. The Company agrees to pay charges/fees for OnlineSBIGlobal services as may be prescribed from time to time.
30. The Company hereby undertakes and agrees to protect SBI UK against all claims and liabilities arising directly or indirectly as a result of any breach or non-performance by any user or any act, neglect or default of the user.
31. Any dispute between Company and the SBI UK with regard to the transactions done through OnlineSBIGlobal will be subject to the jurisdiction of the competent Courts where the concerned SBI UK branch maintaining the relative account of the Company is located and will be governed by Local Laws in force from time to time.
32. By signing the Online Registration Form the Company hereby confirms that the Terms of service herein contained shall constitute the agreement between SBI UK and the Company for the use of the OnlineSBIGlobal Service.
33. Authorised signatory confirms that he/she/they is/are duly authorized by the Company to execute this agreement.