

# How to open a Cumberland Business Current Account

## JUST FOLLOW THESE 5 EASY STEPS:

1. Complete all relevant sections of the application form by typing on-screen or writing clearly in CAPITAL LETTERS
2. Ensure all signatories have read the 'Important Notes' section and signed the declaration
3. Collect all supporting documentation (acceptable documents listed below)
4. Existing Cumberland customers will not need to provide ID & address verification
5. Make an appointment to open the account at your [nearest branch](#) or book an appointment using our [online booking service](#)

## ACCEPTABLE DOCUMENTS

Please bring an original document from each of the following:

### Proof of identity

- Current valid signed passport
- Current UK photocard driving licence
- Firearms certificate or shotgun licence
- A blue disabled drivers pass
- An EU photocard driving licence

### Evidence of your address

- Recent utility bill dated within the last six months (mobile phone bills cannot be accepted though)
- A council tax bill valid for the current year
- Bank, building society or credit union statement dated within the last six months

### Business identity

- Business Card or Business Letterhead
- Business statements from a Bank or Building Society which confirms the business name and address
- Financial Accounts (signed and dated within the last 12 months)
- Business Plan (new businesses only)

# business current account application form

## SOLE TRADERS AND PARTNERSHIPS

FOR BRANCH USE Account No.

Account type

Customer No.

Account title

eg Mr A G Smith & Mrs P Smith t/as Smith Stores

Trading address

Postcode

Previous trading address (if less than 3 years)

Postcode

All correspondence for this account will be sent to your business address. If you require correspondence for this account to be sent to another address please give this here

Postcode

Are you a

☐

Sole Trader

☐

Partnership

☐

Other

If other, please specify

Date business started

How long have you traded from this address

Principal business activity

Business telephone number (daytime)

Business fax number

Mobile telephone number

e-mail address

Number of partners

Number of employees

Business turnover last year

Anticipated turnover next 12 months

### Details of your business premises

Freehold

☐

Leasehold

☐

Period of lease remaining years

Rented

☐

Home

☐

Property value

Mortgage outstanding

Mortgage provider

### Signing instructions

Signatory name

Position


Please process transactions on this account on the instructions of\*:

Any one signature

☐

Any two signatures

☐

More than two signatures (please specify number)

If any of the signatories are not proprietors of the business please complete their details on page 3 of this form. \*Note, this does not apply to debit card transactions.

### Please tick the services you require

Cheque book

☐

Paying in book

☐

Business Internet Banking

☐

Current Account Switch Service<sup>1</sup>

☐

Debit Card<sup>2</sup>

☐

Business name to appear on debit card

e-Savings<sup>3</sup>

☐

(branch to complete) e-Savings Account No.

1. Please complete our Current Account Switch Request (INV412). The switching service is available for businesses with a turnover of £6.5 million and less than 10 employees. Anything in excess is subject to agreement by both financial institutions.

2. Debit card only available to persons aged 18 years or over and subject to status.

3. Only available if you are registering for Business Internet Banking.

### FUNDING

Will this be your main business current account?

☐

Yes

☐

No

Purpose of the account

What is the level of activity?

☐

Monthly

☐

Weekly

☐

Daily

What will be the source of funding?

☐

Direct to account

☐

Cash

☐

Cheque

Amount of opening deposit?

Average balance?

Will you require transfers to or from overseas?

☐

Yes

☐

No

Will cash exchange be required on a regular basis?

☐

Yes

☐

No

If YES to either of the above, please provide further details here

NOTE The person who is named first below on this application form and in the records of the Society in respect of this account (the representative joint shareholder) shall alone be entitled to receive notices or communications from the Society and exercise membership and voting rights (if 18 or over). You have the right to choose the representative joint shareholder on both your Current Account and/or eSavings Account. If your business has more than 2 partners please complete additional forms giving the partners personal details.

Ist Applicant

Customer No.  
For Branch Use

Individual's Percentage Ownership

%

Title

Forenames (full)

Surname

Permanent home address

Postcode

Date of birth

eg

2

5

N

O

V

I

9

8

6

Nationality

Tax Residency

How long have you lived at your present address

Years

Months

If less than 3 years give previous address

Postcode

Property owned outright

Property owned/  
mortgaged

Living with parents/relatives

Living in rented unfurnished accommodation

Living in rented furnished accommodation

Other (please specify)

Other business interests/employment

Income from other interests

£

Existing Bank/Building Society Accounts

Building Society/Bank	Type of account

Mortgage provider (if not Cumberland)


Do you have a Personal Account or a Mortgage with the Society

Yes

No

Account number

Contact Details



The numbers you provide will be used for our SecureCall service, a key fraud prevention feature of Cumberland Internet Banking which contacts you by phone to confirm it is you making certain payments from your account.

Mobile phone number

Your mobile number will be used by us to contact you in relation to your account, including SMS message and One Time Passcode. If you change your mobile number, please advise us of your new number as soon as possible.

Daytime phone number

Evening phone number

Email address

Do you require Internet Banking?

Yes

No

Do you require a Debit Card?

Yes

No

Are you the

primary user

delegated user

Identification and address verification

2nd Applicant

Customer No.  
For Branch Use

Individual's Percentage Ownership

%

Title

Forenames (full)

Surname

Permanent home address

Postcode

Date of birth

eg

2

5

N

O

V

I

9

8

6

Nationality

Tax Residency

How long have you lived at your present address

Years

Months

If less than 3 years give previous address

Postcode

Property owned outright

Property owned/  
mortgaged

Living with parents/relatives

Living in rented unfurnished accommodation

Living in rented furnished accommodation

Other (please specify)

Other business interests/employment

Income from other interests

£

Existing Bank/Building Society Accounts

Building Society/Bank	Type of account

Mortgage provider (if not Cumberland)


Do you have a Personal Account or a Mortgage with the Society

Yes

No

Account number

Contact Details



The numbers you provide will be used for our SecureCall service, a key fraud prevention feature of Cumberland Internet Banking which contacts you by phone to confirm it is you making certain payments from your account.

Mobile phone number

Your mobile number will be used by us to contact you in relation to your account, including SMS message and One Time Passcode. If you change your mobile number, please advise us of your new number as soon as possible.

Daytime phone number

Evening phone number

Email address

Do you require Internet Banking?

Yes

No

Do you require a Debit Card?

Yes

No

Are you the

primary user

delegated user

Identification and address verification

Please complete this section of the form if you have authorised someone else to operate the account on your behalf.

Please copy this section of the form if there are more than two authorised users.

Authorised users means you and anyone else you have requested and authorised with us to operate the account and/or to have access to information related to the account whether by the issue of a card or otherwise.

## Person 1

Customer No.  
For Branch Use

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

Title Forenames (full)

--	--

Surname

--

Permanent home address


Postcode

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

Date of birth

eg	2	5															

Nationality

--

Tax Residency

--

How long have you lived at your present address

Years	Months

If less than 3 years give previous address


Postcode

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

Position in the business

--

I confirm that before completion of this application form I have read the leaflet entitled *Your Information and Confidentiality*. By signing this application you agree that we can use your information in this way

Signature of Person 1

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## Contact Details



The numbers you provide will be used for our SecureCall service, a key fraud prevention feature of Cumberland Internet Banking which contacts you by phone to confirm it is you making certain payments from your account.

Mobile phone number

--

Your mobile number will be used by us to contact you in relation to your account, including SMS message and One Time Passcode. If you change your mobile number, please advise us of your new number as soon as possible.

Daytime phone number

--

Evening phone number

--

Email address

--

Do you require Internet Banking?

Yes ☐ No ☐

Do you require a Debit Card?

Yes ☐ No ☐

Are you the ☐ primary user ☐ delegated user

Identification and address verification


## Person 2

Customer No.  
For Branch Use

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

Title Forenames (full)

--	--

Surname

--

Permanent home address


Postcode

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

Date of birth

eg	2	5															

Nationality

--

Tax Residency

--

How long have you lived at your present address

Years	Months

If less than 3 years give previous address


Postcode

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

Position in the business

--

I confirm that before completion of this application form I have read the leaflet entitled *Your Information and Confidentiality*. By signing this application you agree that we can use your information in this way

Signature of Person 2

--

## Contact Details



The numbers you provide will be used for our SecureCall service, a key fraud prevention feature of Cumberland Internet Banking which contacts you by phone to confirm it is you making certain payments from your account.

Mobile phone number

--

Your mobile number will be used by us to contact you in relation to your account, including SMS message and One Time Passcode. If you change your mobile number, please advise us of your new number as soon as possible.

Daytime phone number

--

Evening phone number

--

Email address

--

Do you require Internet Banking?

Yes ☐ No ☐

Do you require a Debit Card?

Yes ☐ No ☐

Are you the ☐ primary user ☐ delegated user

Identification and address verification


KEEPING YOU INFORMED

Only for customers aged 16 or over

We and other members of the Cumberland Building Society group of companies (details of which can be found at [www.cumberland.co.uk](http://www.cumberland.co.uk)) may contact you by post, telephone, text, email and other electronic means, with details of additional products and services which we think may be of interest to you, and which may be based on products you hold with us or on transactions carried out on your account(s). We will not pass information about you to anyone else.

If you do not want us or members of the Cumberland Building Society group of companies to contact you by post or telephone with information about products and services which we feel may be of interest to you, please tick here: ☐

If you do not want us or members of the Cumberland Building Society group of companies to contact you by electronic means with information about products and services similar to those which were the subject of our previous dealings, please tick here: ☐

If you would like us or members of the Cumberland Building Society group of companies to contact you by electronic means with information about products and services which we feel may be of interest to you, please tick here: ☐

It is important that you read and understand our leaflet entitled *Your Information and Confidentiality*. By signing this application, you agree that we can use your information in this way.

AGREEMENT TO ASSIGN ANY CONVERSION WINDFALLS TO CHARITY

Words printed in italics in this section of the application form are explained in the notes at the end.

- 1. Paragraphs 2 to 6 below, will apply to me unless I am either an *established customer* or in an *exempt group* at the time when the Society opens my *account*.
- 2. I agree with the Society that, if any *windfall rights* are granted to me after my account is opened, I will assign my *windfall rights* to the *selected charity*.
- 3. I authorise the Society and the successor to pass any benefits derived from my *windfall rights* direct to the *selected charity* (or to any other charity or charities which the selected charity may nominate as the recipient of those benefits), without notice to me.
- 4. I understand that:
  - the Society has promised to transfer to the selected charity the benefit of the agreement which I have given under paragraph 2, above; and
  - neither the Society nor the *selected charity* will release me from that agreement.
- 5. I authorise the Society to supply the *selected charity* with any information concerning me or any account which I have with the Society (now or in the future) - but only if the *selected charity* reasonably requires it in connection with the agreement I have given under paragraph 2, above.
- 6. I understand that the Society will require any person who opens a new share account (not being a person who is then an *established customer* or in an *exempt group*) to enter into an agreement to assign to charity any *windfall rights* to which that person may subsequently become entitled. The terms of the agreement will be decided by the Society and may be different from the terms set out in paragraphs 1 to 5, above. This paragraph will cease to apply if the Society publishes a termination notice.

NOTES

These notes govern the interpretation of paragraphs 1 to 6, above:

- (a) Your "*account*" is the investment account which you are applying to open by completing this form.
- (b) A person is an "*established customer*" if he or she has been an investing member of the Society (i.e. a saver with a share account) at all times since 15th November 1998.
- (c) A person falls into an "*exempt group*" at any time if, at that time, he or she belongs to one of the special groups of people who, in the Society's opinion, do not need to be asked to agree to terms which are the same as, or similar to, those in paragraphs 2 to 6, above. A list of these groups is available from the Society at any time. The Society may alter the number or composition of the groups from time to time, but no alteration will apply retrospectively.

- (d) The "*selected charity*" means Cumberland Building Society Charitable Foundation ("the Foundation") or, if the Foundation at any time ceases to be a registered charity, any other charity or charities selected by the Foundation to receive assignments of *windfall rights* and any benefits derived from them.
- (e) The "*successor*" is any company or other corporate body to which the Society transfers its business under section 97 of the Building Societies Act 1986 (or under any provision which amends or replaces it).
- (f) A "*windfall right*" is a right to receive, as a shareholding member of the Society, a benefit under the terms of any future transfer of the Society's business to a successor (i.e. on a conversion or take-over) other than:
  - a right to have savings in a share account with the Society converted into savings in a deposit account with the successor (as explained in the Cumberland Building Society Charitable Assignment leaflet);
  - a right conferred under the terms of a transfer which is publicly announced by the Society more than three years after the Society has published a *termination notice*.
- (g) A "*termination notice*" means a press release publicising a decision by the Society that it will no longer require new shareholding members to enter into agreements of the kind described in paragraph 6, above.
- (h) Where more than one of you is applying to open the account, paragraph 1 and (if applicable) paragraphs 2 to 6 above, apply to each of you separately.
- (i) If the Society ceases to exist following a merger with another building society, paragraphs 2 to 6, above, will still be binding between you and the other society.

JOINT ACCOUNTS

You may change the order of the members set out in this application by giving notice in writing of any change to the Society. Any notice of change must be signed by all those named on the account. Where an account is in joint names signatures for withdrawing must be in accordance with the signing instructions given on this form, or as may be advised to the Society in writing from time to time.

INTERNET BANKING

The standard value of payments which can be made in any 24 hour period is £10,000. This includes any future dated payments which are due that day. If this amount is insufficient for your normal requirements then please telephone us on 01228 403141 for the limit to be increased.

For security reasons your Log On details will be sent to your home address.

All internet enabled users must have a Primary User who is a signatory on the account. If there is more than one signatory on your accounts they may be registered as Delegated Users. The Primary User will define the powers of any Delegated Users on the system. For each account they will be able to set full access, read only or no access. They will also be able to set limits on any payments to be made. If your account requires multiple signatures to authorise payments then you must have Delegated Users set up.

Please note internet enabled users will only receive their monthly statements and quarterly charges notifications by Internet Banking.

DECLARATION

I/We agree that this account and all dealings on it shall be subject to English law.

I/We accept the terms and conditions relating to this account and declare that the money shown in this application form is being invested in Cumberland Building Society. Please ☒ box applicable

- ☐ By me as sole beneficial owner
- ☐ By us as joint beneficial owners

I/We declare that the account will not be held by me as a \*bare trustee for a body corporate, or for persons who include a body corporate.

\* In Scotland, for bare trustee, substitute 'simple trustee'. Note: A bare trustee is a person who holds property or money in trust for the benefit of another person or persons. Any person who has an interest in the property or money cannot be a bare trustee.

I/We agree to be bound by the Rules of the Society and the conditions which relate to this account contained in the Savings and Current Account Terms and Conditions and any other conditions which may be contained in the appropriate current account leaflet.

I/We confirm I/we are not an undischarged bankrupt(s) and there are no County Court Judgements and/or Court Decrees registered against me/any one of us.

I/We confirm the information given in the application form is true.

I/we will advise Cumberland Building Society of any changes in my/our circumstances that may affect the information that I have provided on this application form.

I/We understand that the completion of an Application Form does not oblige the Society to open an account or to issue a Debit Card and that you may decline this application without being required to state any reason.

I/We understand that any overdraft agreed by the Society will be subject to all conditions applicable to my/our Current Account and that a copy of the conditions is available on request.

I/We confirm that this account will be conducted only as a business account in my/our sole/joint name(s).

I/We understand that the rate of interest payable on this account is variable and may go up or down.

IMPORTANT NOTES

Please ☒ each box

- ☐ I/We confirm that before completion of this application form, I/We have read the leaflet entitled, Your Information and Confidentiality. By signing this application form you agree that we can use your information in this way.
- ☐ I/We confirm that the account details have been explained to me/us and that I/we understand fully the terms of the investment including any notice of withdrawal condition.
- ☐ I/We acknowledge receipt of, for retention, copies of the Savings and Current Account Terms and Conditions, Business Banking & Savings, Charges for Account Services and Variable Interest Rates leaflets.
- ☐ I/We jointly and severally agree to be bound by the Cumberland Business Card Terms and Conditions (a copy of which I/we have received) if I/we have been issued with a Debit Card and consent to my/our personal data being transferred outside the EU and/or EEA.
- ☐ I/We acknowledge receipt of, and have read and understood, the Financial Services Compensation Scheme Information Sheet.

Signature(s) Please read the DECLARATION, IMPORTANT NOTES and except for "established customers" AGREEMENT TO ASSIGN ANY CONVERSION WINDFALLS TO CHARITY before signing . For Partnerships, all partners must sign	
Name	Signature
Name	Signature
Date	



## For Society Use only

	Applicant 1	Applicant 2
Assignment	Assigned / Not Assigned / Exempt	Assigned / Not Assigned / Exempt
Existing Account Statements	Satisfactory / Non Satisfactory*	Satisfactory / Non Satisfactory*
Credit Search	Clear / Not Clear* / Not Registered*	Clear / Not Clear* / Not Registered*
Immigration Check	Clear / Not Clear*	Clear / Not Clear*
Proof of Business		
Evidence of business turnover	Seen / Not seen	
Current Account Switch	YES / NO (If Yes complete Current Account Switch Request on CURAFF)	

Beneficial owners (individuals who own or control the organisation - Officers/Partners/Trustees)
Name, status and where applicable % ownership control

* Must be commented on.	Recommendation
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Source of Business - why did the customer come to CBS for their BCA?

Application processed by:		Application approved by:		N/A as application under 18				
Name		Name		BCADM		BM		QMA
Branch		Branch						
Signature		Signature						
Date		Date						

Head Office Admin checks:		Application approved by:			
Name		Name	BLM		BCADM
Signature		Signature			
Date		Date			

Head Office Use only	Yes	No	N/A
Cards ordered?			
Chequebook ordered?			
Internet Banking Registration?			
Current Account Switching Service?			