

# Non Personal Account Reclaim Form

Not to be used for personal customers

## Your information

We collect and process various categories of personal and financial information throughout your relationship with us, to allow us to provide our products and services and to run our business. For more information about how we use your personal information, the types of information we collect and process and the purposes for which we process personal information, please read our Privacy Notice provided on our website at [rbsinternational.com/global/privacy-notice.html](https://rbsinternational.com/global/privacy-notice.html)

We may update this from time to time and would encourage you to visit our website regularly to stay informed of the purposes for which we process your information and your rights to control how we process it.

The Royal Bank of Scotland International Limited (the Bank) must obtain a sufficient understanding of the ownership and control of the company and verify the identities of key individuals before it can process your Non Personal account reclaim. The information requested in this form is necessary to undertake those enquiries. You must notify any parties named in this form that their information has been supplied to us for this purpose. Please ensure that any amendments within the form are initialled prior to sending to the Bank and please ensure all pages are returned even if they are not used.

**To: DSD Reclaims, PO Box 87, Douglas, Isle of Man, IM99 3HS**

Please complete this form in BLOCK CAPITALS and in black ink. Mark option boxes with an 'X'.

### 1. Organisation/Company/Entity details

Full name of your Organisation/Company/Entity

Intermediary name (if applicable)

Organisation/Company/Entity activity i.e. property holding, trading, investment holding

Organisation/Company/Entity type e.g. Limited Company, Trust, LLP

Complete where applicable:

Company Registration Number/Regulator Number  Registered Charity Number

Date Incorporated/Registered  (DD/MM/YYYY)

Please confirm the Company/Entity is still in existence/of good standing Yes  No

### 2. Original account details

#### 2.1 Account number 1

Full account name

Account holding branch

Account number  Sort code

Currency e.g. GBP  Or multi currency Yes  No



#### 4. Key Individuals

Please refer to the Guidance Notes on the final page of this form before completing the Key Individual information below – this will help you identify the key individuals in your organisation or company. Details of all key individuals, including their current residential address must be provided.

##### 4.1 Key Individual 1

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>
First name	<input type="text"/>					(Please specify)
Middle name(s)	<input type="text"/>					<input type="text"/>
Surname	<input type="text"/>					
Date of birth (DD/MM/YYYY)	<input type="text"/>					
Address line 1	<input type="text"/>					
Address line 2	<input type="text"/>					
Address line 3	<input type="text"/>					
Address line 4 OR overseas country	<input type="text"/>					
Postcode	<input type="text"/>	<input type="text"/>				
Nationality/ies	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					

Please tick **all** applicable boxes

Ownership: Ultimate Beneficial Owner/Shareholder  Beneficiary (Trusts)  Settlor (Trusts)  Officer or equivalent (Clubs & Societies)

Percentage of total ownership held/controlled (as applicable)  %

Capacity: Director  Partner  Trustee

Signatory

Date appointed  (DD/MM/YYYY)

Is the Key Individual an existing personal customer of NatWest Group? Yes  No

If yes – Sort code  Account number

## 4.2 Key Individual 2

Title Mr  Mrs  Miss  Ms  Other    
(Please specify)

First name

Middle name(s)

Surname

Date of Birth (DD/MM/YYYY)

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Nationality/ies

Please tick **all** applicable boxes

Ownership: Ultimate Beneficial Owner/Shareholder  Beneficiary (Trusts)  Settlor (Trusts)  Officer or equivalent (Clubs & Societies)

Percentage of total ownership held/controlled  %  
(as applicable)

Capacity: Director  Partner  Trustee

**Signatory**

Date appointed  (DD/MM/YYYY)

Is the Key Individual an existing personal customer of NatWest Group? Yes  No

If yes – Sort code  Account number

### 4.3 Key Individual 3

Title Mr  Mrs  Miss  Ms  Other    
(Please specify)

First name

Middle name(s)

Surname

Date of Birth (DD/MM/YYYY)

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Nationality/ies

Please tick **all** applicable boxes

Ownership: Ultimate Beneficial Owner/Shareholder  Beneficiary (Trusts)  Settlor (Trusts)  Officer or equivalent (Clubs & Societies)

Percentage of total ownership held/controlled  %  
(as applicable)

Capacity: Director  Partner  Trustee

**Signatory**

Date appointed  (DD/MM/YYYY)

Is the Key Individual an existing personal customer of NatWest Group? Yes  No

If yes – Sort code  Account number

#### 4.4 Key Individual 4

Title Mr  Mrs  Miss  Ms  Other    
(Please specify)

First name

Middle name(s)

Surname

Date of Birth (DD/MM/YYYY)

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Nationality/ies

Please tick **all** applicable boxes

Ownership: Ultimate Beneficial Owner/Shareholder  Beneficiary (Trusts)  Settlor (Trusts)  Officer or equivalent (Clubs & Societies)

Percentage of total ownership held/controlled  %  
(as applicable)

Capacity: Director  Partner  Trustee

Signatory

Date appointed  (DD/MM/YYYY)

Is the Key Individual an existing personal customer of NatWest Group? Yes  No

If yes – Sort code  Account number

#### 4.5 Key Individual 5

Title Mr  Mrs  Miss  Ms  Other    
(Please specify)

First name

Middle name(s)

Surname

Date of Birth (DD/MM/YYYY)

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Nationality/ies

Please tick **all** applicable boxes

Ownership: Ultimate Beneficial Owner/Shareholder  Beneficiary (Trusts)  Settlor (Trusts)  Officer or equivalent (Clubs & Societies)

Percentage of total ownership held/controlled  %  
(as applicable)

Capacity: Director  Partner  Trustee

Signatory

Date appointed  (DD/MM/YYYY)

Is the Key Individual an existing personal customer of NatWest Group? Yes  No

If yes – Sort code  Account number

**Please note in the event where there are in excess of 5 Key Individuals associated with the Organisation/Company/ Entity, please print copies of this page as appropriate.**

## 6. Confirming your agreement

To enable us to complete our due diligence enquiries and release the funds held, this form must be signed in accordance with the last mandate held by the bank. We will use the information supplied on this form for the purposes of checking identity and to undertake money laundering checks. We may obtain information about any directors, beneficial owners, and other parties identified in this form from NatWest Group records and other third parties.

By signing below you confirm that:

- The details provided are correct; and
- You will notify any third parties named in the form that their information will be used in the way described at the start of the form.

Claimant signature(s)

Name (in full) \_\_\_\_\_

Name (in full) \_\_\_\_\_

Date of signature (DD/MM/YYYY) \_\_\_\_\_

Date of signature (DD/MM/YYYY) \_\_\_\_\_

Claimant signature(s)

Name (in full) \_\_\_\_\_

Name (in full) \_\_\_\_\_

Date of signature (DD/MM/YYYY) \_\_\_\_\_

Date of signature (DD/MM/YYYY) \_\_\_\_\_

Claimant signature(s)

Name (in full) \_\_\_\_\_

Name (in full) \_\_\_\_\_

Date of signature (DD/MM/YYYY) \_\_\_\_\_

Date of signature (DD/MM/YYYY) \_\_\_\_\_

### Customer Checklist

Organisation/Company/Entity structure

chart Signed payment/dispersal instructions

The Royal Bank of Scotland International Limited (RBS International). Registered Office: Royal Bank House, 71 Bath Street, St. Helier, Jersey, JE4 8PJ. Tel. 01534 282787. Regulated by the Jersey Financial Services Commission.

Guernsey business address: Royal Bank Place, 1 Gategny Esplanade, St. Peter Port, Guernsey, GY1 4BQ. Tel. 01481 703860. Regulated by the Guernsey Financial Services Commission and licensed under the Banking Supervision (Bailiwick of Guernsey) Law, 2020, as amended, the Insurance Managers and Insurance Intermediaries (Bailiwick of Guernsey) Law, 2002, and the Protection of Investors (Bailiwick of Guernsey) Law, 2020, as amended, and The Lending, Credit and Finance (Bailiwick of Guernsey) Law, 2022.

Isle of Man business address: 2 Athol Street, Douglas, Isle of Man, IM99 1AN. Tel. 01624 646464. Licensed by the Isle of Man Financial Services Authority in respect of Deposit Taking, Investment Business and registered as a General Insurance Intermediary.

The Royal Bank of Scotland International Limited, Luxembourg Branch, (RBS International Luxembourg Branch). Business address: Espace Kirchberg, The Square, Building A-40 Avenue J.F. Kennedy, L-1855 Luxembourg. Tel. + 352 270 330 355. Authorised and supervised by the Commission de Surveillance du Secteur Financier (authorisation code: B00000399), as Branch of credit institutions originating from a non-Member State of the European Union



# Guidance Notes

## Non Personal Account Reclaim Form

Please use the table below to identify the Key Individuals in the Organisation/Company whose information should be included within the Non Personal Account Reclaim form.

Organisation Types	The following individuals' details should be entered on the Review of Customer Information Form
<ul style="list-style-type: none"> <li>• Limited Companies</li> </ul>	<ul style="list-style-type: none"> <li>• All directors</li> <li>• All ultimate beneficial owners</li> </ul>
<ul style="list-style-type: none"> <li>• Trusts &amp; Foundations</li> </ul>	<ul style="list-style-type: none"> <li>• All trustees</li> <li>• All beneficiaries</li> <li>• All officers / controllers</li> <li>• Settlor</li> </ul>
<ul style="list-style-type: none"> <li>• General Partnerships</li> <li>• Limited Liability Partnerships</li> <li>• Medical and Legal practices</li> </ul>	<ul style="list-style-type: none"> <li>• All partners</li> <li>• All ultimate beneficial owners</li> </ul>
<ul style="list-style-type: none"> <li>• Sole Traders</li> </ul>	<ul style="list-style-type: none"> <li>• All ultimate beneficial owners</li> </ul>
<ul style="list-style-type: none"> <li>• Church bodies and places of worship</li> <li>• Clubs or Societies</li> <li>• Public bodies (such as local councils, community groups and government agencies)</li> </ul>	<ul style="list-style-type: none"> <li>• All officers</li> </ul>

Please provide current residential addresses for all Key Individuals.

### Glossary

**Ultimate beneficial owner:** An individual owning or controlling 10% or more of an Organisation/Company/Entity.

**Beneficiaries:** An individual or Entity that is eligible to benefit from a Trust or Foundation.

**Officer/Controller:** An individual with the authority to exercise control over the Organisation.

**Trustee:** A person or Organisation appointed under a trust who administers the affairs of the Trust.

**Settlor:** An individual or Entity which settles assets into the trust or foundation.