

# Business Internet Banking Registration Form



This form is not suitable for trusts/professional firms such as solicitors/accountants & insolvency practitioners, or customers who need Bacs ID added, CHAPS, international payments or larger payment limits. Please email your contact details to us at [BIB.Manual.Registrations@virginmoney.com](mailto:BIB.Manual.Registrations@virginmoney.com) and we'll be in touch.

**Please note:** This registration encompasses the services on our Business Internet Banking service ("BIB"), including our mobile app, regardless of use. Once registered for BIB you'll be requested to download our mobile app for payment authentication. If you would like a hard token instead, please give us a call on 0800 756 0800 (option 3) once you're registered.

#### Definitions

**The Society** means Virgin Money (a trading name of Nationwide Building Society).

**The Business** means the business that is described in section 1 of this form. This is you (if you are a sole trader) or the business entity that you are a director/member/partner/general partner/committee member/officer of (as applicable).

**Corporate Administrator** – this is the person or persons you nominate to access and operate on your accounts and undertake all tasks in connection with the administration and maintenance of Business Internet Banking for you.

## Part 1 – Business' details

**Business name:** If you are a sole trader, include your name. If you are a business/organisation, please include the full name of the business/organisation. This must be the registered name if the business is registered at Companies House.

**Business address:** This must be the primary address of the Business and must be provided in full including town/city. You must also provide your postcode.

**Please note:** The main contact email address will be used to send important official Notices to the Business such as notifying you about any changes to terms and conditions.

Account number

Sort code

Business or organisation

Registered number

What date was your business registered at Companies House<sup>†</sup> ?

<sup>†</sup>ONLY required if your business is registered at Companies House

Trading name (if any)

Nature of business

Business address including postcode (this needs to be the address your business bank statements are sent to)

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

Main contact email address

Main contact telephone number

Continued overleaf...

## Part 2 – Additional business details (used to set your payment limits, please ensure this is completed)

Annual business turnover

When did you start trading?

 /  / 

## Part 3 – Corporate administrator(s) details

The Business must nominate at least one Corporate Administrator for Business Internet Banking. A Corporate Administrator will have full authority to access and operate on ALL the Business' accounts (current and future) linked under its customer number; and undertake all tasks in connection with the administration and maintenance of Business Internet Banking for the Business including the appointment of future users who may use Business Internet Banking to access and operate Business' accounts.

**Please note:** Within Business Internet Banking, Corporate Administrator(s) payment limits cannot be amended. The payment limits will be those as set by the Society. However, a Corporate Administrator can, at their discretion, amend the limit downwards for all other additional users (as defined in the Terms and Conditions) they appoint.

The Business nominates the following Corporate Administrator(s) for Business Internet Banking. The details provided will be used to identify, verify and contact the user(s), so they can register for the Business Internet Banking services. All individuals whose information has been provided within this registration form have been notified that their information will be used for such searches and checks as set out in the Privacy Notice and that they have read the Privacy Notice and been made aware that this is available to view on our website at [virginmoney.com/security](http://virginmoney.com/security) and could be updated from time to time.

Corporate Administrator(s) will automatically receive the maximum payment limit set for the business.

### Corporate Administrator 1 (this section must be fully completed)

Title		
Full name		
Email address		
Gender (this is just to help identify you)	Male	Female
Date of birth	<input type="text"/>	<input type="text"/>
Mobile		
Can send payments on their own?	Yes	No

Email address entered here should be for the user. This will be used to send the link to complete Business Internet Banking Registration

Mobile number will be used to send a User ID which is required for registering. It will also be used to register for the mobile app.

**Please note:** If no is selected, all payments will need to be approved by another user. If you only need one Corporate Administrator please select Yes.

### Corporate Administrator 2 (the email address and mobile number cannot be the same as Corporate Administrator 1)

Title		
Full name		
Email address		
Gender (this is just to help identify you)	Male	Female
Date of birth	<input type="text"/>	<input type="text"/>
Mobile		
Can send payments on their own?	Yes	No

**Please note:** Business Internet Banking allows unlimited users.

**Please note:** If no is selected, all payments will need to be approved by another user. If you only need one Corporate Administrator please select Yes.

**Note:** If you wish to appoint any more Corporate Administrators than space provided, please contact us.

## Part 4 – Corporate Administrator notifications

Corporate Administrator notifications provides an extra layer of security for businesses. It means that changes made by a Corporate Administrator to certain controls or permissions will be notified to all active Corporate Administrators by SMS or push notification. Some examples of these are: creating new users, updating payment approval limits, maintaining your user profile i.e. what users can access on Business Internet Banking and granting access to accounts. Corporate Administrator notifications will be switched on automatically when two or more Corporate Administrators are registered.

Opt out option	I/We don't want to switch this additional control on. I/We are aware of the benefits it offers but don't want to use this feature.
----------------	--

Continued overleaf...

## Part 5 – Payments

Payment limits are set by the Society based on the information provided at section 2. The Society also set a maximum daily limit of £30,000, by default. If your business needs to process more than £30,000 of payments per day, then please select Payment Limit 2 (this is subject to approval). More information can be found at [virginmoney.com/business/questions-and-answers](https://virginmoney.com/business/questions-and-answers)

	Payment limit 1 – default	Payment limit 2 – optional
Transaction limit	£30,000	£30,000
Daily limit	£30,000	Unlimited
Please check if required		

## Part 6 – Declaration and signing

By signing this registration form, I/we hereby confirm that:

- The Business wants to apply for Business Internet Banking and understands this includes automatic registration to the mobile app;
- The Business has read, accepts and agrees to be bound by the terms and conditions governing Business Internet Banking and mobile app as published in the Digital Banking & Money Management Terms and Conditions (“Digital Terms”) and Online Services Tariff. Telephone banking requires separate registration;
- The Business has been provided with our Privacy Notice as part of this registration which is available to view on our website at [virginmoney.com/security](https://virginmoney.com/security) and could be updated from time to time. Where the Business has provided information about individuals, the Business confirms that each individual has authorised the Business to disclose their information;
- The Society is authorised to undertake any searches and checks as necessary to validate identities and addresses provided in this registration form. The Society is further authorised to search the records of one or more licensed credit reference agencies to obtain information on the Business and on any of the individuals detailed in this registration form;
- The information in this registration form is true and accurate and that the Society is authorised to comply with the instructions provided in this registration form.
- The Business has authorised the individuals nominated in this registration form as their Corporate Administrator(s) to use Business Internet Banking and mobile app (as defined in the Digital Terms) on behalf of the Business. The Business accepts and confirms that the Corporate Administrator(s) (including any Corporate Administrators appointed in the future) will have full authority to access and operate on ALL the Business’ current and future accounts. Any newly opened account that is linked under the business customer number will be automatically accessible in Business Internet Banking. The Business also authorises the Corporate Administrator(s) (including any Corporate Administrators appointed in the future) to appoint Additional Users (as defined in the Digital Terms) and allocate functions to them in accordance with the Digital Terms.
- The Society is authorised to accept and comply with all instructions and indemnities received in accordance with the terms and conditions applicable to Business Internet Banking and/or mobile app including: any payment instructions authorised by a Corporate Administrator (and/or an additional user as authorised) including using any external payment system such as Faster Payments, and if available, Bacs, SWIFT, SEPA and CHAPS which will be processed according to the terms and conditions applying to the use of those systems. And the Society is hereby freed and relieved of all duties of confidentiality, data protection obligations, losses, claims or demands as a result of registering the Business for Business Internet Banking and complying with all instructions received in accordance with the terms and conditions applicable to Business Internet Banking and/or mobile app.
- Where applicable, the Business has taken all steps required to authorise:
  - (i) entry into this Registration Form and any other forms or documents as may be required in connection with the registration for Business Internet Banking;
  - (ii) entry into the Digital Terms and Online Services Tariff and
  - (iii) the appointment of the Corporate Administrator(s) described in Section 3, and such authorisation is in accordance with the Business’ constitutional documents and a properly held meeting of the Directors/Members/Partners/General Partners/ Committee Members/Officers (as applicable) has taken place at which the relevant resolutions were passed.

Continued overleaf...

Guidance for Business Internet Banking registration form signing requirements	
Business entity type	<b>Who owns &amp; runs the Business?</b> All requirements are for UK incorporated/domiciled businesses.
Sole trader	The sole trader must sign the form.
Limited company/unlimited company/ community interest company	Either of: Two Directors; or One Director and Company Secretary or If there is only a Sole Director and no Company Secretary, or if the Sole Director is also the Company Secretary, the Sole Director must sign before a witness.
Limited liability partnership	Two Members must sign.
Unincorporated association	All Members/Committee Members must sign (unless the constitutional documents specify otherwise).
Partnership/limited partnership	All Partners/General Partners must sign (unless the Partnership Deed specify otherwise).
Other entity type	To be signed in accordance with the entity's constitutional documents.

**IMPORTANT**

Please note: This registration form must be signed in accordance with the table above or your Business' constitutional documents if it provides alternative requirements. Incorrect or missing information may result in this form being returned to you, delaying access to Business Internet Banking.

A 'wet' signature matching the Society mandate we hold is required.

**Authorised for and on behalf of the Business by:**

Please confirm the Business entity type (from table above)

--

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print full name	
Signature	
Official position in the Business/Witness* *Please detail as appropriate	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Virgin Money use only – checklist

- Have all sections of the form been completed correctly
- Single Director Ltd Companies, ensure the form has been witnessed
- Does turnover, nature of business and date commenced trading, match existing records
- One of the limit options been selected
- A copy of the Digital Terms has been provided
- A copy of the Privacy Policy has been provided
- Have the Corporate Administrators provided individual email addresses and mobile phone numbers (these will be used for security purposes, so should be unique to each user)

Customer number			
Branch staff signature		Name	
		CBC/RM code	