

# Business Savings Accounts – Amendment Form



Use this form to amend the following details with us;

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

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

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

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

## Section 1. The account

Business/trading name

Company registration number

Account number

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Type of amendment

- Account signatories/persons with significant control (go to Section 2)
- Nominated account (go to Section 3)

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

Use this section to add, remove or amend account signatories or persons with significant control. Please list all of the personal information and state whether you would like to 'add', 'remove' or 'amend'. If you need more space or have multiple amends, please use multiple amendment forms.

If you're adding a new account signatory and would like them to manage the account online, the account signatory will have to register online for a Customer ID. Please visit [virginmoney.com/businesslogin](http://virginmoney.com/businesslogin) to register, and tell us your Customer ID number below.

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

Person

- Account signatory     Person with significant control

Type of amend

- Add                       Remove                       Amend

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

If applicable, state the previous name/person

Title

Forename(s)

Surname

Address

Postcode

Contact phone numbers. Please list all numbers

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Email address

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

Nationality

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Dual nationality 1

--

Dual nationality 2

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Date of birth

D	D	M	M	Y	Y	Y	Y
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Authorised signatory

Person with significant control

Position or role within the business

Treasurer

Trustee

Financial Director

Chief Accountant

Chief Executive Officer

Chairman

Company Secretary

Other

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Where are you resident for tax purposes?

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

United Kingdom only

United Kingdom and other country

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

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

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

Signature

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## 2nd Account signatory/person with significant control

Person

Account signatory

Person with significant control

Type of amend

Add

Remove

Amend

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

If applicable, state the previous name

--

Title

--

Forename(s)

--

Surname

--

Address

Postcode

Contact phone numbers. Please list all numbers

--

Email address

--

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

Nationality

--

Dual nationality 1

--

Dual nationality 2

--

Date of birth

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

Authorised signatory

Person with significant control

Position or role within the business

Treasurer

Trustee

Financial Director

Chief Accountant

Chief Executive Officer

Chairman

Company Secretary

Other

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Where are you resident for tax purposes?

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

United Kingdom only     United Kingdom and other country

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

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

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

Signature

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### Section 3. Nominated bank account

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

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

Account number

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Sort code

-	-
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Ref/Roll no (if applicable)

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Name of bank/building society

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Account holder's name

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## How we use your personal information

Here's a summary of how your information may be used and shared by Virgin Money plc.

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

### Using your information

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

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

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

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

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

### Sharing your information

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

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

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

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

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

### Holding your information and your rights

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

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

If you're unhappy with the way we're using your information, please talk to us so we can try to sort it out. If this doesn't fix it, you can write to our Data Protection Officer at Virgin Money plc, Jubilee House, Gosforth, Newcastle upon Tyne, NE3 4PL or contact the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to make sure organisations handle your information correctly. You'll find further details, including how to contact the ICO at [ico.org.uk](https://ico.org.uk)

## Declaration

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

### Financial Services Compensation Scheme (FSCS) declaration

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

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

Name (in full)

Position in business

Signature

Date

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

Position in business

Signature

Date

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

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

**Office use only**

Checked by (colleague name):

Store:

Date:

Contact details:

ID applicant 1

**WDC use only**

COD

COT

ID applicant 2



# THE FINANCIAL SERVICES COMPENSATION SCHEME

Information sheet and Exclusions list



Protected

Virgin Money is covered by the Financial Services Compensation Scheme (FSCS).

To help you understand the protection the scheme offers, this booklet contains details provided by the Prudential Regulation Authority. Please read the Information sheet on pages 2 and 3 carefully.

The scheme does have a small number of exclusions and these are listed on page 4.

## Information sheet

### Basic information about the protection of your eligible deposits

Eligible deposits in Virgin Money plc are protected by:	the Financial Services Compensation Scheme ("FSCS") <sup>1</sup>
Limit of protection:	£85,000 per depositor per bank/building society/credit union <sup>2</sup>  The following trading names are part of your bank/building society/credit union:  Virgin Money plc Virgin Money
If you have more eligible deposits at the same bank/building society/credit union:	All your eligible deposits at the same bank/building society/credit union are "aggregated" and the total is subject to the limit of £85,000. <sup>2</sup>
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately. <sup>3</sup>
Reimbursement period in case of bank/building society/credit union's failure:	20 working days <sup>4</sup>
Currency of reimbursement:	Pound sterling (GBP, £) or, for branches of UK banks operating in other EEA Member States, the currency of that State.
To contact Virgin Money plc for enquiries relating to your account:	Virgin Money plc Jubilee House Gosforth Newcastle upon Tyne NE3 4PL  Tel: 0345 600 7301*
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor Beaufort House 15 St Botolph Street London EC3A 7QU  Tel: 0800 678 1100 or 020 7741 4100 Email: <a href="mailto:ICT@fscs.org.uk">ICT@fscs.org.uk</a>
More information:	<a href="http://www.fscs.org.uk">http://www.fscs.org.uk</a>

## Additional information

### 1. Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

### 2. General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum of £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

This method will also be applied if a bank, building society or credit union operates under different trading names. Virgin Money plc also trades under Virgin Money. This means that all eligible deposits with one or more of these trading names are in total covered up to £85,000.

In some cases eligible deposits which are categorised as “temporary high balances” are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor’s current or prospective only or main residence or dwelling;
- (b) a death, or the depositor’s marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

### 3. Limit of protection for joint accounts

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping

of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

### 4. Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: [ICT@fscs.org.uk](mailto:ICT@fscs.org.uk). It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within 5 working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>.

### Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.



# Exclusions list

A deposit is excluded from protection if:

- (1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.
- (2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- (3) It is a deposit made by a depositor which is one of the following:
  - credit institution
  - financial institution
  - investment firm
  - insurance undertaking
  - reinsurance undertaking
  - collective investment undertaking
  - pension or retirement fund<sup>1</sup>
  - public authority, other than a small local authority.

For further information about exclusions, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

<sup>1</sup> Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded.

## Can I get this in a different format?

Of course. If you need this in another format (e.g. braille, large print or audio) please just let us know:

By email: [disability.awareness@virginmoney.com](mailto:disability.awareness@virginmoney.com)

By phone: **0191 279 5300\***

## Finding things tough to get your head around?

Don't worry, we're happy to take a bit more time to explain things if that would help. Just call us on **0345 600 7301\*** and chat to one of our team.

\*Calls to 03 numbers cost the same as calls to 01 or 02 numbers and they are included in inclusive minutes and discount schemes in the same way. Calls may be monitored and recorded.

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Registered Office – Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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