



Application form

Club & association account
(for clubs, associations and
such other incorporated bodies)

Trusted Novus Bank

Club & Association account application form



Form to be used by clubs, associations, societies and such other unincorporated bodies for the opening of an account with

Trusted Novus Bank, Private Banking, 76 Main Street, P.O. Box 143, Gibraltar

Please complete in block capitals and refer to the guidance notes at the beginning of this document.

Client no. *(to be filled in by Trusted Novus Bank)*:

1. Club/association details

Full name of club/association ("*the Applicant*"):.....

.....

Trading name *(if any)*:

.....

Mailing address *(if different from above)*:.....

.....

.....

.....

Primary contact details:

Telephone *(incl. area code)*: Fax *(incl. area code)*:

Mobile telephone: E-mail:

Web site URL of club/association:

The Applicant is introduced to Trusted Novus Bank by:

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2. Officers of the club/association

Name

Office title/capacity/position

Name

Office title/capacity/position

Name

Office title/capacity/position

Name

Office title/capacity/position

Name

Office title/capacity/position

Please supply the following documentation on the Officers:

a. **If an officer is a natural person**, then:

- an *Individual Details Form*,
- certified copy of identification & address verification documents

b. **If an officer is a body corporate** (e.g. a limited company), then:

- an *Associated Corporate/Trust Details Form*, with supporting documentation



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3. Services required and expected activity

Indicate the services required and the expected activity on the account by completing all parts (A to G) of this section.

A. Base currency – please select from below							
<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
<input type="checkbox"/> Other(s) – please specify:							

B. Deposits								
<input type="checkbox"/> Total amount of initial deposit	Currency:	Amount:						<input type="checkbox"/> Nil/not applicable
<input type="checkbox"/> Current account(s)								
Currency of current account(s) required	<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
	<input type="checkbox"/> Other(s) – please specify:							
<input type="checkbox"/> No 1 account(s)								
Currency of No 1 account(s) required	<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
	<input type="checkbox"/> Other(s) – please specify:							
<input type="checkbox"/> Fixed-term deposit account(s)								
Currency of Fixed-term deposit account(s) required	<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
	<input type="checkbox"/> Other(s) – please specify:							
Settlement currency (if more than one account is to be opened): _____								
(Note: the settlement currency is the denomination of the account to which customer number, hold mail and safe custody fees are to be debited).								
Expected monthly average balance range (aggregated if more than one account)	<input type="checkbox"/> Nil	<input type="checkbox"/> Less than €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> €150,000 to €750,000	<input type="checkbox"/> €750,000 to €1.5m	<input type="checkbox"/> More than €1.5m		

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C. Money transmission services – Incoming telegraphic transactions						
Expected number of incoming telegraphic payment transactions	<input type="checkbox"/> None	<input type="checkbox"/> Less than 5 per month	<input type="checkbox"/> Between 5 and 20 per month	<input type="checkbox"/> More than 20 per month		
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> Widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 to €15,000	<input type="checkbox"/> €15,000 to €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> More than €150,000
Payments are expected to be received from the following countries (<i>This must be completed if you expect to receive telegraphic payments. If this is not the case, please write not applicable</i>):						

D. Money transmission services – Outgoing telegraphic transactions						
Expected number of outgoing telegraphic payment transactions	<input type="checkbox"/> None	<input type="checkbox"/> Less than 5 per month	<input type="checkbox"/> Between 5 and 20 per month	<input type="checkbox"/> More than 20 per month		
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> Widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 to €15,000	<input type="checkbox"/> €15,000 to €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> More than €150,000
Payments are expected to be made to the following countries (<i>This must be completed if you expect to make telegraphic payments. If this is not the case, please write not applicable</i>):						

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E. Cashier services - Deposit transactions						
Expected number of cash deposits	<input type="checkbox"/> None	<input type="checkbox"/> Less than 10 per month		<input type="checkbox"/> Between 10 and 30 per month	<input type="checkbox"/> More than 30 per month	
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 to €15,000	<input type="checkbox"/> €15,000 to €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> More than €150,000

F. Cashier services - Withdrawal transactions						
Expected number of withdrawals	<input type="checkbox"/> None	<input type="checkbox"/> Less than 10 per month		<input type="checkbox"/> Between 10 and 30 per month	<input type="checkbox"/> More than 30 per month	
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 to €15,000	<input type="checkbox"/> €15,000 to €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> More than €150,000

G. Securities trading and safe custody						
Expected portfolio size	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> €150,000 to €750,000	<input type="checkbox"/> €750,000 to €1.5m	<input type="checkbox"/> More than €1.5m

4. Secret password

With a secret password, Trusted Novus Bank will provide information over the telephone in accordance with our **General Conditions of Business**.

I/We would like a secret password attached to my/our account:

No

Yes – and it should read (*max. 10 digits/letters*):

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5. Nature of activities of the club/association & source of funds

The club/association's general purpose can be classified as...*(tick the appropriate boxes)*:

- | | |
|--|---|
| <input type="checkbox"/> Educational/training | <input type="checkbox"/> Sporting/recreational |
| <input type="checkbox"/> Professional/trade/commercial | <input type="checkbox"/> Artistic/cultural |
| <input type="checkbox"/> Political/action (lobby) group/advocacy | <input type="checkbox"/> Social/ethnic |
| <input type="checkbox"/> Volunteer /service | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Tenants/residents/communal facilities | <input type="checkbox"/> Hobby/special interest |
| <input type="checkbox"/> Other purpose: | |

Describe in detail the specific purpose (i.e. the activities and operations carried on for the benefit of members) for which the club/association was formed

In which countries does the club/association have members (or expects to have members in the foreseeable future)?		

In which countries does the club/association hold its major assets (or expects to hold assets in the foreseeable future)?		



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Is the club/association registered as a charity?

- Yes No

▶ If you answered yes, where is it registered (*country*)? _____
under registration number: _____

Has the club/association a permanent place of business from which it conducts its activities?

- Yes No

▶ If you answered yes, where is this located? (*Please supply all addresses if more than one*)

The funds of the club/association derive from...(per annum) (*tick one or more boxes as appropriate*):

Membership fees

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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Private donations

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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The club/association's main donors are/are expected to be ... (Note: A *main donor* is a person or entity who (in total) has contributed more than 5% of the total donations received by the club/association – use a separate sheet to list the donors, if necessary)



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Grants & sponsorships

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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The club/association's main sponsors are/are expected to be... (Note: A *main sponsor* is a person or entity who (in total) has contributed more than 5% of the total grants & sponsorships received by the club/association - use a separate sheet to list the sponsors, if necessary)

Fund raising activities (e.g. social events)

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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The club/association's main fund-raising activities, events are/ are expected to be...

Sales of merchandise/publications

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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Bar takings, canteen, etc.

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
--	---	--	---	--

Venue/equipment hireage

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
--	---	--	---	--



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Fees for services rendered

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
--	---	--	---	--

Income from investment portfolio.

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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The main financial assets of the club/association are/are expected to be... *(use a separate sheet for further description of the asset(s), if necessary)*

Income from other sources

<input type="checkbox"/> Less than €5,000	<input type="checkbox"/> €5,000 to €15,000	<input type="checkbox"/> €15,000 to €50,000	<input type="checkbox"/> €50,000 to €100,000	<input type="checkbox"/> more than €100,000
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These other sources of funds are/are expected to be...

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Signature Card

For an account with

Trusted Novus Bank, Private Banking, 76 Main Street, P.O. Box 143, Gibraltar

Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature

Please supply the following documentation on the authorised signatories:

- an *Individual Details Form*, and
- certified copy of identification & address verification documents

<i>Please do not write here – for bank use only</i>												
Client name												
Client number		Date account opened										
Number of signatures												



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Signing Mandate and Declaration

To: Trusted Novus Bank

Re:

Full name of the club/association (*hereinafter referred to as "the Applicant"*)

We hereby certify that at a meeting ("*the Meeting*") of persons duly authorised to direct the affairs of the Applicant it was resolved to open an account with you. Pursuant to the resolutions passed (a certified copy of the same we submit with this application), we authorise you until further notice in writing to accept

Please insert the number of officers or other duly authorised person(s) required to sign (e.g. "any one may sign solely", "all to sign jointly", "any two of three", etc.) as discharge for withdrawals or for any purpose in connection with this account (or any subsequent accounts), including the closure thereof. The name(s) and specimen signature(s) of the person(s) authorised to sign on the account appear in the Signature Card section of this Account Application.

.....

We affirm that, to the best of our knowledge and belief, the information provided and declarations made in this Account Application and in each Individual Details form and Associated Corporate/Trust Details form submitted pursuant to this application are true, complete and accurate and that any material changes thereto will be notified to you immediately. We agree that my signature to this declaration shall be taken as our acknowledgement that we have read and understood the terms and conditions (the "Terms") contained in the General Conditions of Business and do hereby accept them to be binding upon us in relation to all accounts we may open with you. Moreover, we accept that the Terms as amended from time to time shall form an agreement between the Applicant and you as if incorporated herein.

Privacy Policy

The information in this form is collected by the bank for the following purposes:

- To assess and process the application and opening of the account
- To personalise your experience (your information helps us respond to your individual needs)
- To improve customer service (your information helps us to be more effectively respond to your customer service requests)
- For Security, identification and verification purposes
- To comply with our legal obligations

The General Privacy policy from Trusted Novus Bank will give you a comprehensive overview about how we handle data, including information we may collect from our customers. We explain in detail about the information we hold, what we do with this data and when we share it outside of Trusted Novus Bank (and with whom). You can read more about your rights and how you can contact us if you have any queries or concerns around your data. In order to Assess our General Privacy policy please refer to www.trustednovusbank.qi/privacy

Signed by the Chairman of the Meeting for and on behalf of the Applicant:

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Documentation checklist

To avoid undue delay in the processing of your application, please read our guidance notes, *What we need from you to open an account with us*, and check that:

- all relevant sections of this application form are fully completed, and the descriptive information supplied in relation to the nature of business and the source of funds is clear, complete and verifiable with the latter evidenced by supporting documentation (*guidance notes, Step 4*);
- the requisite partnership documents are appended (*guidance notes, Step 3*);
- an *Individual Details Form* has been completed for each Key Individual and the descriptive information in relation to source of income/wealth is clear, complete and verifiable (*guidance notes, Step 1*);
- copies of identification and address verification documents are appended (*guidance notes, Step 2*) and are correctly certified by a *Suitable Certifier* (*guidance notes, Step 5*);
- an *Associated Corporate/Trust Details Form* has been completed for each entity in a Group structure standing in a direct linear relationship with the Applicant. The descriptive information in relation to the entity's nature of business is clear, complete and verifiable (*guidance notes, Step 3*);
- a Corporate family tree is appended, where applicable (*guidance notes, Step 3*);