unitytrust bank

Trade Union

Application to open an account

Thank you for choosing Unity Trust Bank.

We hope you find this application form straightforward and easy to use.
If you have any queries, need help to complete this application or would like a copy in large print please call us on **0845 140 1000.**

Please read the guidance notes in the centre of this application before completing the application form.

Please complete all sections of this form in **BLOCK CAPITALS** and **BLACK INK.**

Please send the completed application for and all accompanying documents to FREEPOST, Unity Trust Bank Plc, Nine Brindleyplace, Birmingham B1 2BR.

Office use only:

Development Manager Name: Laurie Bell

Best marks for banking services 2005, 06, 07, 08.

POSITIVE ABOUT DISABLED PEOPLE

INVESTOR IN PEOPLE

section 1 Trade Union Details

Full name of Trade Union Please complete in **BLOCK CAPITALS** and **Black INK**

The Royal College of Midwives

Full account name(s) *(If different from name of Trade Union). If we are unable to use this name we will contact you*

1

2

Region Number (If applicable)

Branch Number (If applicable)

Key Contact Address

House/Flat no. Address line 1

Address line 2

Town

City / County Postcode

Key contact – *all communications & bank statements will be sent to this person*

Title Forename Middle Initials

Surname

Daytime phone number (including area code)

Fax number (including area code)

Mobile Telephone number

e-mail address

website address

Registered Address (if different from above)

15 Mansfield Street
London
W1G 9NH

As the contact for all communication on this account, we require a contact telephone number prior to making the account fully operational. It is important that a daytime telephone number (this must be a landline, not a mobile phone number) is provided to allow us to contact you. This telephone number will be used for any future communication, should it be required. To enable us to complete the account opening process, we will need to communicate in the first instance with the 'Contact name'. If this individual is not a signatory on the account please provide a specimen of their signature on the right.

signature

Existing Organisation account details

The Royal College of Midwives

Branch sort code	Account Number	Time at bank
O 8 6 O O 1	2 O 1 8 4 9 6 4	years O 3 months - -

If you wish us to transfer this account, please ensure you complete Section 7 of this form (page 11)

Banking Requirements

section 2

Type of accounts

If you know what type of account(s) you require, please tick the relevant box(es)

If you are not sure, please leave blank – we will contact you to discuss your requirements further.

Royal College of Midwives Group Account ☐

Statement Frequency

How often do you require account statements?

Monthly ☐ If monthly, please state preferred date in the month D D

Petty Cash Requirements/Encashment Facilities

We have arrangements with all Co-Operative Bank branches if you wish to **deposit or withdraw CASH**, or if this is not convenient to you, we can make arrangements with a wide range of banks, although not all branches or all banks operate this service (we are aware that the majority of building societies, including Halifax and Abbey do not offer counter service facilities). We ask you to nominate **TWO** bank branches and we will do our best to set up this facility at your first choice. Please provide details of the bank branches. You will be supplied with pre-paid envelopes to enable you to pay **CHEQUES** directly into your account.

First Choice

Bank Name

Branch Name

Address

Postcode

Sort Code

Second Choice

Bank Name

Branch Name

Address

Postcode

Sort Code

We would recommend a maximum of £500 a month petty cash limit, we will review this with you at a later date if required

Limit you require for petty cash _____ per day/week/month (Please delete as appropriate)

section 3 Personal Details of Signatories

Credit Reference: To assist in identifying you in order to prevent fraud we may use information from the Electoral Register and we may make searches at fraud prevention agencies. We may also use credit reference agencies who will supply us with credit information and other information. The agencies used will record details of the search type and keep these details on their records for twelve months, whether or not this application is accepted. Any of this information may be used for identification purposes, credit assessment, debt tracing and the prevention of money laundering as well as the management of your account.
Confirming Identity: Unity, in common with other financial institutions, is required to follow detailed procedures to validate the identity of all signatories and day to day contacts held with the Bank. We may ask for further information over and above that on this application form. For each signatory we require personal identity and evidence of address documents (please refer to the Proving Your Identity information). If our requirements are not satisfied and funds are lodged we may suspend operation of the account until we are able to establish identity in line with these requirements.
By completing this form you are deemed to have read the above information and agree to the searches.

Title Forename Middle Initials
Surname Date of Birth D D M M Y Y Y Y
Position Nationality
House/Flat no. Address line 1
Address line 2
Address line 3 Postcode
Daytime phone number *including area code (landline only)* How long have you been at your current address?
Previous Address (if moved in the last 3 years)
Postcode
If you are already a signatory on a Unity account please state account number

Title Forename Middle Initials
Surname Date of Birth D D M M Y Y Y Y
Position Nationality
House/Flat no. Address line 1
Address line 2
Address line 3 Postcode
Daytime phone number *including area code (landline only)* How long have you been at your current address?
Previous Address (if moved in the last 3 years)
Postcode
If you are already a signatory on a Unity account please state account number

DATA PROTECTION AND MARKETING

The information on this form may be used for statistical analysis or for marketing purposes such as identifying other products and services which may be of interest to your Trade Union. These products and services may be offered by letter, telephone, e-mail or other reasonable means of communication by the Bank, its associates or carefully selected organisations and companies to the correspondence details on page 2. Personal contact information will not be used for marketing purposes unless it is entered into the main contact section on page 2.

If your Trade Union does not want to receive marketing information, please tick this box ☐

Personal Details of Signatories

section 3

Title | Forename | Middle Initials

Surname | Date of Birth D D M M Y Y Y Y

Position | Nationality

House/Flat no. | Address line 1

Address line 2

Address line 3 | Postcode

Daytime phone number
including area code (landline only) | How long have you been at your current address?

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on a Unity account please state account number

Title | Forename | Middle Initials

Surname | Date of Birth D D M M Y Y Y Y

Position | Nationality

House/Flat no. | Address line 1

Address line 2

Address line 3 | Postcode

Daytime phone number
including area code (landline only) | How long have you been at your current address?

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on a Unity account please state account number

Title | Forename | Middle Initials

Surname | Date of Birth D D M M Y Y Y Y

Position | Nationality

House/Flat no. | Address line 1

Address line 2

Address line 3 | Postcode

Daytime phone number
including area code (landline only) | How long have you been at your current address?

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on a Unity account please state account number

To Unity Trust Bank plc.

On behalf of the Trade Union, we confirm that at a properly convened meeting of the Committee, it was resolved that:

1. The Trade Union wishes to open an account with Unity Trust Bank plc ("the Bank") and produced to the meeting a copy of the Bank's terms and conditions for operating an account;
2. The Bank's terms and conditions are approved and the Trade Union appoints the Bank as its Bankers;
3. The Bank's terms and conditions may vary from time to time, and the Trade Union agrees to be bound by them;
4. The Bank will be provided with a copy of the Trade Union's Rule Book and any changes to Rule Book must be advised in writing to the Bank;
5. The Mandate for the operation of the bank accounts, payment instructions and banking services be provided to the Bank and that amendments to the Mandate may be made by any Committee Member, or by any officer of the Trade Union who is known to the Bank as being authorised by the Committee to do so;
6. The Bank is entitled to rely upon this mandate until it receives a later mandate amending it;
7. The Bank will be notified in writing of any change in Committee Members of the Trade Union.

We hereby certify that the above resolution is a true copy of that passed at the meeting held on D D M M Y Y Y Y and entered into the Minute Book where we confirmed that there are signatories in total to this account.

Chairperson Name

Title Forename Middle Initials

Surname

signature

Date of signing D D M M Y Y Y Y

Secretary/Committee Member Name

Title Forename Middle Initials

Surname

signature

Date of signing D D M M Y Y Y Y

unitytrust bank

Trade Union

Guide to Application Form

These notes are designed to outline the application process and help you to complete the form fully so that we can open your account quickly and efficiently.

We have tried to make the form as simple and straightforward as possible, but if you have any difficulties or questions whilst completing the form, do not hesitate to contact our Customer Services team on 0845 140 1000

We understand that nobody likes completing forms. We have therefore kept the information in the form to the minimum that we need to be able to open a bank account for your Trade Union. Some of this information is required for security once the account is opened and we are also required to collect information to meet Government requirements to combat possible money laundering.

Best marks for banking services 2005, 06, 07, 08.

POSITIVE ABOUT DISABLED PEOPLE

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The application process

Thank you for choosing to bank with Unity Trust Bank.

Most applications will be processed within 7-10 working days. If we need to contact you we will try to either ring you or send you a letter. The more contact options that you are able to provide, the easier it will be for us to contact you, reducing unnecessary delays in opening your account.

We need all the appropriate sections completed in full and all the supporting documents to enable us to open your account. Please double check that you've completed all sections and enclosed all the requested documents before you send in your application form. We can't process your application without them. **The checklist on the back page of the application details what we need from you if you are not sure.**

What happens next

When we receive your completed form, we will first check to see that all the necessary information has been completed and that the documents have been enclosed. If there is any missing information we will try to contact you by phone first, only writing to you if we don't get a response.

If everything is complete we will start to process your application. As a final check we will write to you and follow up with a phone call to activate your account as final confirmation and to confirm all your details are correct and that you are happy with everything.

Your stationery (cheque book, paying-in book) will be sent to you separately once you have activated the account. Please contact us if you have not received it within 7 working days from being informed that your account is active.

If you are transferring from an account with another bank, it is a good idea to keep funds in that account to cover any payments, such as cheques, Direct Debits and Standing Orders. We will confirm to you once the transfer has been completed.

Completing the form

Section 1 – Organisation Details (page 2)

This section gathers the important information about your Trade Union. If you have a region or branch number you should complete this on the form. The Key contact is the person to whom all correspondence and any queries we have in connection with the account, will be directed.

Section 2 – Banking Requirements (page 3)

Currently all statements are sent out to you by post. You will need to specify whether you wish to receive statements monthly or quarterly. We are working on providing on-line statement facilities during 2008 and we will let you know when this becomes available.

In regard to your petty cash requirements/Encashment facilities, we do not have any high street branches, but we have entered into an arrangement to enable you to pay in and withdraw money with the Co-operative bank. If this is not suitable for you we can make arrangements with a number of other banks. However, we are aware of some banks not offering these facilities; Halifax and Abbey do not offer this service.

The setting up of these facilities is at the discretion of the local manager of the encashment bank, so we ask you to nominate two options. We will do our best to set up this facility at your first choice and will confirm this to you once we have received confirmation that the encashment is in place. This will usually be no more than 10 working days after your account is opened.

Section 3 - Personal details of Signatories (pages 4 and 5)

This section should be completed by anyone who you want to have access to your account, and authorise payments by being a signatory of the account.

Government regulations to prevent UK bank accounts from being used by criminals to launder the proceeds of crime mean that we have to undertake a number of thorough checks on those who can have access to your funds. Normally we can undertake these checks electronically. However, we may ask for further documentary evidence over and above that requested on this form.

If the searches are not successful for each signatory, we need to receive some form of personal identity confirmation and evidence of their address. We will tell you if we need this. Unfortunately, we will not be able to allow you to operate your account until we have been able to establish the identity of all signatories on your account. By completing this form, you are deemed to have read the information on fraud prevention and agree to our searches.

Section 4 - Resolution (page 6)

Because you are applying for a bank account on behalf of a Trade Union rather than a private individual, it is important for us to ensure that your Trade Union has passed the correct resolution authorising you to bank with us. Please ensure that you obtain certification countersigned by your chairperson and the secretary or other authorised person.

IMPORTANT – Please refer to the checklist on the back page of this application form to ensure you have enclosed all the required documents.

Section 5 – Mandate (page 7)

This is a key section of your application form as this is what we use to check and verify the people who are authorised to act on behalf of your Trade Union.

You are firstly asked to provide details of how many signatories you require on the bank account.

Signatures are held on your records to validate subsequent transactions on your account so it is important that you sign in black ink and within the signature box.

All signatories will automatically be granted access to our Telephone Banking Service. They will receive confirmation of this by letter and will be required to contact us to provide a password for security before accessing the service.

If there is not enough space for all of your signatories, additional copies of this page of the form can be found on our website, or by calling us on 0845 140 1000.

Section 6 - Internet Banking service (pages 9 and 10)

If you request access to our Internet Banking service you have the option of setting up either single, double or triple approval levels for making both internal and external payments. You may choose to give different levels of authority to those instructions made internally (between accounts held at Unity) than externally. If this is the case then you should specify in this section.

Each authority level has a different level of user privilege, from only being able to View the account (V), to being able to both View the account and input payments (VS), through to being able to do both of these things, as well as being able to Authorise payments from the account (VSA).

It is not recommended that you use the external payments facility as a means of making salary or high volume payments. If you need any further information about our other services for high volume payments, please contact us on 0845 140 1000

We ask you to specify the details of all users you wish to grant access to Internet Banking, both signatories and non-signatories. A non-signatory would be someone who you wish to have access to your account details, but who will not be able to authorise the payment of funds, such as a bookkeeper. For each user, please state the level of access required along with a memorable name for each user, which will be used as a security check the first time they log in.

Because we will act on instructions to pay money from your account using the Internet Banking service, it is important that you certify on this page that you have read and understood our terms and conditions relating to Internet Banking and that this is signed in accordance with the mandate on your account.

Section 7 Account Transfer request (page 11)

You would use this section only if you have an existing account with another bank that you are going to transfer to us, and then subsequently close.

If you have ticked the box to confirm you have active standing orders and Direct Debits with your existing bank, when we receive your completed application we will write to your existing bank and ask that they send us a list of all active payments. We will send these on to you and ask that you confirm that they are all still valid and current so we can set them up on your new account. We will then ask that your existing bank transfers the funds in your account(s) to your new account(s) with us and then close your account(s) with them.

On occasions there will be un-presented cheques that are sent to your old bank, which we will ask them to forward on to us. We suggest that you keep sufficient funds in your existing account to cover any standing orders or Direct Debits that may still be presented whilst your account is being transferred over to us.

If you have any questions in regard to the account transfer process and how it is progressing, please call us on 0845 140 1000.

Mandate section 5

The undersigned have read the paragraphs under the heading "Credit Reference and Confirming Identity" on page 4 and confirm that Unity Trust Bank is authorised to search any fraud prevention or credit reference agency and to keep a copy of that search and make any other enquiries Unity Trust Bank believe is necessary to confirm my identity and any information given in this application. I understand that Unity Trust Bank will not use my personal details for marketing purposes.
By signing this mandate you will automatically be registered as an authorised Telephone Banking user.

SIGNING AUTHORITY

Please tick the level of signing authority required for operating the account(s)

Any two signatories must sign ☐ All signatories listed must sign ☐

or enter correct details here

Bank use only

Title Forename

Surname

IMPORTANT: Please keep within the border using black ink only

signature

Bank use only

Title Forename

Surname

IMPORTANT: Please keep within the border using black ink only

signature

Bank use only

Title Forename

Surname

IMPORTANT: Please keep within the border using black ink only

signature

Bank use only

Title Forename

Surname

IMPORTANT: Please keep within the border using black ink only

signature

Bank use only

Title Forename

Surname

IMPORTANT: Please keep within the border using black ink only

signature

Bank use only

Title Forename

Surname

IMPORTANT: Please keep within the border using black ink only

signature

Blank page
for the back of
the signatories

Internet Banking Service
Registration details

section 6

Internet Banking Services will commence once we have confirmed to you in writing that your account is active.
Please complete pages 9 -10

Account Number(s) – if known

We will automatically grant you the same approval levels to all linked accounts detailed on your application form unless you tell us differently in writing.

APPROVAL LEVELS

Please select ✓ one option for each level of approval you require for internal payments and for external payments.

INTERNAL PAYMENTS
Internal payments are transfers made between linked accounts, held by Unity Trust Bank, to which you are authorised
EXTERNAL PAYMENTS
External payments are Bill, or Standing Order payments made to organisations where accounts are held outside of Unity Trust Bank.
NOTE: It is not recommended that you use this service for salary or high volume payments.

	INTERNAL✓	EXTERNAL✓
Single – Allows payments to be input and paid by one user (VSA)*	☐	☐
Dual – Allows payments to be made, where one user (VS)* or (VSA)* inputs the payment and a second user (VSA)* approves and makes the payment	☐	☐
Triple – Allows payments to be made, where one user (VS)* or (VSA)* inputs the payment and two separate users (VSA)* approve and make the payment	☐	☐

ACCESS LEVELS*
V – View only allows the user to view accounts
B **VS - View and Submit** as well as having the same rights as a **V** user, this status allows the user to **input** payments
VSA - View, Submit and Authorise as well as having the same rights as a **VS** user, this status allows the user to **approve and make** payments

INTERNET SECURITY
In order to access Unity Trust Bank's Internet Banking Service you are required to register a memorable name (minimum of 3 characters) which will be used for identity purposes when registering your security login details. Please write your memorable name below – this is unique to you, and can be changed once your account is open.

USER DETAILS – Please list all users (including non-signatories detailed on page 10)

Full Name	Memorable Name	Access Level Required (circle appropriate level)
1.		V – VS - VSA
2.		V – VS - VSA
3.		V – VS - VSA
4.		V – VS - VSA
5.		V – VS - VSA
6.		V – VS - VSA
7.		V – VS - VSA

RESOLUTION
I/We confirm that the details on this form are correct and agree to notify the bank of any changes therein.

Title Forename
Surname
signature

Title Forename
Surname
signature

Title Forename
Surname
signature

section 6

Internet Banking Service
Authorised User Details (non signatories)

Credit Reference: To assist in identifying you in order to prevent fraud we may use information from the Electoral Register and we may make searches at fraud prevention agencies. We may also use credit reference agencies who will supply us with credit information and other information. The agencies used will record details of the search type and keep these details on their records for twelve months, whether or not this application is accepted. Any of this information may be used for identification purposes, credit assessment, debt tracing and the prevention of money laundering as well as the management of your account.
Confirming Identity: Unity, in common with other financial institutions, is required to follow detailed procedures to validate the identity of all signatories and day to day contacts held with the Bank. We may ask for further information over and above that on this application form. For each signatory we require personal identity and evidence of address documents (please refer to the Proving Your Identity information). If our requirements are not satisfied and funds are lodged we may suspend operation of the account until we are able to establish identity in line with these requirements.
By completing this form you are deemed to have read the above information and agree to the searches.

Bank use only

Title | Forename | Middle Initials
Surname | Date of Birth D D M M Y Y Y Y
Position | Nationality
House/Flat no. | Address line 1
Address line 2
Address line 3 | Postcode
Daytime phone number *including area code (landline only)* | How long have you been at your current address?
Previous Address (if moved in the last 3 years)
Postcode
Signature:

Bank use only

Title | Forename | Middle Initials
Surname | Date of Birth D D M M Y Y Y Y
Position | Nationality
House/Flat no. | Address line 1
Address line 2
Address line 3 | Postcode
Daytime phone number *including area code (landline only)* | How long have you been at your current address?
Previous Address (if moved in the last 3 years)
Postcode
Signature:

For bank use only

Account Transfer Request

section 7

If you would like us to arrange the transfer and closure of your existing banking to Unity Trust Bank, please read the following guidelines:

- **What you need to do**
  Fully complete the form below ensuring the form is signed in accordance with your existing mandate with your current bank
- **What we will do for you**
  Once your account has been opened, we will forward the completed and signed 'Account Transfer Request' form to your bank to transfer and close your account.
- **What your bank should do**
  Your bank should provide Unity Trust Bank with information on your active Standing Orders and Direct Debits within 3 working days of receiving the request and close the account without unnecessary delay

I/ We of _____ instruct you, our existing bankers to close our account(s)

Please close and transfer the balance of our account to Unity Trust Bank plc, Nine Brindleyplace, Birmingham. B1 2HB, together with any authorities, securities, details of any Standing Orders and/or Direct Debits and stopped items information which apply to the account. Please redirect any cheques issued on this account which may subsequently be presented for payment to Unity Trust Bank plc.

Please tick this box to authorise the transfer of any active Direct Debits/Standing Orders held with your existing bankers - Please note by not ticking this box we will assume that you have no automated payment instructions to transfer and will instruct your existing bank to close your account(s). ☐

Branch Name

Address

Postcode

Name of Account

Name of Account — A/C No.

Name of Account — A/C No.

Name of Account — A/C No.

Bank Sort Code

Title — Forename(s) — signature

Surname

Date of Signing D D M M Y Y Y Y

Title — Forename(s) — signature

Surname

Date of Signing D D M M Y Y Y Y

Title — Forename(s) — signature

Surname

Date of Signing D D M M Y Y Y Y

Application checklist:

To enable us to open your account, please ensure that you have completed all sections of the application form and enclosed the complete set of information requested below, as it applies to your Trade Union

☑ **For Trade Unions**
We enclose a copy of the rules or constitution of the Trade Union signed and dated by at least two officials, to confirm that they are true and up to date copies. If we hold the head office banking of the Trade Union, we do not require the rules or constitution of the Trade Union

Please send the completed application form and all accompanying documents to FREEPOST, Unity Trust Bank Plc, Nine Brindleyplace, Birmingham B1 2BR.

Best marks for banking services 2005, 06, 07, 08.
Positive about disabled people
Investor in People