

Limited company application form

This form can be used by the directors of a limited company to apply for an AJ Bell Dealing Account (DA).

You should read the DA terms and conditions before completing this application.

Please use BLOCK CAPITALS only and blue or black ink, ticking the boxes where appropriate.

If you'd like a copy of this, or any other item of our literature, in large print, Braille or in audio format, please contact us on 0345 54 32 600 or by email at help@ajbell.co.uk.

Checklist

- ☐ Fully completed application form signed by a minimum of two directors, or one director and the company secretary, unless it's signed in accordance with the company's signing resolution. If there isn't a company secretary, the sole director must sign in the presence of a witness who needs to provide their name, occupation and address. The nominated contact must also sign if they haven't already signed.
- ☐ Signing resolution (if applicable)
- ☐ Identity and address verification for all controlling persons (recommended)
- ☐ Bank statement

User guide – Limited Company Dealing account application

Helpful tips

- Please provide a signing resolution for the company if it has one. If it doesn't have one, please make sure the application is signed by all directors who want to make future instructions – so that we have a record of their signature on file.
- An entity classification is required in all circumstances. So please make sure you complete this section of the application form.
- You must name a nominated contact, they must be employed by the limited company – they'll be the only person authorised to act on the account.
- We'll set up the account in the name of the nominated contact if they're a controlling person. If the nominated contact isn't a controlling person, it will be set up in the name of the first named individual on the application form.
The account will be named as follows:
<Surname of controlling person> re <name of company> e.g. Jones re Jones Sport Ltd

Anti-money laundering requirements

We're required by law to check the identity of controlling persons, which we'll do via an electronic search. If there are more than two controlling persons, please copy and complete page three as many times as you need to. If the company is regulated by the Financial Conduct Authority (FCA) or listed on the main market of the London Stock Exchange (LSE), we need only check two directors.

If our electronic search for a controlling person isn't successful, we'll need to see certified identification and address verification documents for them. To save time, it might be a good idea to provide these documents along with the application.

You can find out more about these requirements here: ajbell.co.uk/faq/ive-been-asked-send-you-documents-who-can-certify-them.

Tax Identification Numbers (TINs)

For each controlling person, we are required to obtain confirmation of all countries of citizenship and all countries of residence for tax purposes. For each country of residence for tax purposes, we also require a Tax Identification Number (TIN) and confirmation of what type of TIN it is. TIN is a generic term and is the unique identifier assigned to an individual by the tax administration authority of a country. It is a unique combination of letters and/or numbers used to identify them for the purposes of administering the tax laws of that country.

For individuals who are resident for tax in the UK, please provide their National Insurance number. For US citizens or US residents for tax, please provide their US Federal Taxpayer Identification Number. If a country in which an individual is resident for tax purposes does not issue a TIN, please use an equivalent unique identifier such as a social security number, a citizen or personal identification number or a resident registration number.

Legal Entity Identifiers

For all non-natural entities, we are required to obtain a reference number known as a 'Legal Entity Identifier' (LEI). This is used to identify the company as the entity executing trades. If you do not already have an LEI, you can find more information, and complete an application, on the London Stock Exchange website: [lseg.com/LEI](https://www.lseg.com/LEI). Please obtain the LEI before sending this form to us as we won't be able to process the application if this is missing.

Section A - Limited company details

Name of company

Company registration number

Company registered address

Postcode

Country

Operating address (if different from above)

Postcode

Country

Country of Tax Residence

Tax ID number

Tax ID type

Telephone number

Country of registration/incorporation

Legal Entity Identifier (LEI)

FCA registration number (if applicable)

LSE ticker code (if applicable)

Section B - Details of controlling persons

Please provide details of all controlling persons, copying and completing this page as many times as is required.

Controlling persons in respect of a limited company may be a person or entity that has significant influence or control over the entity that is applying for the account. This may include owners, directors, partners, members of Boards of Directors or equivalent managing bodies of committees and other senior managers who are able to influence (or benefit from) the entity. More information on how to identify controlling persons (also known as 'persons with significant control') can be found on this [gov.uk website](https://www.gov.uk).

If any of the controlling persons has been at the address shown for less than three years, please provide their previous address on a separate sheet and attach to this application.

Complex structures - If there is an ownership chain, and a controlling person is another limited company, please provide full details of the company and details of the company's controlling persons until the controlling person is an individual. For a complex structure, it's also helpful if you could provide a structure chart for reference. Please provide one for each company, in order of percentage shareholding on **page 11** of this form.

Controlling person details

First controlling person

Title

Dr / Mr / Mrs / Miss / Ms / Other

Surname

Forename(s)

Date of birth

National Insurance number

Permanent residential address

Postcode

Country

Daytime telephone number (if phone number is non-UK, provide full dialing code)

Were you born in the UK? And are you solely a UK citizen, solely a UK national and solely resident in the UK for tax purposes? To tick Yes, all need to apply.

☐

Yes ('If 'Yes', please continue to second controlling person)

☐

No (If 'No', please complete section C)

Second controlling person

Title

Dr / Mr / Mrs / Miss / Ms / Other

Surname

Forename(s)

Date of birth

National Insurance number

Permanent residential address

Postcode

Country

Daytime telephone number (if phone number is non-UK, provide full dialing code)

Were you born in the UK? And are you solely a UK citizen, solely a UK national and solely resident in the UK for tax purposes?
To tick Yes, all need to apply.

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Yes (If 'Yes', please continue to section D)

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No (If 'No', please complete section C)

Section C - Only complete if your country of birth, nationality, citizenship or residency for tax purposes is non-UK

First controlling person

Country of birth

First nationality

Second nationality (if applicable)

Third nationality (if applicable)

Country of citizenship

Second country of citizenship (if applicable)

Country of residence for tax purposes

Second country of residence for tax purposes

TIN (NI number for UK) for first country of residence for tax purposes

TIN (NI number for UK) for second country of residence for tax purposes

Type of TIN for first country of residence for tax purposes

Type of TIN for second country of residence for tax purposes

If you do not have a TIN for a country, please confirm the reason

Please list all your countries of nationality, citizenship and tax residency. If you're a citizen or tax resident of more than two countries, please list all details on a separate sheet of paper and attach it to this application.

Second controlling person

Country of birth

First nationality

Second nationality (if applicable)

Third nationality (if applicable)

Country of citizenship

Second country of citizenship (if applicable)

Country of residence for tax purposes

Second country of residence for tax purposes

TIN (NI number for UK) for first country of residence for tax purposes

TIN (NI number for UK) for second country of residence for tax purposes

Type of TIN for first country of residence for tax purposes

Type of TIN for second country of residence for tax purposes

If you do not have a TIN for a country, please confirm the reason

Please list all your countries of nationality, citizenship and tax residency. If you're a citizen or tax resident of more than two countries, please list all details on a separate sheet of paper and attach it to this application.

Section D - Nominated bank account

Please provide us with details of the bank or building society account into which you would like any withdrawals to be made. This must be in the name of the limited company.

As part of our security checks, we'll need to verify that the bank account matches the company name and address. To complete these checks, please send a copy of a bank statement for the nominated limited company bank account with your completed application form. This copy must:

- be less than three months old at the time we receive it
- include your company name and address
- show the name of the bank, the sort code and the bank account number

Account holder's name

Bank/building society account number

Sort code

Roll number (if applicable)

Section E - Nominated contact

Please give us the details of the individual you'd like to act as the nominated contact - they must be employed by the limited company. They'll be the only person authorised to act on the account on behalf of the limited company.

Title

Dr / Mr / Mrs / Miss / Ms / Other

Surname

Forename(s)

Role/position

Address

Postcode

Country

Telephone number

Email address

Section F - Create the username for the nominated contact

The nominated contact's username can be anything you like, but it must be at least 7 characters long.

Please enter the username in the box below. If the username is already in use then we will suggest some alternatives for you. For your security, please ensure that you memorise the username.

Username

We may need to ask the nominated contact the two questions below to discuss the account over the telephone. Please tell us:

Your mother's maiden name

The name of your first school

Section G - Entity classification

We are subject to UK regulations regarding international tax compliance, most notably in relation to the US Foreign Account Tax Compliance Act (FATCA) and the OECD Common Reporting Standard (CRS). These regulations require us to identify an entity's tax classification when an AJ Bell account is first opened and, depending on the classification, may at subsequent points in time report certain information to HM Revenue & Customs (HMRC).

A limited company is considered an 'entity' under these regulations and we have set out the most likely classifications for a limited company.

Please read through the descriptions below and tick the classification that applies. If the company does not fall under one of these classifications, and you know what the classification is, please contact us.

Please tick one of the following four options:

1. Certified Deemed-Compliant Financial Institution

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A limited company may be a Financial Institution if it is established in the UK and it gives investment advice or it manages portfolios for customers for the purposes of investing, managing or administering funds held in the name of the customer with another Financial Institution.

There are no reporting requirements for a Certified Deemed-Compliant Financial Institution and therefore no requirement to have a Global Intermediary Identification Number (GIIN). Most investment advisers and investment managers are likely to fall into this category.

2. Active Non-Financial Entity (Active NFE)

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There are several types of company that could be considered Active NFEs. The two most likely definitions are listed below. A company only needs to meet one of these to be considered an Active NFE.

- More than 50% of the company's gross income for the preceding calendar year (or other appropriate reporting period) comes from business or trading revenue rather than passive sources of income and more than 50% of the assets held by the company during the preceding calendar year (or other appropriate reporting period) are held for the purposes of producing business or trading revenue.
- The company is listed on an established securities market. The London Stock Exchange, AIM and PLUS are considered established securities markets for these purposes.

If this classification applies, we will report to HMRC in respect of the funds held in the company's AJ Bell DA, where we are required to.

We expect the majority of company applicants will fall into this classification

3. Passive Non-Financial Entity (Passive NFE)

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If a company does not meet the definition of a Certified Deemed-Compliant Financial Institution or an Active NFE, it will be, by default, a Passive NFE.

If any controlling person of a Passive NFE is resident for tax purposes in a reportable jurisdiction under FATCA or CRS, we are required to provide certain account information to HMRC. We will notify you if the account is reportable.

Section H - How we use your information

Data privacy statement

We'll use the information you provide to check your identity – and the identity of anyone else who funds an investment made in your name or whose details you provide in this form as a controlling person – with credit reference and fraud prevention agencies. These agencies will record our checks and will make that record available so others are able to verify your identity.

So we can thoroughly check the available data, we verify your identity using scoring methods. If you supply false or inaccurate information and we suspect fraud, we'll inform the fraud prevention agencies.

If we can't verify your identity by electronic means, we may ask you for additional information.

We will also verify information against Companies House records. Where information provided on the application differs to the information held by Companies House, we may request evidence to support the extent of control the person/entity listed has over the company for which the account is being opened. Where discrepancies are identified between the information provided on the application form(s) and the information held by Companies House, we may need to report these discrepancies to Companies House. Any missing information will mean that the application process is delayed.

Depending how the data has been processed, and subject to some exemptions, you have a number of legal rights concerning your personal information. These include the right to:

- access personal information
- rectify/erase personal information
- restrict the processing of your personal information
- transfer your personal information
- object to the processing of personal information
- object to how we use your personal information for direct marketing purposes
- obtain a copy of personal information safeguards used for transfers outside your jurisdiction
- lodge a complaint with your local supervisory authority

To exercise these rights (or request details of the credit reference and fraud prevention agencies from which we obtain information and record information about you), please contact us. For more information, see our privacy policy on ajbell.co.uk.

How we communicate with you

Being a DIY investor is all about staying up to date. The good news is: we can help you.

AJ Bell would like to send you emails and other electronic communications to help you on your investing journey. Not only can you expect weekly market news and free articles from Shares magazine, but you'll be the first to hear about exclusive customer offers – including regular prize draws and invites to our popular investing events.

If you receive anything you don't like, don't worry: you can manage the type of communications you receive and unsubscribe at any time by updating your communications preferences in the 'my account area' of our website.

I'd like to receive communications including investment updates, weekly market news, exclusive customer offers and free content from Shares magazine.

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Yes

☐

No

Section I - Declarations

Please read the following carefully before you sign.

I/we declare that:

1. I am/we are aged 18 years or over.
2. The declarations and information contained in this form are true, correct, complete and not misleading to the best of my/our knowledge and belief, and I/we undertake to notify AJ Bell of any changes without delay.
3. I/we have been recommended and given the opportunity to read, ensure that I/we understand and retain a copy of the AJ Bell DA terms and conditions and charges and rates and that I/we understand that the details contained in those documents and this application form constitute the agreement between me/us and AJ Bell.
4. All payments made, and to be made, to the DA belong to the applicant(s).

5. I/we confirm that I am/we are not resident for tax purposes or a citizen of any country other than those I/we entered in my/our application.
6. I/we understand that you will use the information in this form to determine whether the applicant(s) is/are a reportable person or entity under The International Tax Compliance Regulations 2015 as amended from time to time.
7. The controlling persons have authorised me/us to complete and submit this application on their behalf I/we have received positive affirmation from all controlling persons' understanding of, and agreement to, the above declaration and for you to conduct the necessary identity and information checks with credit reference and fraud prevention agencies (as appropriate).
8. You are authorised to make whatever checks are necessary to verify my/our identity, as required to comply with the Money Laundering Regulations;
9. You are authorised to provide information to the nominated contact shown above on behalf of the directors/authorised officials and to accept instructions given by the nominated contact as if they had been given by all of the directors/ authorised officials, without the need to obtain further authority or make any further enquiry, including instructions for the purchase and sale of, or otherwise dealing on, investments and instructions for cash withdrawals (which may only be made to an account in the name of the Limited company)

Important notes

This application must be signed and dated by a minimum of two directors or one director and the company secretary unless it is signed in accordance with the company's signing resolution.

If there is no company secretary and only a sole director who is the company secretary then the sole director must sign in the presence of a witness.

If the nominated contact isn't signing as a director or company secretary, they must sign in the nominated contact signature section below.

All signatories must ensure that they have read the appropriate declarations before signing.

Name

Date

Signature

Position

Name

Date

Signature

Position

Nominated contact – (if the nominated contact isn't signing as a director or company secretary)

Name

Date

Signature

Witness signature - (if required)

Witness signature

Date

Name

Occupation

Address

Postcode

Country

Next steps

Once completed and signed, the form should be returned to AJ Bell, 4 Exchange Quay, Salford Quays, Manchester M5 3EE. Alternatively, you can email a scanned copy to newaccounts@ajbell.co.uk.

We'll aim to process your completed application form 3 working days after we receive it. If we need any more information to process the application, we'll be in contact during this time.

Once the account is ready, we'll email the nominated contact to let them know. If you've any queries in the meantime, you can contact us at newaccounts@ajbell.co.uk.

Additional signing authority

If you would like other directors/authorised officials of the limited company to be signatories for this account, please provide signatures below. We will only accept instructions signed by directors/authorised officials for whom we have a record of their signature. Alternatively, if the limited company has an existing signing mandate, please provide a copy of that.

Name

Date

Signature

Position

Name

Date

Signature

Position

Name

Date

Signature

Position

Name

Date

Signature

Position

Complex Structures

Please provide a structure chart for complex ownership structures, especially where any controlling person is another company, including company and FCA registration numbers and LSE ticker code (as applicable).

A large, empty rectangular box with a thin grey border, intended for the user to draw a structure chart. The box is currently blank.