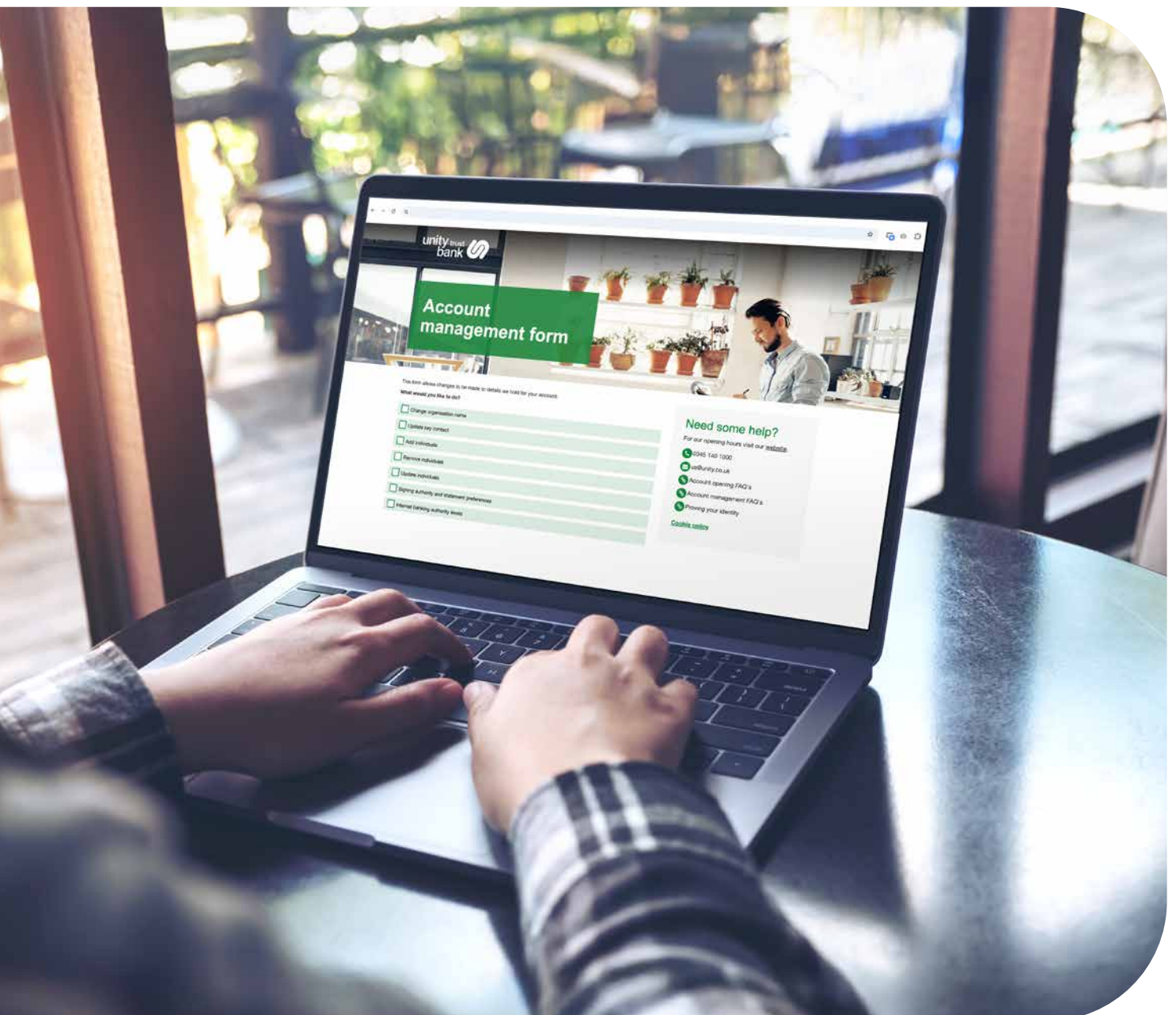


Account opening guidance

SLCC Branches



This guide provides useful information to help you progress an application for a new or additional bank account with Unity Trust Bank.

If you require a call to discuss solutions/products available, or further assistance, contact our Public & Third Sectors Team by email prior to submitting your application: localcouncils@unity.co.uk

Below is a list of documents of information that will be needed.

- ✓ **Letter (or email) from HQ SLCC**
confirming they are happy for respective SLCC Branch to open/switch their bank account(s) to Unity Trust Bank.
- ✓ **Brief information about organisation**
e.g. number of employees / volunteers, branch activities etc.
- ✓ **Provide the Register of Officers for that branch**
which should include names and positions of all officials, and linked individuals.
- ✓ **Provide SLCC branch meeting minutes**
which documents the proposed change to banking (signed by two officials, one to be Chairperson).
- ✓ **Personal details of individuals**
(e.g. key contact, signatories, internet banking users):
 - Their full name
 - Date of birth
 - Nationality
 - Current home address (plus previous address(es) if they have moved within last 3 years)
 - Mobile telephone number and Email address for each official



Top tip

It is recommended that **internet banking users** add **mobile numbers** rather than landlines (if they have them). This is because verification codes are easier to receive and see via text message. Any landlines should be personal rather than office based too, for ease.

Identity checks

Identity checks are carried out automatically when the application form is submitted. Please ensure **FULL LEGAL NAMES** are inserted in the application. If electronic identity searches are unsuccessful for any individual listed on the application form, customers are notified if the searches are unsuccessful. Additional proof of identity and residence will then be requested - Full details here: www.unity.co.uk/identity

Current Account Switch Service (CASS)

If the Current Account Switch Service (CASS) is being used to transfer from old to new accounts, please advise, and further information can be supplied regarding the types of switch available.



Important information

Each person requiring internet banking access will be asked to provide a memorable word.

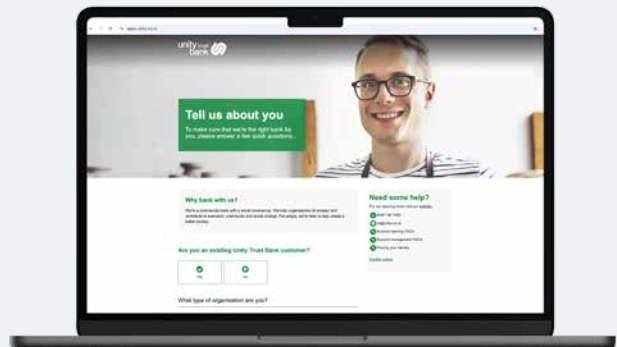
Please ensure they remember the word provided, as it is often forgotten by the time it comes to register for the first time.



Application Form Link
<https://apply.unity.co.uk/>

See guidance on Page 2

Please select the '**COUNCIL**' option on the first page, when selecting the type of organisation.



On completion of application form

Once you have submitted the online application form, you will receive an automated link to download a copy of your application form for signing.

You will also receive a copy of the completed online form and transfer mandate (as applicable).

The submission/application form will need to be:

- ✓ **Printed and signed by all signatories in black ink**
(electronic signatures are not acceptable)
- ✓ **Accompanied by any supporting documentation**
(as specified on the submission form)
- ✓ **Uploaded online**
via the link provided or scanned and emailed directly to us@unity.co.uk
- ✓ **If you email the application,**
please cc the Public & Third Sectors team, for them to monitor progress:
localcouncils@unity.co.uk

The account will need to be opened with the correct key contact and signatories in place and an account number allocated. Once this happens, internet banking password(s) will be issued. Our Unity Connect Team can help with the registration process at that stage.

Useful Links

Step-by-Step Internet Banking Video Tutorials: www.unity.co.uk/tutorials/

Tips for running your bank account: www.unity.co.uk/running-your-account/

Unity Trust Bank plc ('the Bank') is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The Bank is entered in the Financial Services Register number 204570. Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England or Scotland. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. U1208_1025

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