

**Bank Use ONLY**

Date

Client number

All fields in the application form are mandatory. Please provide as much detail as possible and ensure all supporting documentation is forwarded with the application. Incomplete applications may delay the online banking set up process. If you have any queries, your relationship team will be happy to help.

Completed, signed forms should be returned to Butterfield Bank (Channel Islands) Limited, PO Box 25, Martello Court, Admiral Park, St. Peter Port, Guernsey GY1 3AP.

By completing this application form you confirm that you have received a copy of the Butterfield Bank (Channel Islands) Limited ("the Bank") general terms and conditions. All words and expressions defined in the general terms and conditions have the meanings given to them in the general terms and conditions when appearing in this application form, unless a different meaning is given. The general terms and conditions will be binding upon you as client on acceptance by the Bank of this application.

For joint accounts each user will need to complete **SECTIONS 1, 2 and 4**. Please contact the Bank to request supplemental pages.

**SECTION 1 - PERSONAL DETAILS****Applicant 1**

Title

Forename(s)

Surname

Daytime telephone number

E-mail (*required to process application*)**Applicant 2**

Title

Forename(s)

Surname

Daytime telephone number

E-mail (*required to process application*)

The following details will be used to verify instructions received from you and may also be required for security verification/identification purposes. If preferred, to further ensure confidentiality, this form can then be returned independently.

Form provided separately ☐ Yes ☐ NoForm provided separately ☐ Yes ☐ No

Place of birth

Place of birth

Date of birth

Date of birth

**Applicant 1**

Mother's maiden name

Memorable place

Keyword *(at least eight characters)***Secure authentication options**

Please advise which method you would like to use.

Hard token *(physical secure key token)* ☐Address **(mandatory with hard token)**

Postcode

Soft token *(app on mobile phone)* ☐Mobile number **(mandatory with soft token)****Applicant 2**

Mother's maiden name

Memorable place

Keyword *(at least eight characters)*Hard token *(physical secure key token)* ☐Address **(mandatory with hard token)**

Postcode

Soft token *(app on mobile phone)* ☐Mobile number **(mandatory with soft token)****SECTION 2 - SCHEDULE OF ACCOUNTS****Access rights****Applicant 1** View only ☐ Full access ☐**Applicant 2** View only ☐ Full access ☐

Please confirm your customer number(s) or the individual account(s) you would like enabled for all applicants.

**Account(s)**

Insert listed accounts if required

**Additional users**

Do you require Butterfield Online access for any additional users who are not joint account holders? Examples of additional users might include: tax adviser, financial adviser, accountant, family members, etc. Please note that if you give FULL ACCESS to an additional user they will have access to all your account information including the ability to make payments.

☐ Yes ☐ No*(If No, please go to **SECTION 4** on page 5)*

**SECTION 3 - ADDITIONAL USERS**

The following details will be used to verify instructions received from you and may also be required for security verification/identification purposes. If preferred, to further ensure confidentiality, this form can then be returned independently.

Form provided separately ☐ Yes ☐ No

**Additional user 1 details**

Title	Forename(s)
Surname	Former names ( <i>eg: maiden name</i> )
Any other names used	
User address ( <i>where a PO box address is provided, please ensure that this includes the physical street address</i> )	
	Postcode
Daytime telephone number	E-mail ( <i>required to process application</i> )
Nationality(ies)	Relationship to account holder
Place of birth	Date of birth
Mother's maiden name	Memorable place
Keyword ( <i>at least eight characters</i> )	

**Secure authentication options**

Please advise which method you would like to use.

Hard token (*physical secure key token*) ☐

Soft token (*app on mobile phone*) ☐

Please note: If you have selected to use a hard token, this will be sent to the address you have provided above.

Mobile number (**mandatory** with soft token)

**Employment details** - Employment details are only required for additional users requesting FULL ACCESS rights. Additional users requesting VIEW ONLY please proceed straight to the signature for additional user.

Please tick the most appropriate option

Employed ☐ Self employed ☐ Retired ☐ Not employed ☐ Public position held ☐ Contract ☐

Main Occupation

Details of any public position held *(including any historical positions)*

Name of employer or business *(if retired, please detail previous employment and date of retirement)*

Business address

Postcode

Additional user full name

Signature

Date

**Account holder consent**

Please note that if you give FULL ACCESS to an additional user they will have access to all your account information including the ability to make payments.

Level of access

Accounts

Insert listed accounts if required

I/We consent to providing access to the additional user.

**Applicant 1**

Full name

Signature

Date

**Applicant 2**

Full name

Signature

Date

**Proof of identity**

We are required to ask for documentary proof of identity from users requesting FULL ACCESS. For this reason, please enclose, for EACH ADDITIONAL USER (not required for VIEW ONLY users), one item from section A below and one item from section B. Original documents should always be sent by registered post and may be returned to you upon request.

**Section A**

Certified copy as verification of identity

- Current signed passport (*provide certified copy for each nationality held*)

**Section B**

One of the following original or certified copy document, no more than three months old, as verification of residential address which must show both the individual's name and residential address:

- Utility bill- gas, electricity, water, telephone (*please note a mobile phone bill is not acceptable*)
- Local authority tax bill valid for current year
- Non Butterfield bank statement

Detailed information can be found on the certifier requirements fact sheet which can be provided on request.

**For another additional user please print off pages 3 and 4 again as required**

**SECTION 4 - DECLARATION**

ALL account holders must sign.

I/We request the Bank to activate the use of Butterfield Online service ("the service") for the accounts specified in this application form. I/We have read, agreed to be bound by, and will comply with the terms and conditions of use for the service as detailed in the Bank's general terms and conditions.

I/We confirm that the information provided in this application form is complete and accurate to the best of my/our knowledge and belief. I/We agree that if there is any change in name, address, employment or any other information provided to you, I/we will immediately inform the Bank of such change.

**Applicant 1**

Full name

Signature

Date

**Applicant 2**

Full name

Signature

Date

Butterfield Bank (Channel Islands) Limited ("BBCIL") is licensed and regulated by the Guernsey Financial Services Commission under The Banking Supervision (Bailiwick of Guernsey) Law, 1994 and The Protection of Investors (Bailiwick of Guernsey) Law, 1987, each as amended from time to time, under registration number 85. BBCIL is a participant in the Guernsey Banking Deposit Compensation Scheme (the "Scheme") established by The Banking Deposit Compensation Scheme (Bailiwick of Guernsey) Ordinance, 2008 (the "Ordinance"). The Scheme offers protection only in respect of 'qualifying deposits' (as that term is used in the Ordinance) of up to £50,000, subject to certain limitations as set out in the Ordinance. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Full details are available on the Scheme's website [www.dcs.gg](http://www.dcs.gg) or upon request. Deposits are not covered by the UK Financial Services Compensation Scheme under the Financial Services and Markets Act 2000, nor are deposits covered by any equivalent scheme outside of the Bailiwick of Guernsey. BBCIL is registered under the Data Protection (Bailiwick of Guernsey) Law 2017, under registration number 11160 and with the Guernsey Registry under registration number 21061. BBCIL's registered office address is P.O. Box 25, Martello Court, Admiral Park, St. Peter Port, Guernsey GY1 3AP. BBCIL's products and services are available in Guernsey and only in those other jurisdictions where they may be legally offered or obtained. BBCIL is a wholly-owned subsidiary of The Bank of N.T. Butterfield & Son Limited.