

## Guidance notes

**This form is where the business/organisation named below (you) provide us with information on Key People relating to the business/organisation. A form needs to be filled in for each Key Person and should be completed by the individual and not on their behalf.**

The Key People form has eight sections:

- **Section 1** asks if the business/organisation is an existing customer and asks for the business/organisation's account details.
- **Section 2** tells us who you are.
- **Section 3** tells us your address details for the past three years and contact details.
- **Section 4** outlines your tax information if you are a sole trader or the owner/beneficial owner of a sole trader.
- **Section 5** gives us details of your business/organisation beneficial ownership.
- **Section 6** contains key information.
- **Section 7** contains your declarations.
- **Section 8** tells you how you can return the form to us.

Please fill in all of the sections below which are relevant to you in block capitals.

## 1 Business account details

Is your business/organisation an existing customer?

Yes  No

If **yes**, please provide the business or organisation's sort code and account number

Sort code  Account number

Name of business/organisation

## 2 Your personal details

Title Mr Mrs Miss Ms Other (please specify)

Your first name(s)

Your last name

Any different name(s) you have had in the past six years

Your date of birth (DD MM YYYY)

Your email address

If you hold a bank account with Lloyds Bank, Halifax or Bank of Scotland, please provide your details.

Sort code

Account number



## 6 Key information

- You confirm that the information given in this Key People form is complete and accurate.
- We may make enquiries to check the information.
- You have read and understand the section on "Personal and Business Information and Lloyds Banking Group" in our Privacy notice which is available at [bankofscotland.com/business/privacy](https://bankofscotland.com/business/privacy) explaining how we and other members of Lloyds Banking Group may use information about you.

## 7 Your agreement with us

This form accepts the insertion of Adobe signatures. If your PDF reader does not support Adobe signatures, please use the draw tool or equivalent to enter your signature in the signature field.

Full name of individual filling in this Key People form

Signature

Date

/ /

## 8 Returning this form

Please ensure this form is included with the relevant Authority or Variation form when returning to us.

Once we receive it, we'll contact you about the status of the Authority/Variation using any of the contact details you have given to us on that form.

To help protect you and keep you safe online, please only send what is required and check you have the correct email address to which you are sending details.

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.

[business.bankofscotland.co.uk](https://business.bankofscotland.co.uk)

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 169628.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS).

We are covered by the Financial Ombudsman Service (FOS).

Please note that due to FSCS and FOS eligibility criteria not all Business customers will be covered.

The Lloyds Banking Group includes Bank of Scotland plc and a number of other companies using brands including Lloyds Bank, Halifax and Bank of Scotland, and their associated companies.