



# APPLICATION FORM

## General Information Section

### Companies

To be completed by Companies applying for a Corporate Account:

<b>CIF No.:</b> For Bank Use Only
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#### COMPANY INFORMATION

Registered Company Name as it appears on the Certificate of Incorporation or equivalent (the "Company"):

Registration number: \_\_\_\_\_ Date of incorporation: \_\_\_\_\_

Country of incorporation: \_\_\_\_\_ Trade name used (if applicable): \_\_\_\_\_

#### ADDRESSES

Registered office address| Street: \_\_\_\_\_ Flat No: \_\_\_\_\_

Area: \_\_\_\_\_ Town: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Business address (address where main offices and/or staff are physically located. Note: P.O.Box not acceptable):

Street: \_\_\_\_\_ Flat No: \_\_\_\_\_

Area: \_\_\_\_\_ Town: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

e-mail address: \_\_\_\_\_

#### Correspondence Address

Please indicate the address to be used as your correspondence address. If you do not specify, your business address will be used as your correspondence address.

Registered address  Business address  Other Address (please fill in below)

Other Street/P.O.Box: \_\_\_\_\_ Flat No: \_\_\_\_\_

Area: \_\_\_\_\_ Town: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

#### Correspondence Instructions

Correspondence to be sent to your email address. Statements of accounts may be requested through online banking. Paper copies of statements will be sent to your correspondence address only as required by Law.

Correspondence to be sent to your correspondence address. Correspondence fees will be charged to your current account.

#### BUSINESS PROFILE

Specific nature and detailed description of all present, potential and future business activities/operations of the Company: (please include specific details of any goods and services that you offer/sell/provide. Consulting, general trading, import/export are insufficient descriptions. In cases of holding companies please provide activities of the group and a description of assets to be held. In case of investments, please provide details of the investments to be held.)

#### FINANCIAL AND OTHER INFORMATION OF THE COMPANY

Date trading/operations commenced: \_\_\_\_\_ DD/MM/YYYY Number of employees: \_\_\_\_\_ Turnover (last full accounting year): \_\_\_\_\_

Net Profit / (Loss) (last full accounting year): \_\_\_\_\_ Net Asset Value (total estimate of all company's assets): \_\_\_\_\_

Relationship between the signatories and the Ultimate Beneficial Owner/s of the company: \_\_\_\_\_

Beneficial Owner means the natural person(s) who ultimately owns or controls a legal entity through direct or indirect ownership or control or otherwise exercise control over the management of a legal entity and/or the natural person(s) on whose behalf a transaction or activity is being conducted. Generally, a holding of 10% plus one share satisfies the said definition. Similar provisions apply in the cases of legal entities, such as foundations and legal arrangements, such as trusts.

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Please state if you have been introduced to Ancoria Bank Ltd (herein after "Ancoria Bank" or "Bank") by a Bank officer or an existing customer, a professional intermediary, other:

Full name: \_\_\_\_\_

**PROMOTION OF PRODUCTS AND SERVICES**

Please indicate whether you would like to be informed in any manner for any service, product or scheme offered from time to time by Ancoria Bank, and agree that Ancoria Bank shall have the right to access and process your data exclusively for this purpose.

Yes  No

You have the right to withdraw your consent (opt-out) at any time by completing and signing the "Promotion of Products and Services - Withdrawal of Consent" form which can be found at any Banking Centre or on the Bank's Website at [www.ancoriabank.com](http://www.ancoriabank.com). This form should be submitted to the Data Controller (the Bank) at any Banking Centre or by sending it via email at [info@ancoriabank.com](mailto:info@ancoriabank.com) or by post at 12 Demostheni Severi Avenue, 1080 Nicosia, Cyprus.

**DECLARATIONS**

By signing below we confirm that the information disclosed hereinabove is true, accurate and complete. Further we undertake that any Director or the Secretary of the Company, shall immediately inform the Bank in writing if any of the above particulars change or cease to be true and accurate and supply the Bank with supporting documentation to this respect. We hereby acknowledge that pending the supply of supporting documentation the said notice of change of particulars shall not bind the Bank in any way. We also undertake to supply any other information that may be required in the future.

**SIGNATURES OF ALL DIRECTORS/AUTHORISED SIGNATORIES\***

NAMES	SIGNATURES	I.D./PASSPORT NUMBER	CAPACITY	CIF No. For Bank Use Only
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date: \_\_\_\_\_  
DD/MM/YYYY

\*At the Bank's absolute discretion the authorised signatories may be allowed to sign instead of directors.

**Company Required Documentation (certified as true copies of the original)**

**For Cyprus Registered companies: Issued within last 24 months provided no changes have been made**

**For Foreign Companies: Certificates issued within 12 months provided no changes have been made**

**Documentation required by local authorities to be completed by legal entities (if applicable):**

Form T.D.624/LP (2015): Declaration for exemption of a company from the deduction of special defence contribution.

**Required Company Supporting Documentation (for all Companies):**

- 1.1 Certificate of Incorporation
- 1.2 Certificate of Registered Office/Address
- 1.3 Certificate of Directors and Secretary
- 1.4 Certificate of registered shareholders (including the number of shares issued in each person - issued within the last 6 months)
- 1.5 Memorandum and Articles of Association
- 1.6 Proof of business address of the Company (e.g. Utility Bill of the business address not older than 6 months)
- 1.7 Company's resolution duly signed by the Board of Directors, certified by the company's secretary, for opening an account and granting authority to those who will operate it.
- 1.8 Self – Certification Form for Entities for CRS purposes (provided by the Bank)
- 1.9 Self – Certification Form for Entities for FATCA purposes (provided by the Bank)
- 1.10 Recent (at least for the two previous years) audited financial statements (where not available, recent management accounts).
- 1.11 Legal Ownership Structure (tree diagram) certified by the Ultimate Beneficial Owner or the person who exercises the ultimate control on the legal person or the person who has the ultimate responsibility of decision making and who manages the operations of legal persons. If the Company is a member of a group of companies, the Group structure is submitted and relevant KYC procedures are followed.
- 1.12 Certificate of the Registered Shareholders for the Companies participating in the ownership structure of the legal person and which hold directly or indirectly share capital of the legal person in accordance with the Law.

**Additional Company Supporting Documentation (if and where applicable):**

- 1.13 Certificate of change of name
- 1.14 Certificate of Registration of Trade Name
- 1.15 Incumbency Certificate
- 1.16 Certificate of Good Standing of the Company
- 1.17 Trust Deed Agreement signed by the nominee shareholders and the beneficial owners (in cases where the registered shareholders act as nominees of the beneficial owner(s).
- 1.18 Declaration/Undertaking given by the professional intermediary and/or registered shareholders (nominees). The document is provided by the Bank.

**Documentation required for physical persons in the structure.**

**For each Director, Secretary, Nominee Shareholder, Ultimate Beneficial Owner, Account Signatory**

- 2.1 Certified Copy of a valid Passport or National ID card of all related individuals.
- 2.2 Proof of residential address of all related parties in country of permanent residence such as original recent utility bill (less than 6 months old), OR statement of EEA bank, OR local authority tax bill or house insurance, OR visit to premises by Bank officials.
- 2.3 Copy of the Temporary Residence Permit, if temporarily residing in Cyprus and are non-EU nationals.

**Documentation required for legal persons in the structure.**

**For each Director, Secretary, Account Signatory, Immediate companies with shareholding of more than 10%.**

- 3.1 Documents 1.1-1.5 are collected KYC procedures are followed and a full set of documents is collected for the legal entity on top of the structure (holding company), which is owned by the Ultimate Beneficial Owners.
- 3.2 Additionally, KYC procedures are performed (information and supporting documentation) for all physical persons that are connected to the legal entities.  
For non-Cypriot entities, the Bank obtains documents bearing the stamp Apostille which must be officially translated into Greek or English.