

Business Current Account Opening Customer Information Sheet



Entity Type	Application Requirements
<p>Business Current Account</p> <p>Ltd Company / Co Limited by Guarantee / DAC / Unlimited Company</p>	<p>* Applicant must be Director or Secretary of the Ltd Company</p> <p>* Applicant to attend the appointment must be director/beneficial owner or secretary of the Ltd Company ID (Passport/Driving Licence) & address verification (e.g. Utility Bill, Revenue documents) required for Directors / Beneficial Owners</p> <p>Application Checklist</p> <ul style="list-style-type: none"> ▶ You will need to provide a valid address, email and mobile phone number for 1 Director & Co Secretary <ul style="list-style-type: none"> * Same Contact number cannot be given for both ▶ Where Co Secretary is an Entity – i.e. a Company Formation Specialist - the appointment must be made with the Director and not the Co Secretary ▶ Must be registered with the Register of Beneficial Owner(RBO) rbo.gov.ie ▶ The following details on the RBO must match both Companies Registration Office (CRO) and the application <ul style="list-style-type: none"> ▶ Legal entity name ▶ Registered address (not be confused with the trading address) ▶ Beneficiary name(s) of those with >25% ownership ▶ Roles & Date of Birth for each individual (Director & Company Secretary as per CRO & Beneficial owner >25%) ▶ CRO Details must be up to date at time of application commencement ▶ Where Directors are not available on CRO, we will require details of holding companies involved in company and other classes of shares ▶ For non-standard company structures a certified shareholder structure listing is required (certified and dated by in-house legal counsel, Co Secretary or External Accountant on headed paper of the certifying professional) ▶ If a registered Charity – CHY Number required <p>We may require further information or documentation once your application has been reviewed and processed, in this case we will contact you directly.</p>
<p>Partnership</p>	<ul style="list-style-type: none"> ▶ Where an existing and formal agreement exists, please provide a copy of same – certified by Accountant or Solicitor and dated. ▶ ID (Passport/Driving Licence) & address verification (e.g. Utility bill, Revenue document) for two Senior Partners.

Entity Type	
Unincorporated Bodies	<ul style="list-style-type: none"> ▶ List of all committee members, with Date of Birth on headed company paper signed by Chairperson & Secretary ▶ ID (Passport/Driving Licence) & Address Verification (e.g. Utility Bill, Revenue document) for two Senior Members – <p>If no constitution or rules in place, a letter from the committee / organising body signed by two people in senior positions such as Chairperson and Treasurer is required. The letter must contain the following:</p> <ol style="list-style-type: none"> 1. Full name and address of the club / society 2. List of all Board / Committee / Controlling Members with name, date of birth (at least month and year) and country of residence; 3. List of Beneficiaries with name, date of birth (at least month and year) and country of residence OR confirmation there are no natural persons holding 25% / 10% or more; 4. Confirmation of the Source of Funds and Source of Wealth – Audited Financial Statements; 5. Details of the expected activity in the account i.e. how the accounts operate and how the funds will be used; 6. ID (Passport/Driving Licence) & Address Verification (Examples above) for at least TWO people who are in 'Senior' positions such as Chairman, Treasurer or Club Secretary in line with the requirements for natural persons. ID and Address Verification must be certified and dated within the last 6 months. <p>Club/Society – with national organisation</p> <ol style="list-style-type: none"> 1. Letter from the 'Head Office' i.e. on headed paper from the national body confirming that the local entity is authorized to operate as a branch under the constitution / rules of the national club / society; 2. Copy of the constitution/rules of the club/society; 3. List of all Controlling Members of the Local Branch of the club/society, with name, date of birth (at least month and year) and country of residence; 4. Confirmation that there are no natural persons holding/controlling 25% / 10% or more OR if so, list of beneficiaries with name, date of birth (at least month and year) and country of residence; 5. Copy of the club/society latest audited annual accounts, if available 6. ID & Address Verification certified and dated for at least 2 people who are in "senior" positions in the club / society local branch such as Treasurer, Club Secretary. ID & Address Verification must be certified and dated within the last 6 months for new BOI customers or where ID & Address Verification was not previously provided for the customer
Trusts	<ul style="list-style-type: none"> ▶ In scope Trusts must have their beneficial ownership details registered on The Central Register of Beneficial Ownership of Trust (CRBOT) or another EU Member State equivalent. ▶ Where a formal Trust Deed is in place, a Validation Code is required (generated on ros.ie – valid for 5 days) ▶ If the Trust is registered in another Member State, a copy of the certificate from the corresponding Registrar in the other Member State is required. The certificate should state that the trustee of the trust has filed information on the trust's beneficial ownership Register in that Member State.
Executors	<ul style="list-style-type: none"> ▶ Provide Will or Deed of Probate ▶ ID (Passport/Driving Licence) & Address Verification (e.g. Utility bill, Revenue document) for Executor(s)
Sole Traders / Liquidators / Receivers	<ul style="list-style-type: none"> ▶ On Line Sole Trader Journey