

Is your new bank account with Lloyds Bank or Bank of Scotland? *

Yes

If **Yes** please complete Section 8 (**Authorisation**).



No

If **No** please complete the following sections:



- Section 5 (**Business details**)
- Section 6 (**Persons of Significant Control**) – for Limited Companies only
- Section 7 (**Evidence of new bank details**)
- Section 8 (**Authorisation**)

Please note: If you have extra Business owners please complete Section 10 (Details of additional business owners)

First business owner's details

Title Mr Mrs Miss Ms Other (please specify)



Your first names

Your last name (surname)

Any different names you have had in the last six years

Your date of birth

Your contact telephone numbers and area dialling codes

Mobile

Work

Your home address (where you live)

Postcode

Date you moved there

Your previous address (if less than three years at current address)

Postcode

Date you moved there

Please note:

Continue on separate sheet if you have lived at other addresses over the last three years.

Your nationality

Your country of residence

Second business owner's details (if applicable)

Title Mr Mrs Miss Ms Other (please specify)



Your first names

Your last name (surname)

Any different names you have had in the last six years

Your date of birth

Your contact telephone numbers and area dialling codes

Mobile

Work

Your home address (where you live)

Postcode

Date you moved there

Your previous address (if less than three years at current address)

Postcode

Date you moved there

Please note:

Continue on separate sheet if you have lived at other addresses over the last three years.

Your nationality

Your country of residence

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PSC confirmation

The information in this section relates to the entity named in Section 1. Please ensure that all required sections are fully completed.

Please note: Only complete Section 6 if you're a Limited Company and your new bank account is **not** a Lloyds Bank or Bank of Scotland account.

6.1 Entity registered at Companies House

Full legal name

Incorporation number/ Companies House number

Registered address

Postcode

6.2 PSC confirmation

Please select **one** option only:

I can confirm the information held and available at Companies House under the PSC Register is **correct** for the first immediate layer of ownership



I can confirm the information currently held at Companies House under the PSC Register is **not correct** for the first immediate layer of ownership and a discrepancy exists which needs to be updated (please see Section 6.3)



6.3 Discrepancies

This section relates to the incorrect information held on an individual/entity, missing individual/entity or those incorrectly recorded. Unless detailed within this section, all other information currently recorded on the PSC Register at Companies House is correct.

Full name of individual/entity	Full residential * or registered address (please include country)	Date of birth/ Date of Incorporation (DDMMYYYY)	Nationality/Registered Company Number	PSC nature of control	New PSC/existing PSC to be removed or updated

* Registered address/Principal place of business details can be provided for recording purposes only, at Companies House in place of residential address. We still require residential address details for individual persons to satisfy our KYC requirements.

Please note: If there is insufficient space for all parties to be recorded in any section, please photocopy the relevant sections or continue on separate sheet.

6.4 Declaration

Please select **one** option only:

I confirm that the information provided in this form is correct and a true reflection of the information held at Companies House in relation to the PSC Register for the entity detailed in Section 1.



I confirm that the information provided in this form is correct in relation to the PSC information for the entity detailed in Section 1 and as per Section 4 supersedes the information currently evidenced on Companies House.



I will arrange for the discrepancies detailed to be reported to Companies House to update the PSC Register.

I will notify Lloyds Banking Group once completed.

Full name of signatory

Signature

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Confirmation of new bank details (for completion if your new bank account is not Lloyds Bank or Bank of Scotland)

7.1

Evidence of new account

Evidence of new account?
(please select **one** option only)

Welcome letter
(up to 3 months old)



Bank statement
(up to 6 months old)



Paying in
slip



Voided
cheque



7.2

Evidence of new account upload

To upload an image:

- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the Evidence of new account field to upload your image.

Image of the proof of bank (this must clearly show the Legal Account Name, Sort Code and Account Number).

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Authorisation

Please ensure this form is signed by either the Director, Partner, Sole Trader or Trustee.

If you are unsure of your current signatories, please contact your Business Bank team.

By signing, you confirm the information on this form is accurate.

There are **two** ways to add signatures to the form:

- 1 **Upload an image of your signature**
- 2 **Print and sign.**

To upload an image:

- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

Name of first signatory *

Name of second signatory (if required)

Signature *

Signature (if required)

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Submission instructions

If you have a rented terminal, you will need to contact your leasing company to update your bank details. Contact details will be in your terminal hire agreement.

If you have additional Business Owners to add, please complete the additional pages in Section 10.

If your new bank account is **NOT** a Lloyds Bank or Bank of Scotland account, please ensure evidence of the new bank is attached in Section 7.

Once completed and signed:

- Email the form (from an email address registered with/recognised by Cardnet) to: cnetinve@fiserv.com
- OR
- Post the form to: **Cardnet Merchant Services, PO Box 280, Lowton Way, Hellaby, Sheffield, S98 1RT**

Please note: Your request will be delayed if received from an unauthorised email address. For support please contact Customer Services.

10**Details of additional business owners** (for Limited Companies, Partnerships, Trusts or Charities)**10.1****First additional business owner details** (if applicable)

Title Mr Mrs Miss Ms

Your country of residence

Your first names

Your home address (where you live)

Your last name (surname)

Postcode

Any different names you have had in the last six years

Date you moved there
D D M M Y Y Y Y

Your date of birth
D D M M Y Y Y Y

Your previous address (if less than three years at current address)

Your contact telephone numbers and area dialling codes
Mobile
Work

Postcode

Your nationality

Date you moved there
D D M M Y Y Y Y

Please note:
Continue on separate sheet if you have lived at other addresses over the last three years.

10.2**Second additional business owner details** (if applicable)

Title Mr Mrs Miss Ms

Your country of residence

Your first names

Your home address (where you live)

Your last name (surname)

Postcode

Any different names you have had in the last six years

Date you moved there
D D M M Y Y Y Y

Your date of birth
D D M M Y Y Y Y

Your previous address (if less than three years at current address)

Your contact telephone numbers and area dialling codes
Mobile
Work

Postcode

Your nationality

Date you moved there
D D M M Y Y Y Y

Please note:
Continue on separate sheet if you have lived at other addresses over the last three years.

10.3

Third additional business owner details (if applicable)

Title Mr Mrs Miss Ms Other (please specify)

Your first names

Your last name (surname)

Any different names you have had in the last six years

Your date of birth

Your contact telephone numbers and area dialling codes

Mobile

Work

Your nationality

Your country of residence

Your home address (where you live)

 Postcode

Date you moved there

Your previous address (if less than three years at current address)

 Postcode

Date you moved there

Please note:
Continue on separate sheet if you have lived at other addresses over the last three years.

10.4

Fourth additional business owner details (if applicable)

Title Mr Mrs Miss Ms Other (please specify)

Your first names

Your last name (surname)

Any different names you have had in the last six years

Your date of birth

Your contact telephone numbers and area dialling codes

Mobile

Work

Your nationality

Your country of residence

Your home address (where you live)

 Postcode

Date you moved there

Your previous address (if less than three years at current address)

 Postcode

Date you moved there

Please note:
Continue on separate sheet if you have lived at other addresses over the last three years.

Please note: If there is insufficient space for all parties to be recorded in any section, please photocopy the relevant sections or continue on separate sheet.