

Trust and Limited Company SMART form guidelines

Smart Form

Completion Guidance March 2017

General Guidance

How should I complete the form?

The form should be completed on screen and in chronological order. This is because some of the sections that become visible in later sections are dependent upon the answers to questions found in earlier sections.

Do I need to type into every field?

You should complete all the fields marked with a red border and any others that are relevant to your application. Where a drop down list is available, please use it. It is also possible to search the Country listing using the first letter of the Country.

Why can't I enter text or numbers into some fields?

In most cases where numbers are required e.g. Telephone number, trying to key letters will not move the cursor in the box. The field should work properly when the correct type of character is entered.

How do I know that the correct sections are available for me to enter information?

Ensure that 'Enter' key is pressed every time an entry is completed, particularly where a number has been selected or pre-populated to ensure the relevant sections become visible.

Why are some fields within the form mandatory?

The form is designed to ensure that we capture all the relevant information for your application which will increase the chances of your application being processed right first time.

How should I print the Smart form?

Please use the print button in section 11 on the Limited Company form and Section 10 on the Trust form. There is more information on this feature later in this pack.

If I make a mistake, can I change my answers?

Yes, please delete the original answer or change the number and press enter (or tab if in an expandable box). Please ensure that ALL number selections in section 8 on the Limited Company form and Section 7 on the Trust form after the change are entered again as new fields may have become visible and require completion and/or some data may have been lost.

I have completed the form, can I change my answers?

Yes, please delete the original answer or change the number and press enter (or tab if in an expandable box). Please ensure that ALL number selections in section 8 on the Limited Company form and Section 7 on the Trust form after the change are entered again as new fields may have become visible and require completion and/or some data may have been lost.

Can I save the form?

It is possible to save the form, however we recommend that the form is completed in one attempt.

How do I submit my application?

You should print the application form using the PRINT button, after the agreement (Section 11 on the Limited Company form and section 10 on the Trust form) obtain the relevant signatures and submit to the Bank using your usual process. Please ensure to enclose all relevant additional documentation.

Does the introduction of smart form mean quicker turnaround times for opening accounts?

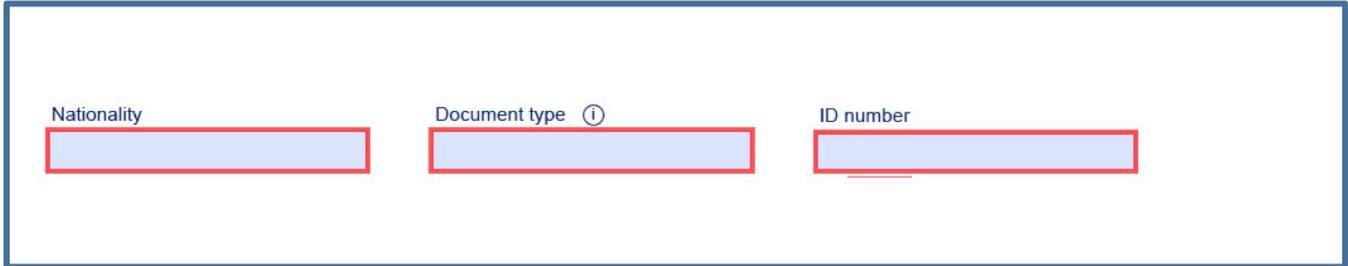
The smart form has been designed to be bespoke to each entity's individual requirements. All the compulsory fields are marked in Red and completion of these will assist in the application being processed right first time.

If I want to open further accounts at a later stage, will I need to complete the Smart Form again?

At this time if you want to open additional accounts for the same legal entity you will have to complete the existing 'paper' Additional Account Application form.

Limited Company Smart Form

Hover over the 'help'  icons throughout the form for further support and guidance. When using the tab button, these will be selected.



Nationality

Document type 

ID number

Do not use the Trust selection - please select the Limited Company option.

Organisation type

Please complete on a computer. All red fields are mandatory

Click on required box to expand form and continue

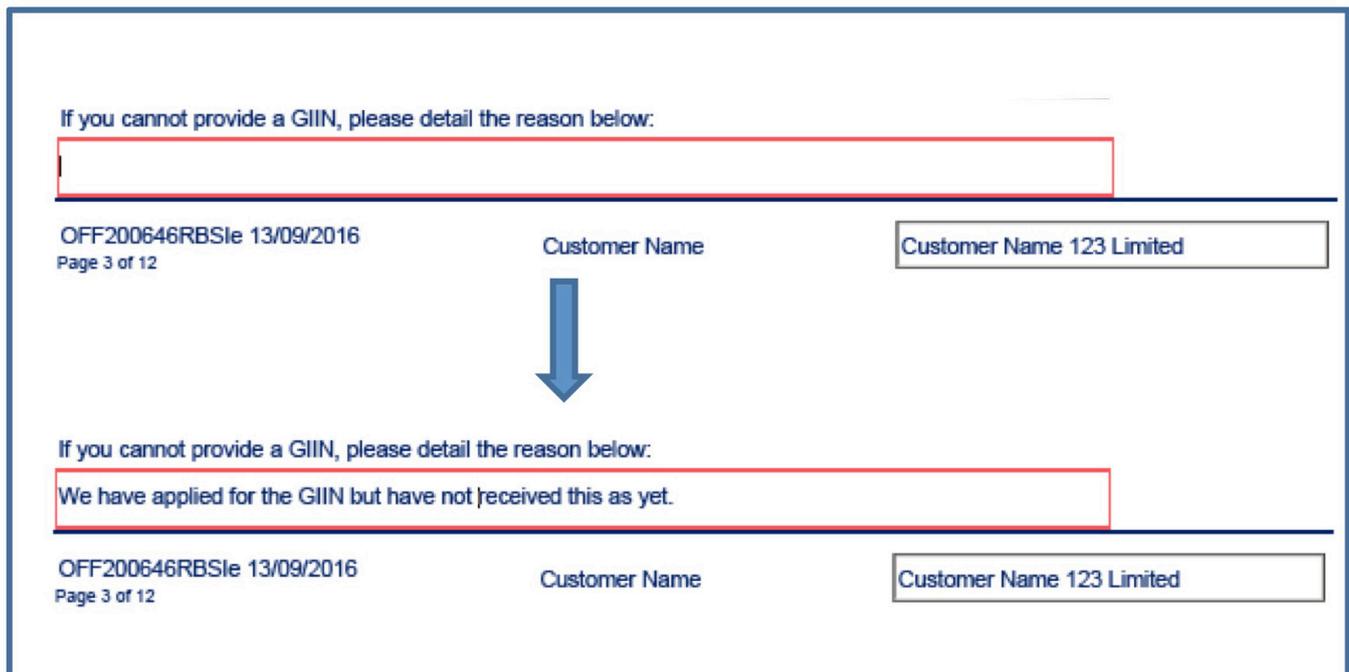
Limited Company



Trust



If using the tab keys to navigate past the last box on a page, the cursor will move to the bottom of the page into the box called Customer Name. No text can be entered into this box, so tab should be pressed again to move on. We will try to address this for future versions of the form.



If you cannot provide a GIIN, please detail the reason below:

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Customer Name

↓

If you cannot provide a GIIN, please detail the reason below:

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Customer Name

When using the tab button to navigate from a text box to a box that is expecting a date, you may encounter this message. Please click ok or press enter and then continue to select a date using the calendar selection tool or typing the date in this format DD/MM/YYYY

Adobe Reader

 Please enter a valid date e.g. DD/MM/YYYY. You can also choose a date from calendar option by clicking the drop down.

OK

3. Customer details

Business/organisation name (any trading name)

Country of registration/formation

Formation date (DD/MM/YYYY) info

Registration number

Is the Registered address the same as the Intermediary principal business address? Yes No

Tax residency

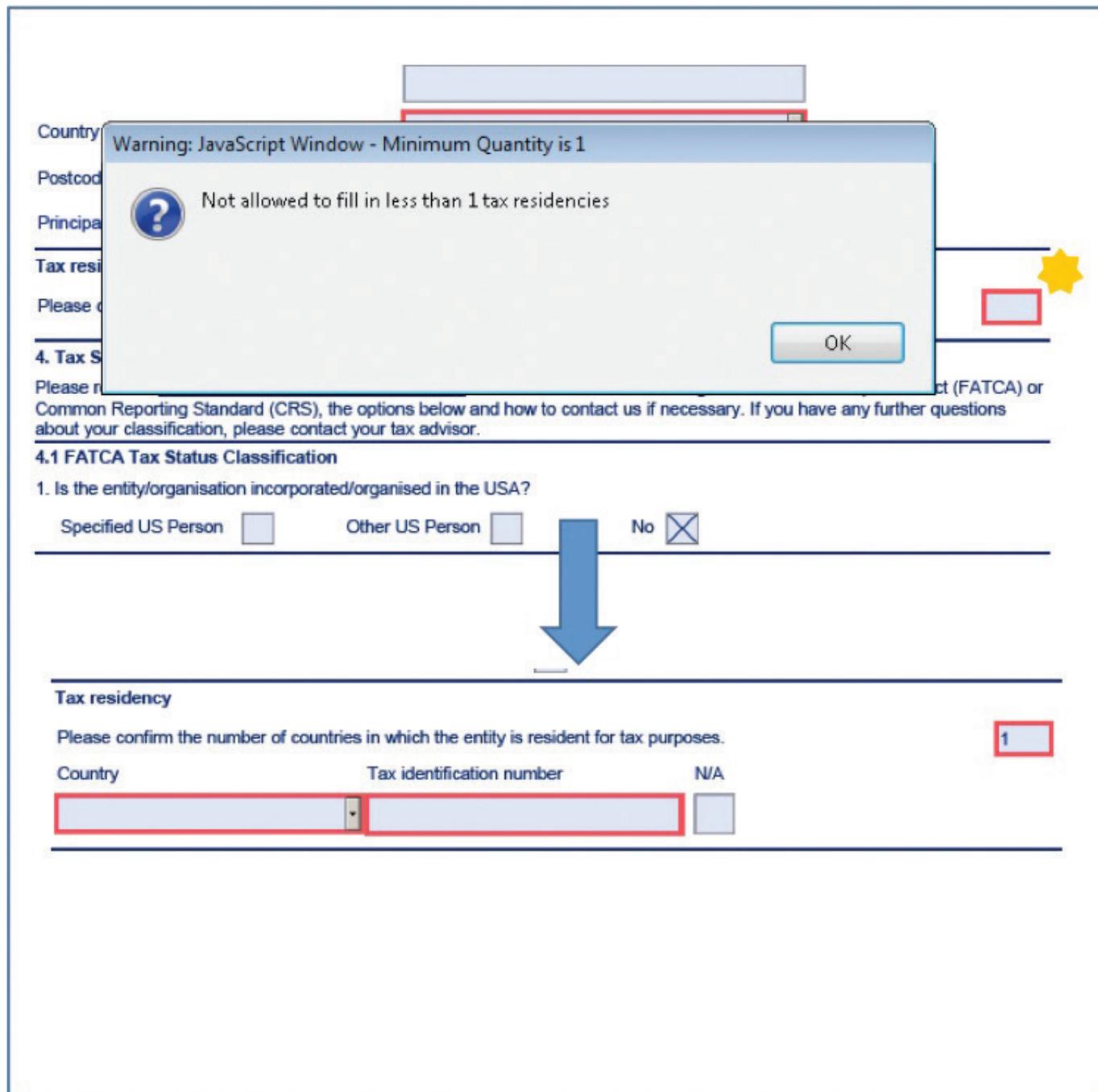
Please confirm the number of countries in which the entity is resident for tax purposes.

4. Tax Status Classification

Please refer to: www.rbsinternational.com/taxresidency for more information on Foreign Account Tax Compliance Act (FATCA) or Common Reporting Standard (CRS), the options below and how to contact us if necessary. If you have any further questions about your classification, please contact your tax advisor.

If a box that has a mandatory number assigned is clicked,  but no number is entered, when a subsequent box is selected a message as follows may pop up.

Once OK is pressed, the selection will automatically default to 1. Please ensure that this is the correct number and press enter.



The screenshot shows a web form with a warning dialog box overlaid. The dialog box has a blue header and a question mark icon, with the text: "Warning: JavaScript Window - Minimum Quantity is 1" and "Not allowed to fill in less than 1 tax residencies". An "OK" button is at the bottom right of the dialog. A yellow star icon is next to a red-bordered input field containing the number "1". A large blue arrow points from the "No" radio button in the "4.1 FATCA Tax Status Classification" section down to the "Tax residency" section. The "Tax residency" section has a label "Tax residency" and a text prompt "Please confirm the number of countries in which the entity is resident for tax purposes." followed by a red-bordered input field containing "1". Below this is a table with columns "Country", "Tax identification number", and "N/A". The "Country" column has a dropdown menu, and the "Tax identification number" column has a red-bordered input field.

Country

Postcode

Principal

Tax resi

Please c

4. Tax S

Please r

Warning: JavaScript Window - Minimum Quantity is 1

Not allowed to fill in less than 1 tax residencies

OK

Common Reporting Standard (CRS), the options below and how to contact us if necessary. If you have any further questions about your classification, please contact your tax advisor.

4.1 FATCA Tax Status Classification

1. Is the entity/organisation incorporated/organised in the USA?

Specified US Person Other US Person No

Tax residency

Please confirm the number of countries in which the entity is resident for tax purposes.

Country Tax identification number N/A

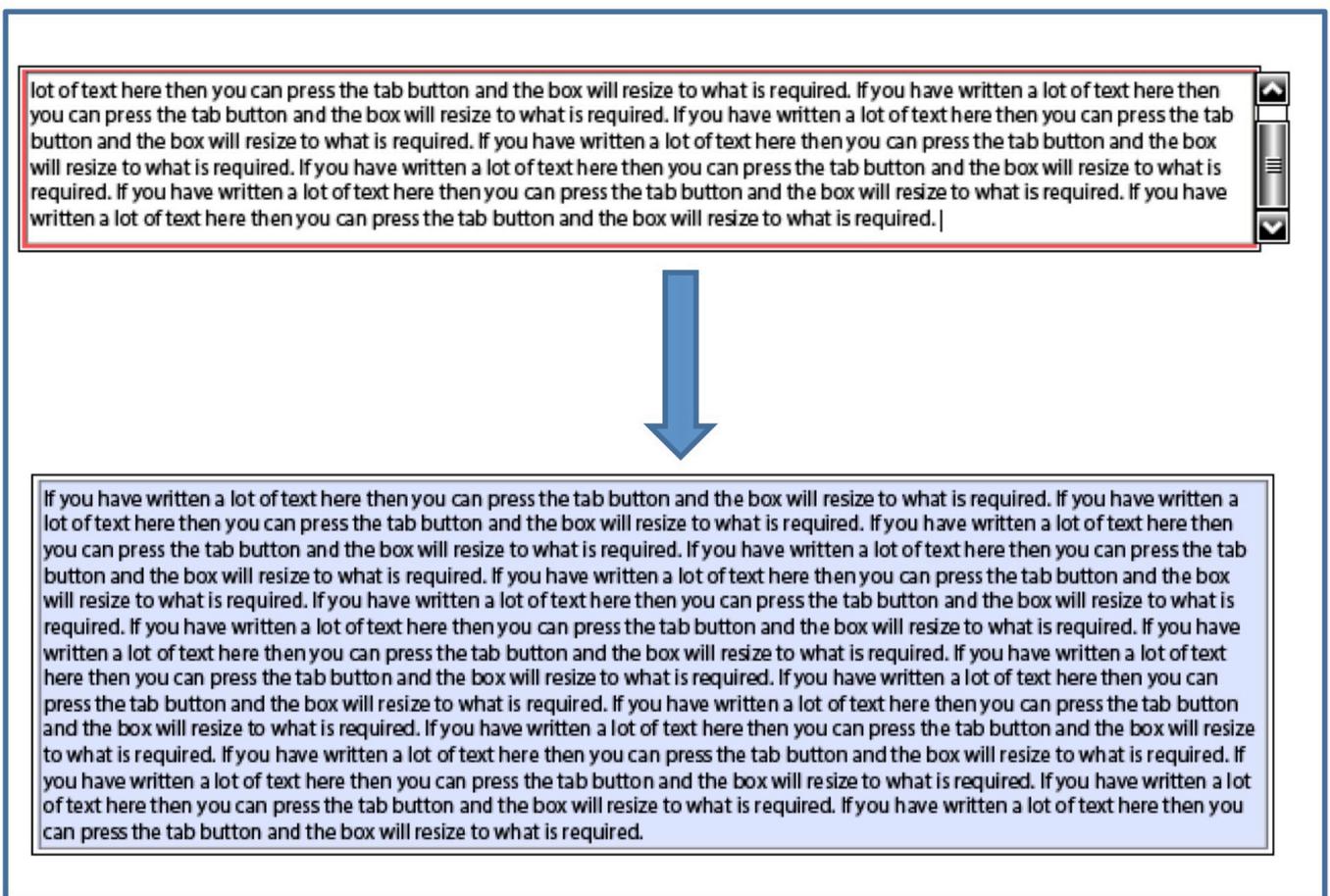
1

The GIIN must be entered in the format of

- 6 alphanumeric characters in lower or upper case
- 5 numbers
- 2 Uppercase letters
- 3 numbers

GIIN (Global Intermediary Identification No.) if applicable

Where the text box allows you to scroll, please press 'TAB' when you have finished typing and the box will resize. Occasionally the cursor may jump onto the next page, or another part of the form. Please use the scroll bar to return to the next section. We are working to resolve this issue.



Printing

To work correctly, the form must be printed using the PRINT button incorporated in the form at the end of section 11.



Please do not use the 'File', 'Print' or print icon options as there may be errors generated on the form which may delay your application.



Trust Smart Form

Hover over the 'help'  icons throughout the form for further support and guidance. When using the tab button, these will be selected.



Nationality

Document type 

ID number

Do not use the Limited Company selection – please select the Trust option.

Organisation type *Please complete on a computer. All red fields are mandatory*

Limited Company Trust

When using the tab button to navigate from a text box to a box that is expecting a date, you may encounter this message. Please click ok or press enter and then continue to select a date using the calendar selection tool or typing the date in this format DD/MM/YYYY

3. Customer details

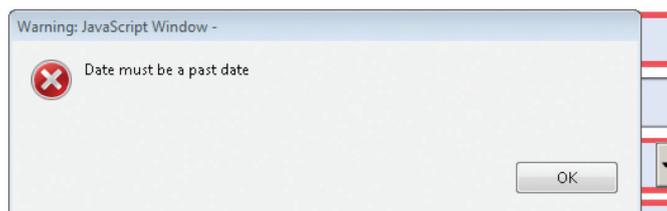
Name of trust (in full)

Type of trust

Place of establishment

Official identification number (if applicable)

Date of establishment (DD/MM/YYYY)



Tax residency

Please confirm the number of countries in which the trust is resident for tax purposes.

4. Tax Status Classification

Please refer to: www.rbsinternational.com/taxresidency for more information on Foreign Account Tax Compliance Act (FATCA) or Common Reporting Standard (CRS), the options below and how to contact us if necessary. If you have any further questions about your classification, please contact your tax advisor.

Printing

To work correctly, the form must be printed using the PRINT button incorporated in the form at the end of section 10.



Please do not use the 'File', 'Print' or print icon options as there may be errors generated on the form which may delay your application.



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