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ONLINE BUSINESS ACCOUNTS APPLICATION FORM GUIDELINES





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Online Business Accounts Application Form Guidelines

This guide will provide you with an overview of the full application journey and preparation and prerequisites for completing and submitting the application successfully.

Before you submit the application, you should read the Summary Box for the account you are applying for and Business Savings Terms and Conditions. If anything is unclear or if you have any questions you can contact us using the details at the end of this document.

It is important to fully review these guidelines prior to initiating the application as there are important documentation and information required for the application submission.

Currently, the application form does not support a “save draft” function, so it must be completed in a single session. In addition, you will not automatically receive a copy of your submitted application, so please ensure you retain a record of the information and documentation provided.

The application form is structured into six sections, each requesting information across the following areas:

1. Eligibility & Investment
2. Business
3. Funds and Account Activity
4. Account Administration
5. Self Certification
6. Documentation and Declaration

Section 1: Eligibility & Investment

This section indicates the two eligible business types that can request an Online Business Account. They are:

- Credit Unions based in the United Kingdom
- Solicitors based in Northern Ireland

This section also asks to indicate the online savings product you wish to apply for and details about your proposed investment.



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Eligibility & Investment

This form is to be used by:

- Credit Unions based in the UK
- Solicitors based in Northern Ireland

If your business does not meet the above criteria, please contact our dedicated Business Relationship Manager, john.mcguinness@theprogressive.com to discuss other branch-based accounts.

What product do you want to select? *

Where did you hear about this account? *

Are you an existing member of PBS? *

- ☐ Yes
- ☐ No

About your proposed investment

Please tell us how much the business will deposit when opening the account.

I would like to invest £ *

Please describe your proposed investment amount and any details about the source or timing of this investment.

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Section 2: Business

The Business section of the application form requires you to provide information about your organisation. To complete this section efficiently, please ensure you have the following details available in advance.

*Indicates a mandatory field

- FCA/PRA Registration Number (if applicable)
- Companies House Number (if applicable)
- Charity Number (if applicable)
- Country of Registration *
- Business Start Date *
- Business Website *
- Business Address *
- Previous Addresses of the last 3 years
- Business Phone Number *
- Business email address *
- Business Information
- Summary of Business Activities
- Applicable SIC Codes
- Annual Turnover (£) *
- Total value of the assets of the Business/Organisation, as shown in the latest balance sheet (£) *
- Number of Senior/Managing Partners, Directors, Business Owners and Board Members etc.*
- Number of Employees *

The business email address provided in this section should be that of the Authorised Individual as this email address will be used to register with Progressive Online. It should not be the Authorised Individual's personal email address.



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Business

About Your Business/Organisation

Please provide key information about the business including name, address and any unique registration numbers if applicable.

Type of Business *

Select business type

Full Business Name *

Account Title, if different from above (E.g. 'XXX solicitors client account re: A.N. Other' or 'XXX Credit Union Senior Account' - Max 45 Characters)

FCA/PRA Registration Number (if applicable)

Companies House Number (if applicable)

Charity Number (if applicable)

Country of Registration *



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Business Start Date *



Website *

House or Flat Number *

House Name

Street Name *

Town / City *

County

Postcode *

To be completed if the business has been at the current address for less than 3 years. Please list all the previous addresses for the last 3 years

How many previous addresses have you have held? *

Is your correspondence address different to your business address? *

Business Mobile Phone Number *



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Please note, the following generic email addresses will not be accepted:

- info@
- marketing@
- sales@
- support@
- admin@

Business Email Address *

This is the only email which can be used to manage the account – any additional email addresses provided as part of this application form will only be used for correspondence

About Your Business/Organisation

Capture more information about the business and source of funds

Business Information *

What does your Business/Organisation do? (please also provide SIC codes, where applicable)

Describe your business activities and include relevant SIC codes, where applicable.

Annual Turnover (£) *

Total value of the assets of the Business/Organisation, as shown on the latest balance sheet (£) *

Number of Senior/Managing Partners, Directors, Business Owners and Board Members etc.*

Number of Employees *

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Section 3: Funds and Account Activity

Use this section to outline the source of the funds, the frequency of account activity and to indicate the approximate turnover on the account you intend to open.

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Funds and Account Activity

Source of Funds
Are you saving £10,000 or more? *

Expected Account Activity
How often do you expect to use the account? *

Please select the option which most accurately reflects the anticipated turnover of the deposit account, excluding your initial deposit, during a typical year *

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Section 4: Account Administration

This section requires details of the Authorised Individual, who is authorised to manage and make withdrawals from your business account.

If the Authorised Individual is not currently a customer of Progressive Building Society, a customer profile will be created for them as part of this process, this profile will be linked to the business account with administrator access. If they already hold a PBS account, the email address associated with their existing personal account should be provided.

To complete this section efficiently, please ensure you have the relevant information available in advance.

*Indicates a mandatory field

- Title *
- Full name *
- Date of Birth *
- Nationality *



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- Position held within business (record all that apply e.g. beneficial owner, director and treasurer etc.) *
- House address *
- Years at current address for authorised individual *
- Previous addresses (when applicable)
- Confirmation of UK tax residency *
- Personal Mobile Number *
- Personal Email Address *
- Confirmation of shareholding of the Authorised individual *
- The above information is also required for each Additional Person to be captured*

Additional People: Details of all Senior/Managing Partners, Directors, Business Owners/Persons of Significant Control, Board Members etc (see guidance below).

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Account Administration

Authorised Individual

The following officer is authorised to operate and make withdrawals from this business account. The instructions of the following officer shall be full and sufficient discharge for all monies withdrawn. We will require a certified copy of Photo ID and address verification.

Title *

Forenames *

Surname *

Date of Birth *

Nationality *

Position held within business (record all that apply e.g. beneficial owner, director and treasurer etc.) *

House or Flat Number *

Personal address of Authorised Individual



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House Name

Street Name *

Town / City *

County

Postcode *

Have you been at your current address less than three years? *

Are you a citizen and tax resident of the UK only? *

Telephone Number

Personal Mobile Number *

Please note, the following generic email addresses will not be accepted:

- info@
- marketing@
- sales@
- support@
- admin@

Personal Email Address *

Your personal email will be used to create a customer profile, separate to the business account. If you have an existing PBS account, please provide the same email

Security Identifier e.g. mother's maiden name



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Shareholding and Ownership

Please confirm if the Authorised Individual owns or controls more than 25% of the shares or voting rights in the company? *

A beneficial owner is described as any of the following:

- an individual who owns or controls more than 25% of the shares or voting rights of the company
- any individual who exercises control over the management of the company
- any individual who exercises significant influence or control over the company
- a senior partner of a law firm/legal practice

Additional People: Details of all Senior/Managing Partners, Directors, Business Owners/Persons of Significant Control, Board Members etc. We require you to capture the following:

Solicitors

Limited Companies

- You must record all Directors recorded on Companies House
- You must record all Persons of Significant Control (PSC) if different from Director(s)

LLP's

- You must record all Senior/Managing Partners
- You must record all Persons of Significant Control (PSC) if different from Senior/Managing Partners

All other Solicitor Firms

- You must record all Senior/Managing Partners

Credit Unions

- You must record all persons with SMF8 status
- You must record all persons with SMF17 status (if applicable)
- You must record a minimum of 2 of the following: Chair/President, Secretary, Treasurer

(If a person holds SMF status and is also the Chair/President, Secretary, Treasurer then they do not need to be recorded twice)

Number of all other Additional People yet to be captured (see definitions above) *
Please use the dropdown.



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1st Additional Person
Title *

Forenames *

Surname *

Date of Birth *

Nationality *

Position held within business (record all that apply e.g. beneficial owner, director and treasurer etc.) *

Do you own or control more than 25% of the shares or voting rights in the company? *

Have you been at your current address less than three years? *

Personal Mobile Number *

Personal Email Address *

It is the responsibility of the business to inform the Society when there has been a change in directorship, beneficial ownership or address changes for any associated parties. Please contact the Society to inform us within 30 days of the change.

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Section 5: Self Certification

In Section 5, you are required to provide the tax status of the business and additional information on the nature and classification of your business. You must also provide details of the nominated bank account that will be used for withdrawals. The nominated bank account must be a business account in the name of the business opening the new account.

To complete this section efficiently, please ensure you have the relevant information available in advance.

- Bank Account Name *
- Bank Account Number *
- Bank Sort Code *



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Self-Certification

Self-Certification for the Business/Organisation

1. What best describes the main purpose of your business? *

2. Is the business/organisation resident for tax purposes only in the UK?

3. Please state if the business/organisation is resident for tax purposes in the US?

4. Please state if the business/organisation is resident for tax purposes in any country apart from the UK and US

5. Are all of the controlling person(s) of the business/organisation resident for tax purposes only in the UK?

You must inform Progressive Building Society of any changes to your circumstances, such as moving outside the UK, that may affect this declaration. The Society may report information to HMRC and other tax authorities in accordance with CRS and FATCA obligations and applicable law.

The Building Society Act permits investment by Corporate Bodies in "Deposit Accounts" only. All new accounts will be opened as deposit accounts and existing accounts may be re-classified on the same terms and conditions with existing rights unaffected

Nominated Bank Account

I/we require all withdrawals to be transferred to the organisation's bank account as follows. Please note, the nominated bank account must be an existing UK based account in the name of the business/organisation.

Bank Account Name *

Bank Account Number *

Bank Sort Code *

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Section 6: Documentation and Declaration

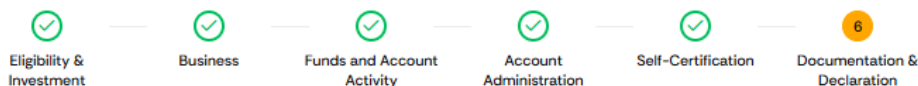
This section provides a document upload feature to share your identification and business relevant documentation and verification.

Please ensure to upload clear, good quality documentation, the total capacity of all documentation uploaded should not exceed 30 MG.

To complete this section efficiently, please ensure you have the relevant business documentation and identification documentation, including certified photo ID and address verification for the Authorised Individual and all additional people captured. You will need this documentation before starting your application.

By selecting the declaration tick box and submitting the application form, you confirm your acceptance and sign-off of all declaration details.

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Documentation & Declaration

Documentation

Solicitors

A certified copy of photographic identification and address verification for the Authorised Individual and all captured Additional persons.

Credit Unions

A certified copy of photographic identification and address verification for the Authorised Individual and all captured Additional persons.

We may require additional documentation to be provided as part of the onboarding process, if this is the case we will contact you with specific requirements.

We will require a certified copy of Photo ID and address verification for the Authorised Individual

No file chosen

We will require a certified copy of Photo ID and address verification for all other captured additional persons.

No file chosen

Other

No file chosen



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Declaration

Before submitting this application, you must read the following important documents which can be found in the Savings Section of the Document Hub at [Progressive Building Society - Document Hub - Progressive Building Society](#). If you require a hard copy please contact us on 0800 0294 997.

- Business Savings General Terms & Conditions
- FSCS information leaflet
- Tariff of Charges
- Privacy Policy
- Internal Complaints Procedures

For your own benefit and protection carefully read these documents before submitting this application as these documents form the basis of the relationship between you acting as Authorised Individual for the business and Progressive Building Society. If any of the points are unclear please ask for further information.

A copy of the Society's Summary Financial Statement may be accessed at www.theprogressive.com

Account Declarations:

By submitting this application you are confirming that you:

- Have reviewed the summary box and agree to the terms and conditions of the account the business is applying for.
- Have reviewed and agree to the Business Savings General Terms & Conditions.
- Have reviewed and agreed to the use of your business's information outlined in the Society's Privacy Policy.
- Are authorised to act on behalf of the organisation/business as Authorised Individual of the account.
- You understand only the Authorised Individual can operate the account, however the Society reserves the rights to contact any other individual named on this account to ensure the Society complies with all regulatory requirements.
- The information provided is true, accurate and complete.
- You will notify the Society within 30 days of changes to tax residency to directors, partners, business owners or the Authorised Individual. Information may be shared with HMRC and tax authorities where required.
- You will notify the Society within 14 days of changes to directors, partners, business owners or the Authorised Individual.
- You accept that the Society may decline the business savings account application.

* Selecting this field means you agree to the above declaration

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Submit

For more information, please review our Frequently Asked Questions Section on our website <https://theprogressive.com/savings/business-savings-accounts>

You can also speak to our Support Team on 0800 0294 997. Lines are open Monday – Friday, 9.00am – 5.00pm. Alternatively, write to our Head Office: 33-37 Wellington Place Belfast BT1 6HH