



Application form

Partnership account
(for general and limited partnerships)

Trusted Novus Bank



Partnership account application form

Form to be used by general and limited partnerships for the opening of an account with **Trusted Novus Bank, Private Banking, 76 Main Street, P.O. Box 143, Gibraltar**

Please complete in block capitals and refer to the guidance notes for partnership accounts.

1. Partnership details

Client no. *(to be filled in by Trusted Novus Bank)*:

Name of the firm *(the Applicant)*:

.....

.....

Country of jurisdiction:

Address of principal place of business:

.....

.....

Mailing address *(if different from address given above)*:

.....

.....

Primary contact person:

Telephone *(incl. area code)*: Fax *(incl. area code)*:

Mobile telephone: E-mail:

Web site URL of entity:

The Applicant is introduced to Trusted Novus Bank by:

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2. Partners

List the partners of the firm and indicate whether the person is a general or limited partner (*you may use a separate sheet for further names, if necessary*).

Name:	<input type="checkbox"/> General Partner
_____	<input type="checkbox"/> Limited Partner
	Percentage of capital ownership: _____
Name:	<input type="checkbox"/> General Partner
_____	<input type="checkbox"/> Limited Partner
	Percentage of capital ownership: _____
Name:	<input type="checkbox"/> General Partner
_____	<input type="checkbox"/> Limited Partner
	Percentage of capital ownership: _____
Name:	<input type="checkbox"/> General Partner
_____	<input type="checkbox"/> Limited Partner
	Percentage of capital ownership: _____

Please supply the following documentation on the Partners:

a. **If a partner is a natural person**, then:

- an *Individual Details Form*,
- certified copy of identification & address verification documents

b. **If a partner is a body corporate** (e.g. a limited company), then:

- an *Associated Corporate/Trust Details Form* with supporting documentation

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Is the partnership part of a wider group structure, such that it owns or controls other companies, firms or entities through direct or indirect ownership of at least 25 per cent of the capital (or voting rights)?

Yes

No

▶ If you answered yes, please provide:

- a. the overall group structure in diagrammatic form (corporate family tree)
- b. *Associated Corporate/Trust Details Form* on each entity that stands in a direct linear relationship with the Applicant



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Services required and expected activity

Indicate the services required and the expected activity on the account by completing **all** parts (A to G) of this section.

A. Base currency (please select from below)								
<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK	
<input type="checkbox"/> Other(s) – please specify.								
B. Deposits								
Total amount of initial deposit	Currency:	Amount:				<input type="checkbox"/> Nil/not applicable		
<input type="checkbox"/> Current account(s)								
Currency of current account(s) required	<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
<input type="checkbox"/> Other(s) – please specify.								
<input type="checkbox"/> No. 1 account(s)								
Currency of No. 1 account(s) required	<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
<input type="checkbox"/> Other(s) – please specify.								
<input type="checkbox"/> Fixed-term deposit account(s)								
Currency of Fixed-term deposit account(s) required	<input type="checkbox"/> GBP	<input type="checkbox"/> EUR	<input type="checkbox"/> USD	<input type="checkbox"/> CHF	<input type="checkbox"/> JPY	<input type="checkbox"/> DKK	<input type="checkbox"/> NOK	<input type="checkbox"/> SEK
<input type="checkbox"/> Other(s) – please specify.								
Settlement currency (if more than one account is to be opened): _____								
(Note: the settlement currency is the denomination of the account to which customer number, hold mail and safe custody fees are to be debited).								
Expected monthly average balance range (aggregated if more than one account)	<input type="checkbox"/> Nil	<input type="checkbox"/> Less than €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> €150,000 to €750,000	<input type="checkbox"/> €750,000 to €1.5m	<input type="checkbox"/> More than €1.5m		

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C. Money transmission services – Incoming telegraphic transactions						
Expected number of incoming telegraphic payment transactions	<input type="checkbox"/> None	<input type="checkbox"/> Less than 5 per month	<input type="checkbox"/> Between 5 and 20 per month	<input type="checkbox"/> More than 20 per month		
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 - €15,000	€15,000 - €75,000	€75,000 - €150,000	<input type="checkbox"/> More than €150,000
Payments are expected to be received from the following countries: (<i>This must be completed if you expect to receive telegraphic payments. If this is not the case, please write not applicable</i>):						

D. Money transmission services – Outgoing telegraphic transactions						
Expected number of outgoing telegraphic payment transactions	<input type="checkbox"/> None	<input type="checkbox"/> Less than 5 per month	<input type="checkbox"/> Between 5 and 20 per month	<input type="checkbox"/> More than 20 per month		
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 - €15,000	€15,000 - €75,000	€75,000 - €150,000	<input type="checkbox"/> More than €150,000
Payments are expected to be received from the following countries: (<i>This must be completed if you expect to receive telegraphic payments. If this is not the case, please write not applicable</i>):						



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E. Cashier services - Deposit transactions						
Expected number of cash deposits	<input type="checkbox"/> None	<input type="checkbox"/> Less than 10 per month	<input type="checkbox"/> Between 10 and 30 per month	<input type="checkbox"/> More than 30 per month		
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 - €15,000	€15,000 - €75,000	<input type="checkbox"/> €75,000 - €150,000	<input type="checkbox"/> More than €150,000

F. Cashier services - Withdrawal transactions						
Expected number of cash deposits	<input type="checkbox"/> None	<input type="checkbox"/> Less than 10 per month	<input type="checkbox"/> Between 10 and 30 per month	<input type="checkbox"/> More than 30 per month		
Over the course of a month the transactional values are likely to be...	<input type="checkbox"/> fixed		<input type="checkbox"/> fairly constant		<input type="checkbox"/> widely fluctuating	
Estimated monthly average transactional value range	<input type="checkbox"/> Nil (or not applicable)	<input type="checkbox"/> Less than €7,500	<input type="checkbox"/> €7,500 - €15,000	€15,000 - €75,000	<input type="checkbox"/> €75,000 - €150,000	<input type="checkbox"/> More than €150,000

G. Securities trading and safe custody						
Expected portfolio size	<input type="checkbox"/> Nil	<input type="checkbox"/> Less than €75,000	<input type="checkbox"/> €75,000 to €150,000	<input type="checkbox"/> €150,000 to €750,000	<input type="checkbox"/> €750,000 to €1.5m	<input type="checkbox"/> More than €1.5m

3. Secret password

With a secret password Trusted Novus Bank will provide information over the telephone in accordance with our **General Conditions of Business**.

I/We would like a secret password attached to my/our account:

No

Yes – and it should read (*max. 10 digits/letters*):_____



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4. Nature & purpose of the partnership

The partnership is a ... *(please tick one or more as applicable):*

<input type="checkbox"/> General partnership	In a general partnership, all partners are personally liable for the activities of the business and have the right to be involved in the management and operations of the firm. Each partner contributes to the start up of the firm.
<input type="checkbox"/> Limited partnership	A limited partnership exists where there are two classes of partners. General partners, who are responsible for the management and operations of the firm, and limited partners, who are passive investors who cannot participate in the management of the firm and have no powers to bind it. A limited partner's liability is limited to the amount of his/her investment, whereas the general partners are fully liable for the activities of the firm.
<input type="checkbox"/> "Project" partnership	A partnership that is limited in function and duration. The primary purpose of the partnership is to share the risks and profits of a specific business enterprise or undertaking (as opposed to carrying on a business as co-owners). The partnership will be dissolved upon completion of the project or undertaking as specified in the partnership agreement.

The purpose of the partnership is to operate as a... *(please tick one or more as applicable):*

<input type="checkbox"/> A. Professional practice partnership	A partnership that is formed for the purpose of carrying on a profession in a field such as medicine (and the various specialties allied to medical science), dentistry, law, accounting, architecture, engineering, etc. or is otherwise engaged in the services sector as contractors, consultants, trainers ,researchers, etc.
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<input type="checkbox"/> A. Commercial trading partnership	<p>The partnership is carrying on trade, manufacture or some other activity on a commercial basis. The activities typically involve the buying or selling (or the exchange of value) of any articles, goods or property in the normal course of business. The firm is involved in:</p> <p><i>Tick one or more as applicable:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Manufacturing <input type="checkbox"/> Transfer pricing, re-invoicing arrangements. <input type="checkbox"/> Shipping operations or other import-export related business activities. <input type="checkbox"/> Other activity of a commercial (non-private) nature
<input type="checkbox"/> B. Commercial holding partnership	<p>A firm or enterprise with no substantial operations of its own but whose activities consist of:</p> <p><i>Tick one or more as applicable:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Receiving dividends, interest or other payments from underlying companies and corporate structures, trusts or other connected firms and enterprises. <input type="checkbox"/> Collecting royalties from the ownership of intellectual property such as know-how, patents, copyright, computer code, etc. <input type="checkbox"/> Launching new corporate ventures.
<input type="checkbox"/> C. Real estate partnership	<p>A partnership where dealings in land and buildings are integral to the purpose of the enterprise:</p> <p><i>Tick one or more as applicable:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> The firm/enterprise deals in plots of land (no buildings) <input type="checkbox"/> The firm/enterprise deals in residential property. <input type="checkbox"/> The firm/enterprise deals in commercial property.

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<input type="checkbox"/> D. Family partnership	<p>A partnership designed for managing and preserving family wealth. Most commonly set up as a limited partnership, the partners are family members or close relatives (or whose general partner is a corporation wholly owned by the family). The partnership divides rights to income, appreciation and control of the family business among the family members, according to the family's overall financial objectives.</p>
<input type="checkbox"/> E. Private (non-commercial) partnership	<p>A partnership created for managing and preserving private assets other than in a family partnership arrangement.</p>
<input type="checkbox"/> F. Other purpose	<p>A firm or enterprise set up for any private/commercial purpose not listed.</p>

Has the partnership been set up for a specific period of time/a limited duration?

- Yes
- No

▶ If you answered yes, in which year will the partnership terminate (or is likely to terminate)?

Description of main assets/products traded or services provided

Please provide a full description of the main assets held and products or services provided. Avoid vague or general, non-specific descriptions like *"the company is a provider of real estate consultancy services"* - this description is too vague; it should also give details of typical consultancy assignments.

Please do not write here – for bank use only

Business sector categorisation:

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What is the geographical reach of the Applicant's activities?		
<i>List here the countries where the major assets are held (or are most likely to be held in the foreseeable future)</i>	<i>List here the countries where the main customers are located (or are most likely to be located in the foreseeable future)</i>	<i>List here the countries where the main suppliers are based (or are most likely to be based in the foreseeable future)</i>

What is the Applicant's estimated annual gross income? (Please tick the appropriate box.)				
<input type="checkbox"/> Less than €100,000	<input type="checkbox"/> €100,000 to €500,000	<input type="checkbox"/> €500,000 to €1m	<input type="checkbox"/> €1m to €10m	<input type="checkbox"/> more than €10m

What amount of capital has been introduced into the Partnership? (Please tick the appropriate box.)				
<input type="checkbox"/> Less than €100,000	<input type="checkbox"/> €100,000 to €500,000	<input type="checkbox"/> €500,000 to €1m	<input type="checkbox"/> €1m to €10m	<input type="checkbox"/> more than €10m

Has the Applicant a permanent place of business from which it conducts commercial activities?

- Yes
- No

▶ If you answered yes, where is this located? (Please supply all addresses if more than one)

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5. Source of funds

Will the source of funds deposited into the partnership's account with Trusted Novus Bank consist wholly or partly of financial injections by the partners from their own private funds (or of other revenues not generated by the partnership itself from its declared business activities)?

Yes

No

► *If you answered yes, please indicate the source(s) below.*

Source(s) of initial funds

Sale of liquid assets (shares, bonds, mutual funds, etc.)		
Description of shares/funds/bonds		
Name of broker		
Country of broker		
Total sale proceeds	Currency	Amount
Date of sale	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Maturity/surrender of insurance policy		
Description of policy		
Name of insurer		
Country of insurer		
Total amount received	Currency	Amount
Date received	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Sale of real estate		
Description of property	<input type="checkbox"/> Plot of land <input type="checkbox"/> Residential property <input type="checkbox"/> Commercial property	
Address of Property		
Country		
Total sale proceeds	Currency	Amount
Date of sale	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

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Sale of business		
Name of business		
Country incorporated/registered		Registration no.
Principal business activity		
Total sale proceeds received	Currency	Amount
Date of sale	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Gift or Inheritance		
Name of benefactor		Alive? <input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship with benefactor		
Source of benefactor's wealth	<i>please describe on a separate sheet the economic activity contributing to wealth</i>	
Total amount received	Currency	Amount
Date received	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Distribution from trust		
Name of trust		
Name of trustee		
Address of trustee		
Amount of distribution	Currency	Amount
Date of distribution	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Loan		
Name of loan provider		
Address of loan provider		
Total amount of loan	Currency	Amount
Date of loan	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Lottery/betting/casino win		
Description of win		
Name of lottery/gambling operator		
Country of lottery/gambling operator		
Total winnings	Currency	Amount
Date of win	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

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Compensation or legal settlement payment		
Name of person making payment		
Reason for payment		
Total amount of payment	Currency	Amount
Date of payment	Within the last: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Earlier	

Accumulated savings		
Name of bank where savings held		
Address of bank where savings held		
Source of savings	<input type="checkbox"/> paid employment <input type="checkbox"/> self employment <input type="checkbox"/> retirement <input type="checkbox"/> royalties <input type="checkbox"/> rental income <input type="checkbox"/> income from portfolio of financial assets <input type="checkbox"/> other	
Details of source		
Total accumulated earnings	Currency	Amount
Time period	Within the last: <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> 36 months <input type="checkbox"/> Longer	

Likely source of future funds

Please tick one or more likely sources of ongoing funds for this account

- | | |
|--|--|
| <input type="checkbox"/> Sale of liquid assets | <input type="checkbox"/> Compensation or legal settlement payments |
| <input type="checkbox"/> Maturity/surrender of life policy | <input type="checkbox"/> Paid employment |
| <input type="checkbox"/> Sale of real estate | <input type="checkbox"/> Self employment |
| <input type="checkbox"/> Sale of business | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Gift or inheritance | <input type="checkbox"/> Royalties |
| <input type="checkbox"/> Distribution from trust | <input type="checkbox"/> Rental income |
| <input type="checkbox"/> Loans | <input type="checkbox"/> Investment income |
| <input type="checkbox"/> Lottery/gambling | <input type="checkbox"/> Other (please specify): _____ |
| | _____ |

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Signature Card

For an account with

Trusted Novus Bank, Private Banking, 76 Main Street, P.O. Box 143, Gibraltar

Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature
Name of signatory	Signature

Please supply the following documentation on the authorised signatories:

- an *Individual Details Form*, and
- certified copy of identification & address verification documents

<i>Please do not write here – for bank use only</i>																			
Client name																			
Client number											Date account opened								
Number of signatures																			

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6. Signing Mandate and Declaration

To: Trusted Novus Bank

Re.: _____

Full business name of the partnership (*hereinafter referred to as "the Applicant"*)

We hereby certify that at a meeting ("the Meeting") of persons duly authorised to direct the affairs of the Applicant it was resolved to open an account with you. Pursuant to the resolutions passed (a certified copy of the same we submit with this application), we authorise you until further notice in writing to accept

Please insert the number of partners or other duly authorised person(s) required to sign (e.g. "any one may sign solely", "all to sign jointly", "any two of three", etc.) as discharge for withdrawals or for any purpose in connection with this account (or any subsequent accounts), including the closure thereof. The name(s) and specimen signature(s) of the person(s) authorised to sign on the account appear in the Signature Card section of this Partnership Account Application.

We affirm that, to the best of our knowledge and belief, the information provided and declarations made in this Partnership Account Application and in each Individual Details form and Associated Corporate/Trust Details form submitted pursuant to this application are true, complete and accurate and that any material changes thereto will be notified to you immediately. We agree that my signature to this declaration shall be taken as our acknowledgement that we have read and understood the terms and conditions (the "Terms") contained in the General Conditions of Business and do hereby accept them to be binding upon us in relation to all accounts we may open with you. Moreover, we accept that the Terms as amended from time to time shall form an agreement between the Applicant and you as if incorporated herein.

Privacy Policy

The information in this form is collected by the bank for the following purposes:

- To assess and process the application and opening of the account
- To personalise your experience (your information helps us respond to your individual needs)
- To improve customer service (your information helps us to be more effectively respond to your customer service requests)
- For Security, identification and verification purposes
- To comply with our legal obligations including but not limited to tax reporting where applicable

The General Privacy policy from Trusted Novus Bank will give you a comprehensive overview about how we handle data, including information we may collect from our customers. We explain in detail about the information we hold, what we do with this data and when we share it outside of Trusted Novus Bank (and with whom). You can read more about your rights and how you can contact us if you have any queries or concerns around your data. In order to Assess our General Privacy policy please refer to www.trustednovusbank.qi/privacy

Signed by the Chairman of the Meeting for and on behalf of the Applicant:

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Documentation checklist

To avoid undue delay in the processing of your application, please read our guidance notes, *What we need from you to open an account with us*, and check that:

- all relevant sections of this application form are fully completed, and the descriptive information supplied in relation to the nature of business and the source of funds is clear, complete and verifiable with the latter evidenced by supporting documentation (*guidance notes, Step 4*);
- the requisite partnership documents are appended (*guidance notes, Step 3*);
- an *Individual Details Form* has been completed for each Key Individual and the descriptive information in relation to source of income/wealth is clear, complete and verifiable (*guidance notes, Step 1*)
- copies of identification and address verification documents are appended (*guidance notes, Step 2*) and are correctly certified by a *Suitable Certifier* (*guidance notes, Step 5*)
- an *Associated Corporate/Trust Details Form* has been completed for each entity in a Group structure standing in a direct linear relationship with the Applicant. The descriptive information in relation to the entity's nature of business is clear, complete and verifiable (*guidance notes, Step 3*)
- a Corporate family tree is appended, where applicable (*guidance notes, Step 3*);