

Things to remember before you submit an application to us

This guide tells you more about the important information we need once we've received an application.

We'll email you to gather further information once the application is received. This will include:

- The name, home address, date of birth and the position of the signatory to the credit agreement e.g. Vicar/Treasurer plus the named authorised signatory, if different
- The insurance policy schedule

If the customer is a charity, you'll also need to provide the registered charity number.

We may need to get in contact for more information if the customer's name raises an alert against our financial crime background checks.



You might find these websites useful:

www.churchofengland.org/resources/church-near-you
(for Churches in England)

www.cos.churchofscotland.org.uk/church-finder/
(for Churches in Scotland)

www.churchinwales.org.uk/en/life-events/find-church/
(for Churches in Wales)

When submitting your application you must provide us with:

-  The full name and address of the church
-  The name, home address and date of birth of the controlling officer and authorised signatory

Getting the right information first time ensures a smoother process and a quicker response for your customer.

Do's and don'ts

Do

- ✓ Provide all the requested details
- ✓ Use the website links we've provided if you're missing information
- ✓ Double check the trader type you've selected before submitting the application
- ✓ For limited companies, make sure you provide the full company registered name, the registered address and the company registration number when submitting a new application
- ✓ If the customer is not a limited company, please remember we'll need to see the policy schedule
- ✓ Respond promptly to requests for further information, particularly when we need details of the ultimate beneficial owner (the UBO)

Don't

- ✗ Leave any information fields blank
- ✗ Populate information fields with dummy data
- ✗ Input the wrong trader type
- ✗ Provide the trading address instead of the registered address

Contact us

Should you have any additional questions regarding our Anti Money Laundering processes, please contact your Sales Manager.

