

Guide to Completing your Account Opening Documentation

Section 1 – Account Opening Form

Step 1 Complete the details of Account Holder(s) on pages 7 to 10 for all intended parties to the account.

Step 2 Complete the Account Activity Profile on page 11.

Section 2 – Mandate

Step 1 If any of the Account Holders are residents of the United States, these should be named in paragraph 17 on page 15.

Step 2 If there are any additional Beneficial Owners of any assets or monies who are not already detailed as Account Holders on pages 7 to 10, their details should be completed in paragraph 19 on page 16.

Step 3 Select all of the Types of Accounts/Services Required on pages 16 to 18.

Step 4 All Account Holders to the account should sign on pages 18 and 22.

Step 5 If you wish to appoint any additional signatories to your account who are not already detailed as Account Holders, then their names should be detailed on page 19. All Account Holders should sign page 21, and the additional signatories should sign on page 23.

Section 3 – Risk Disclosure Statement

This section provides you with details of the key risks associated with the Bank's services and products. Please read this carefully. There is no information to be completed in this section.

Section 4 – U.S. Tax

This section should be used when you intend for the Bank to hold United States securities in a securities account to ensure that the correct tax is deducted from your investment income. Details of how to complete this section can be found on pages 40 to 46. Each Account Holder should complete a form. We have provided two copies of the form but further copies may be photocopied or requested from the Bank. **Applicants who are US Persons should not complete the forms but should contact the Bank for further advice.**

Submitting your Application

Step 1 Provide Certified Passport Copies

For each Account Holder (and any Beneficial Owner as detailed on page 16 and any Authorised Signatory as detailed on page 19), you must enclose with your Account Opening Application:

- A copy of a valid unexpired passport. Each copied page should be certified by a Suitable Certifier (see Notes overleaf) with this exact wording: 'A certified true copy of the original document and a true likeness of that person.'

Step 2 Provide Proof of Residential Address

- An original utility bill or bank statement (or a copy certified as a true copy by a Suitable Certifier – see Notes overleaf) which is no more than three months old and which shows your current permanent residential address.

Step 3 Complete Confirmation of Identity

- Each Account Holder, Beneficial Owner and Authorised Signatory must complete the "Confirmation of Identity" form that is enclosed with this Application.
- This completed form(s) should be sent to the Account Holder's, Beneficial Owner's and Authorised Signatories' current bankers as applicable.
- Please also enclose a copy of the completed form(s) with your Account Opening Application.

Step 4 Complete this Checklist to ensure that everything is ready to be posted and to avoid any delays in the processing of your Account Opening Documentation.

Tick	Your Checklist
<input type="checkbox"/>	Have all relevant sections of the Account Opening Documentation been completed?
<input type="checkbox"/>	Are certified copies of unexpired passports enclosed for all Account Holders, Beneficial Owners and Authorised Signatories?
<input type="checkbox"/>	Do all passport copies clearly show?:
<input type="checkbox"/>	Passport number/ID number
<input type="checkbox"/>	Expiry date
<input type="checkbox"/>	Place of issue
<input type="checkbox"/>	Date of issue
<input type="checkbox"/>	Date and place of birth
<input type="checkbox"/>	Nationality
<input type="checkbox"/>	Signature
<input type="checkbox"/>	Do all passport copies have a clear, legible photograph? If not, then please try one of the following options: <ul style="list-style-type: none">■ Set the copier to a lighter setting■ Take a digital photograph of the relevant Account Holder and print it out on a high quality printer■ Send in a passport sized photograph signed and dated on the reverse by the relevant person
<input type="checkbox"/>	Is an original utility bill or bank statement (or certified copies) enclosed for all Account Holders, Beneficial Owners and Authorised Signatories, which is no more than three months old?
<input type="checkbox"/>	Has the Confirmation of Identity form been sent to each Account Holder's, Beneficial Owner's and Authorised Signatories' current bankers?
<input type="checkbox"/>	Is a copy of the completed Confirmation of Identity enclosed for each Account Holder, Beneficial Owner and Authorised Signatory?

Step 5 Submit your Application

Send the completed Account Opening Application and relevant documentation to:

Standard Chartered (Jersey) Limited
PO Box 80, 15 Castle Street, St Helier
Jersey JE4 8PT, Channel Islands

For further information on how to complete this application please call +44 (0)1534 704732.

Please keep a complete copy of your Account Opening Application for your records and further reference in case there is a query with your Application.

Notes

- **Who is a Suitable Certifier?** A qualified lawyer, accountant for a major international organisation, notary public, consular official, or a bank officer of the Standard Chartered Group or other major bank whose headquarters/head office are based in a suitably regulated country.
- Please note that an **Account Holder may not certify** their own or another Joint Holder's passport/identity document as true.
- In some circumstances, **we may need to seek additional proof of identity**.
- **How to certify a document** - the Suitable Certifier should sign the copy document, print their name clearly below their signature and state their address, position and professional registration number if applicable.