

Personal details form

Information Form

About this form

Fill in this form if, for example you:

- Are opening a new account and are new to Barclays
- Have a shareholding of 10% or more in your business or organisation
- Are a sole signatory on an existing account
- Are sole administrator on an account for internet banking
- Have changed your details (e.g. your name)

How to fill in this form

- Please tick the boxes that apply like this
- Leave boxes blank if they don't apply to you
- If you make a mistake please print a fresh page
- Do not use correction fluid
- Keep a copy for your records

This form has three sections:

1. About you
2. Your declaration
3. Identification

Please check that:

- You have answered all the questions
- You have attached any other documents we have asked for

Section 1. About you

Title

Mr Miss Mrs Ms Other – please specify

Gender

Male Female

First name(s)

Middle name(s)

Last name(s)

Previous first name(s) or last name(s) i

Date of birth

Telephone

Personal email

Your home address

Building name/no:	Street:
Town:	County:
Country:	Postcode:

Date you moved in

Previous home address (if you have been in your current home for less than three years) i

Building name/no:	Street:
Town:	County:
Country:	Postcode:

Date you moved in

i Please include any other names you are, or have been, known as.

i If you have had more than one previous address in the last three years, please attach a signed, numbered continuation sheet. You must provide **all** your addresses from the last three years.

Country of permanent residence

Country of nationality

For dual or multi nationality, please give details

Mother's maiden name (for security purposes)

Registered name of company (or organisation) with Barclays account

Account number (if known)

Sort code (if known)

Your position in the business

Are you a direct or indirect beneficial owner or shareholder in the business?

No

Yes – Please give the % ▼

 %

Do you have any other occupation or hold any position in any other business or organisation?

No

Yes – Please give details ▼

Are you an existing client of Barclays?

No – Please go to Section 2

Yes – Please go to the next question

As an existing client do you maintain, or are you party to, another account (business or personal)?

No

Yes – Please give details ▼

Name of branch

Account number

Name of account

Sort code

Go to
Section 2
Page 4



Section 2. Your declaration

I confirm that:

- the information I have given here is true and complete
- I agree to the contents of the *Information about you* document and Section 10 of the *Customer Agreement*, which describes the checks and searches Barclays will carry out and how Barclays will store and process my personal information. i

At Barclays we believe that part of providing an excellent service is to occasionally make you aware of service improvements and new products that could make your banking easier and might save you money. From time to time we may also send you information from our specially selected partners, but we will never disclose your details to anyone outside of our Group for their marketing purposes.

You can change your mind at any time: just contact your Relationship Manager/Team, or visit your local branch. Please tell us your communication preference if you would prefer we did NOT contact you via:

Mail Email Telephone SMS/MMS

Signature – please ensure signature remains inside the box i

Date

i If you need an *Information about you* document and/or a *Customer Agreement* please ask your Relationship Team.

i By law we are required to positively identify you. We will ask you to complete this form if you are not known to Barclays and sometimes if you are already known to Barclays to ensure that the data we hold for you is still current and correct.

We will be unable to take instructions from you until we have checked your details.

Section 3. Identification

Verification

We may also need to verify your details. If we ask you to do this, please take one of the following documents to your local Barclays so the staff there can certify it. i

- Your current full passport.
- National Identity card (photo version only).
- Current full driving licence.

We may also need to confirm your current permanent address by checking a utility bill, bank statement or council tax bill with your address on it. Your Relationship Team will be able to give you more details.

i If you do not have any of these documents, please ask your Relationship Team about alternative forms of identification that we will accept.

For the Bank to fill in

Please certify the ID document the client has brought in.

Please check the correct procedure for certifying ID with your manager.

Your name

Staff number

Your branch

Your contact phone number

Type of ID you certified (e.g. *passport, driving licence*)

You can get this in Braille, large print or audio by calling 0800 400 100* (via Text Relay if appropriate) and quoting item reference number 9909973COM or by ordering online from barclays.co.uk/accessibleservices

*Lines are open 7 days a week, 7am to 11pm. To maintain a high quality of service we may monitor or record phone calls.
Calls to 0800 numbers are free if made from a UK landline.

Barclays is a trading name of Barclays Bank PLC and its subsidiaries. Barclays Bank PLC is registered in England and authorised and regulated by the Financial Services Authority (FSA No. 122702).

Registered Number is 1026167 and its registered office 1 Churchill Place, London E14 5HP.

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Barclays *Personal details form*