

GUIDE TO COMPLETING THE DAVY SELECT CORPORATE ACCOUNT APPLICATION FORM

Application form details

PAGE 1

■ Entity Details

- Name of Entity.
- Trading Name if different must be completed.
- Registered address of Company.

■ Contact Details

- Name of Primary Contact – Can use a name of a director here if you wish.
- Title
- Day time phone number/ mobile phone number
- Email address
- Does the primary contact require online access – please tick yes or no

■ Type of Account

- Please tick which account type structure is suitable for the way in which the company is set up.

■ LEI

- **Request an LEI Code from Euronext Dublin at details below – The application cannot be set up without this code.**
Visit <https://direct.euronext.com/Products/LEI-services/> or telephone: +353 1 6174312 or email: LEIQueries@euronext.com

PAGE 2

■ Bank details

- Bank details linked to the company must be entered here
- We need to know the name of the Company bank account and the address of the Bank where the account is held
- BIC
- IBAN

- **Please indicate your Source and Amount of Funds** Please tick a section here.

PAGE 3

- **Please indicate your Source of Wealth** - Please tick a section here.
- **Existing Account details** - Complete if you already have an account with Davy.
- **Online Correspondence** - Please tick whether you want online access or postal information.

PAGE 4

■ **Online Access**

Please input the details of the people you want to have online access to the account.

PAGE 5

- The **Declaration** must be signed by the **signatories on the mandate**. It must be dated as at **today's date**.

PAGE 9

The FATCA Self Certification for Entities

Please write the company name where Entity Name is on the form.

- **Section A** must be ticked but we cannot advise you on which one to tick. (You may need to liaise with your accountant on this section).

PAGE 10

- **Section C** It must also be signed and state the capacity in which declaration is made.

PAGE 13

- A wet Ink mandate must be completed.
- **The name of the "entity "Company Name" must be completed.**
Signatures
Print name
Title
Date (**today's date**) must all be completed.

PAGE 14

■ **Copy of Resolution**

The name of entity must be completed at the top with minimum of TWO authorised signatories' signatures and print name in the middle of page 14

Please also tick the number of signatories required - Any one, any two or all.

We require the chairperson of the company & their signature at the bottom of this page.

Mandate must be wet ink, original signatures – this section of the form is not suitable for electronic signatures (DocuSign)

PAGE 15

■ We need the full list of directors of the company

All the details in Director 1 & 2 etc must be completed – name, home address, business address, DOB, Occupation, are you US citizen, are you a us resident/green card holder, Tax ID. PPSN, NINO, SSN & Country of Tax Residence.

This page must be completed in full – All details are mandatory, including PPS number's

PAGE 17

■ List of Shareholders

If a shareholder of the company is another company then we will need another full account opening pack completed based on that company's structure. Otherwise all details of shareholders and their % holding in the company must be completed in this section.

Where one of the shareholders is a company that owns greater than 25% this will be classed as a complex structure and must be reviewed by our Compliance department, which may prolong the time it takes to open your account.

This page must be completed in full – All details are mandatory, including PPS number's where relevant.

PAGE 18

■ List of beneficial Owners

This must be completed if applicable.

PAGE 19

■ List of Partners

This must be completed if applicable to the company structure.

PAGE 20

■ List of Trustees

This must be completed if applicable to the company structure.

PAGE 21

■ List of settlers & Protectors

This must be completed if applicable to the company structure.

NOTE: In terms of the Corporate Documents for the company there is a checklist on Pages 6 and 7 of the application form which must be adhered to;

PAGE 9

Please note that **Certified** copies of the Constitution/memorandum & articles of Association must be provided, if the company is **outside** of Ireland & the UK. These must be certified as they are outside Ireland & The UK. The certification must be certified by a bank official or notary and have a stamp, certified that it is a True copy of the original, signed and dated. We must be able to make out the name of the person who certified it so we would ask them to also print their name beside their signature.

We require full anti-money laundering details for TWO directors & signatories (whoever signs the mandate).

■ **Proof of ID**

- Certified* copy of their passport.
- Certified* copy of their driver license.

■ **Proof of Address - TWO Proofs of address details are required per person.**

Please enclose originals of **TWO** of the following:

- **Utility Bill** (for example, electricity, gas, water or phone bill) - dated within the last 6 months;
- **Bank statement** from a regulated financial institution such as a Bank - dated within the last 6 months;

*** IMPORTANT NOTICE: CERTIFICATION OF DOCUMENTS**

Please note that the meaning of 'certified copy' is different for residents and non-residents.

Residents: By 'certified copy' we mean a photocopy that has been signed, dated and stamped by a Solicitor, Chartered Accountant, Commissioner for Oaths or Bank Official as evidence that the photocopy is a true copy of the original. The person certifying the document must state 'I certify that this is a true copy of the original document' and should sign the document confirming their full name, title and the date they certified the document. Alternatively, call into one of our Davy offices and we can certify it for you.

Non-Residents: By 'certified copy' we mean a photocopy that has been certified as a true copy of the original by a notary public or a consular or embassy official from your consulate or embassy. The person certifying the document must state 'I certify that this is a true copy of the original document' and should sign the document confirming their full name, title and the date they certified the document in English. Please note that documentation provided in a language other than English will only be accepted where accompanied by a professional translation document.

If you would like you submit your identification documents digitally, we will email you a link to upload your documents to. Contact us at +353 1 614 8900 or email at account.opening@davy.ie to choose this option.