

## How we use your information

Before continuing with this application, please read the information below, which explains how we and others will use your personal and financial information during this application process. For full details about how we use the personal and financial information of our customers please see our Terms.

## Who we are

The organisation responsible for processing your personal and financial information is Royal Bank of Scotland.

## The information we hold about you

Your information is made up of all the financial and personal information we hold about you and your transactions.

**Please complete this form in BLOCK CAPITALS and in black ink.**

### 1. Account details – main account to which the Power of Attorney (the “PoA”) is being added:

Account name \_\_\_\_\_ Account number

Account holding branch \_\_\_\_\_ Sort code

**Just to let you know that the PoA will be added to all accounts held in the sole name of the donor/granter. The PoA may also be added to any joint accounts, which the donor/granter holds with the consent of the joint party.**

### Additional accounts for the PoA to be added

#### Credit Card

RBS Credit Card Account number

### 2. Power of Attorney

How many attorneys are being added to the account?

If more than one attorney is appointed, how are the attorneys appointed to act?

Joint and Several  Jointly  **Please see note under Section 5 below for jointly appointed attorneys.**

Does this Power of Attorney supersede existing PoA instructions held? Yes  No

### 3. Attorney personal details – if there's more than one attorney, a separate application form will need to be completed

Are you an existing RBS customer? Yes  No

If 'Yes', please provide Account number  Sort code

Gender Male  Female

Title Mr  Mrs  Miss  Ms  Mx  Other    
(please specify)

First name

Middle name(s)

Surname

Date of birth (DD/MM/YYYY)

Country of birth

Place of birth (town)

**Permanent residential address**

House name  (only complete if registered with Royal Mail)

House/Flat number  
(If applicable)

Street name

Town

City

Postcode

Overseas country  
(if applicable)

Date of entry to this  
address (e.g. 01JUN2005)

**Previous address – if you've lived at the above address for less than 3 years**

House name  (only complete if registered with Royal Mail)

House/Flat number  
(If applicable)

Street name

Town

City

Postcode

Overseas country  
(if applicable)

**Other information**

Home telephone  
number

Work telephone  
number

Mobile phone number

E-mail address

We'll use your contact details to keep you updated about the account, i.e. we'll send you an email or text message to let you know we've completed your request.

Occupation

Memorable word – please choose a memorable word of no more than 15 characters. We may need this to confirm certain transactions with you.

Memorable word Reminder – if you forget your memorable word a member of our staff will prompt you with your reminder.

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### 3.1 Regulatory details

Country of residence

Nationality

Do you hold any other Nationalities/Citizenships? Yes  No

If 'Yes' list here

Where are you resident for tax purposes?

What is your tax number/social security number or other local equivalent (if known)?

Please enter the Tax Identification/Reference Number or local equivalent (if known) for your country of residence; if the United Kingdom please leave blank.

Are you resident for tax purposes in any other countries? Yes  No

If 'Yes' please list here and provide your tax number/social security number or local equivalent (if known).

Country

Tax number

Do you have tax paying obligations to the United States of America? Yes  No

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### 4. Change of statement address

Would you like the address for bank statements changed from the account holder's address to the attorney's address? Yes  No

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### 5. Account features for Attorney

**Just to let you know that where attorneys are appointed to act jointly, we're not able to issue a Debit/ATM card or provide access to telephone and/or online banking. We also can't issue a credit card or PIN for sole or jointly appointed attorneys.**

If you'd like a cheque book and/or Debit/ATM Card on any of the account(s) please tick below. Please note some features may not be applicable for all accounts.

Debit/ATM  Cheque book

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### 6. Terms and Conditions

For a copy of our Terms and Conditions relating to the account(s) to which you're being added to (including those relating to any cards which may be issued to you), please visit [rbs.co.uk](http://rbs.co.uk) or any of our branches.

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### 7. How we'll use and share your information

#### Credit reference and fraud prevention agencies

We may request information about you from credit reference agencies to help verify your identity. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future. To help us to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies, including, in relation to attorneys, The Office of the Public Guardian. If fraud is identified or suspected, details may be recorded with these agencies to prevent fraud and money laundering.

### With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS companies may already hold about you) in connection with processing your application. If your application is declined we'll keep your information for as long as it's required by us or other RBS companies in order to comply with legal and regulatory requirements.

### With other third parties

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening. We may disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s) and the balance or value of the account(s) of US and British Dependent Territories' customers to HM Revenue and Customs ("HMRC") who may exchange this information with the applicable local tax office in those countries. We may be required to provide similar information to HMRC regarding customers from other countries in the future.

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## 8. Giving your consent

By continuing with this application you agree that we may use your information in the ways described above and in the associated Terms, and are happy to proceed. You authorise us to pass information about you and your actions on the account to the primary [account/card] holder.

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## For Joint Accounts Only

**9. Joint account holder confirmation** – Only complete this section when there are other account holder(s) on the account(s) in addition to the donor/granter of the PoA.

I authorise you to allow the attorney(s) to be added to any joint accounts, which I hold with the donor/granter and understand they may provide any instructions on the account(s).

### Joint account holder signature

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

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**10. Attorney Confirmation** – I confirm that by signing this form I agree to be added to all accounts held in the sole name of the donor/granter of the POA, including any new accounts, and any joint accounts (provided the consent of the joint party is obtained).

### Attorney signature

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

**For Branch or Relationship Manager use only**

**Please call the PoA team on 01634 895 395 (Retained) or 0151 676 9463 (Divested) before submitting the PoA form**

**• In all cases, please ensure:**

- A certified copy of ALL pages of the Power of Attorney documents is attached – remember you only need to certify the first page and note the total number of pages
- The Power of Attorney is a valid document (further guidance can be found via My Knowledge)
- Where attorneys are appointed to act jointly, a Debit/ATM card hasn't been requested
- You've provided the customer with information on telephone and/or online banking if appropriate

**Please note that where attorneys are appointed to act jointly, telephone and/or online banking access can't be provided.**

**For new to bank customers – Completed new account sanctioner list**

Staff signature

Staff name \_\_\_\_\_

Location \_\_\_\_\_

Contact number

**Where to send the PoA form**

**Please forward all retained paperwork to Power of Attorney, Chatham CSC, DC 023**

**Please forward all divested paperwork to Power of Attorney, Liverpool, L13 1HE, DC 194**