

Trust Corporate Smart Form Frequently Asked Questions



How do I download the form?

The form is designed to be used in Adobe Reader. Therefore, you should firstly, download the form from our website.

To download, right click the 'download' icon on the webpage, select 'Save Link as' to save a copy to your PC and when opening the file you should use Adobe Reader.

Which option should I choose under the first question on the smart form titled 'Reliance regime of the Introducer'

Reliance

Means your organisation holds 'Approved Introducer' or 'Obligated Person' status with Investec Bank (Channel Islands) Limited. If you are regulated by the JFSC you must choose the Jersey Branch and if you are regulated or licensed in any jurisdiction other than Jersey, you must choose the Guernsey Branch.

(Please note specific arrangements for supporting documentation and Customer Due Diligence on related parties will vary by agreement.)

Non-Reliance

Means your organisation does not hold 'Approved Introducer' or 'Obligated Person' status with Investec Bank (Channel Islands) Limited and you will be required to provide full supporting documentation and Customer Due Diligence on all related parties. The account will be opened in the Jersey Branch for a Jersey based Trust & Corporate Service Provider and in the Guernsey Branch for all other jurisdictions.

How should I complete the form?

The form must be completed on screen and in chronological order. Due to the conditional formatting of the form, some of the sections which become visible in later sections are dependent upon the answers to questions found in earlier sections.

Do I need to complete each field on the form?

All fields marked with a red asterix (*) are mandatory. The form has been designed to ensure we capture all the information required at the outset. All relevant and applicable non-mandatory fields should also be completed to minimise delays to your application.

Can I save the form and come back to it later?

The form can be saved and returned to later by pressing File, Save As and then saving it to a location within your system.

Any fields already completed can also be updated however, due to the conditional formatting, you should bear in mind that if a new selection is made it could have an impact on other fields within the form.

Can I print the form?

The form can be printed by either selecting File and Print or by pressing the printer icon.

What do I do once I have completed all mandatory fields on the form?

At the bottom of the form, you will see a 'Check My Form' button, once clicked any mandatory fields that have not been completed will be highlighted in red. These fields must be completed before the form is signed off to ensure no delays occur once the form is received by us. This button can be used continuously to check the status of any mandatory fields after any updates are made to the form.

How can the form be signed?

You can either print off the form and get it signed off manually or you can print to PDF then copy and paste the relevant signatures into the signature boxes.

How do I submit my application?

Once signed, the form, together with the relevant mandate and any additional documentation can be sent in the usual way.

Who should I contact if I am having difficulties in completing the form?

Please contact a member of our account opening team who will be more than willing to assist you.



Chelsea Bourgaize on +44 1481 706440 or email chelsea.bourgaize@investec.com



Patricia Maré on + 44 1481 706458 or email patricia.mare@investec.com



Teresa Merrien on + 44 1481 706462 or email teresa.merrien@investec.com

