

# Business Application Checklist



To speed up your application and help you open your business savings account as quickly as possible, we've provided a checklist of all the information you'll need to have ready for the application form.

## Business information

- Business/company name
- Date of incorporation (if applicable)
- Principal business address
- Registered office address (if different)
- Business email address
- Business telephone number
- Industry of business

## Applicant information

- Full name
- Position within organisation
- Email address

## Savings details

- Initial deposit amount (£)
- Source of opening deposit
- Ongoing funding source(s) i.e. savings, subscriptions etc
- Anticipated annual account turnover
- Frequency of account usage
- Purpose of savings

## Individuals and Roles

Number of authorised signatories required for account operation

- Ultimate Beneficial Owner (UBO) - The person who ultimately owns or controls the business, typically holding 25% or more ownership or voting rights. **For sole traders, the business owner must assign themselves as the UBO and account operator.**
- Account Operators (up to 4) - Individuals who have the authority to operate and transact on the account.

### For each individual (Director / UBO / Account Operator):

- Full name
- Date of birth
- Role(s) in business (Director / UBO / Account Operator)
- Email
- Mobile number
- Address

## Interest and Nominated Account (Optional)

This is the bank account where you would like interest earned to be paid, and optionally, the account from which withdrawals can be made.

- Name of account holder (must be business)
- Account Number
- Sort Code
- Payment reference (for transactions)

## Financial Services Compensation Scheme (FSCS)

The Financial Services Compensation Scheme (FSCS) protects eligible deposits in the event the bank or building society fails. However, not every business is covered and some exclusions do apply. Please read our [FSCS Information Sheet and Exclusions list](#) to confirm whether this applies to your business.

### You need to confirm

- Eligibility for FSCS

After preparing your documents and completing your application, please **follow the steps** below to finalise the process.

- 1** Review your application and ensure all details are correct.
- 2** Print the completed application form.
- 3** Obtain signatures from all operators involved in the application.
- 4** Submit the signed form to the email address or office address given as per the instructions provided.

If you're unsure where to obtain this information or need help completing your application, you can contact us directly or visit a branch, where we'll assist you in opening your account.

-  [businesssavings@dudleybuildingsociety.co.uk](mailto:businesssavings@dudleybuildingsociety.co.uk)
-  01384 231414
-  [www.dudleybuildingsociety.co.uk/business/help-and-support/submit-an-enquiry/](http://www.dudleybuildingsociety.co.uk/business/help-and-support/submit-an-enquiry/)

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