

The Royal Bank of Scotland

Request for Information Form

Following a thorough strategic review in 2014, RBS Group decided to sell its Private Wealth Management business in Switzerland, Hong Kong, Singapore as well as Monaco and to wind down its business activities. UK based Coutts & Co continues to focus on serving UK client needs, together with those international clients with a strong connection to the UK, in line with the overarching RBS strategy.

A former client of Coutts & Co Ltd or another entitled person may request existing documents using this form.

Information Request Details	
Name of Requestor:	
Account number(s):	
Name of Account Holder(s):	
Domicile Address of Account Holder(s):	<hr/> <hr/> <hr/>
Shipping Address if different from Domicile Address:	<hr/> <hr/> <hr/>
Telephone number:	
Email Address:	

Request for		
Request type	Date range	
Account/Portfolio Statement	From:	To:
Tax Statement	From:	To:

Request for other Documents

Required Papers

For representatives, including individuals formerly appointed as Power of Attorneys:

- Current Power of Attorney, not older than 30 days or
- Passport copy

If the account was in the name of a legal entity that *still exists*:

- An **up-to-date** excerpt from the commercial register regarding the legal entity (notarially certified);
- A copy of the identification documents of the person(s) entitled to represent the legal entity, evidencing his/her/their signature(s) (notarially certified);
- Power of attorney in your favour signed by the legal entity's representatives.
- Passport copy

If the account was in the name of a legal entity that *ceased to exist*:

- A proof to which person the assets have been transferred when the legal entity was liquidated (original or notarially certified);
- A copy of the identification documents of the person(s) entitled to represent the legal entity, evidencing his/her/their signature(s) (notarially certified).
- Passport copy

For directors in case of a trust account the additional document is required:

- Proof of existence of underlying Company

Request submission

Send this request form including supporting documents to the following address:

RBS Services (Switzerland) Ltd
Data Agent Team
Lerchenstrasse 18
CH-8022 Zürich
Switzerland

Please ensure that all information on this request is complete and accurate and all necessary signatures are available on this form. In case of any missing information, the request cannot be processed. Further, please note that only existing documentation can be provided. The production of new documents is not possible.

By signing this form you understand and agree as follows:

1. RBS Services (Switzerland) Ltd ('RBS Services') will charge you for the work conducted in order to reply to your request if the amount of work exceeds two working days. In this case, RBS Services will provide you with a fee estimate first
2. All letters and documents will be provided by registered mail to your Domicile Address unless you provide a different Shipping Address in the Information Request Detail section of this form
3. This document is governed by the substantive laws of Switzerland. The exclusive place of jurisdiction for any and all disputes arising under or in connection with this document shall be the courts Zurich, Switzerland, venue being Zurich 1
4. RBS Services undertakes to keep confidential the information it holds or will obtain about the requestor and/or former client of Coutts & Co Ltd. However, for answering the request and/or for the purpose of consolidated supervision in general, RBS Services may provide information it holds or will hold at any point in time in relation to the banking relationship of the requestor or former client to certain functions within the Royal Bank of Scotland group of companies ("RBS Group"). In this context and for this purpose, the requestor hereby authorises the Bank to share any information it holds or will hold at any point in time in relation to the banking relationship of the requestor and/or former client with RBS Group functions, and the requestor and/or former client releases RBS Services from observing Swiss bank-client secrecy and data protection rules in this respect. The requestor and/or former client is aware of and accepts the associated risks, in particular that the information provided may be or has to be passed on by the recipient to third parties and/or may be subject to reporting and/or disclosure in accordance with the laws in force in the recipient's country to a greater extent and with fewer restrictive conditions than would be the case in Switzerland
5. Approval for sending documents via e-mail if requested by the requestor: RBS Services is entitled to communicate via the transmission channels used or stated by the requestor and/or former client on this form, i.e. mail, telephone, fax or e-mail. The requestor and/or former client is aware of the risks associated with the use of these transmission channels and is responsible for all consequences and damage involved, such as from loss, delay, misunderstandings, forgeries, corruptions or multiple copies

Request date:

Name(s):

Signature(s):

Account role or function¹:

1) e.g. account holder, representative, director

I/we consent to the disclosure of my/our confidential data and/or the confidential data of my client respectively with any company within RBS Group as stated in section 4 above.