



Third party application form for private clients

# COUTTS ONLINE



*Coutts*

### 1. Client details

Enter the full name of the existing Coutts client.

### 2. Third Party details

Enter the full name, date of birth, nationality, address, country of residence and country of domicile of the Third Party person that the existing Coutts client is allowing to have access to their accounts. Select the relevant box to advise if the Third Party is an existing online banking user or not.

### 3. Accessing Coutts Online securely

Coutts Online is designed to be used in conjunction with our mobile app on a smartphone running a recent version of IOS or Android. For your own security, whenever you undertake certain actions such as logging into the service or making a payment, you would authorise these with a single tap of our mobile app.

We may need to call you if the email address or mobile number provided in this form differ from those held in our records.

### 4. Accounts to be added

The Third Party, named in Section 2, is to have access to.

Select from the available options:

- All accounts of the client named in Section 1 are to be added, **including** any accounts opened in the future.
- All accounts of the client named in Section 1 are to be added, **excluding** any accounts opened in the future.
- Only the account(s) detailed – list here the accounts of the client named in Section 1 and only these will be added.

These accounts will be made available on a read only basis to this Third Party unless you select the full access box.

Full access will allow this Third Party to have full transaction capabilities on all of the accounts.

### Charge/Credit Cards

List each of the charge/credit card names and numbers that the Third Party, named in Section 2, is to have access to.

Please note that any additional Third Parties added in the future will require further paperwork.

Please select the investments and money market call account boxes if you want the Third Party named in Section 2 to have access to these.

### 5. Username of the Third Party

Select a username that the Third Party, named in Section 2, will use to log into Coutts Online. This must be between six and 20 characters and include at least one number. Please note that if the username is already taken we will change your username to include extra numbers.

If the Third Party named in Section 2 wants to access the accounts using their own existing Coutts Online service then their existing username must be entered here.

### 10. Account holder declaration and signature(s)

The signature(s) entered here must be those of the existing Coutts client, named in Section 1.

Should you wish the Third Party to view/have payment access to any **joint** accounts online then the signatories for these joint accounts **must** also sign.

### 11. Third Party declaration and signature(s)

The signature required here is that of the individual named in Section 2.

Copies of the Online Service Terms are available at [coutts.com/onlineterms](http://coutts.com/onlineterms) or from your banker.

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COUTTS ONLINE

This form must be completed for any person that requires online access to another client's account

**How to complete this form**

If you would like a Third Party to access your accounts using the Coutts Online service please complete the form in BLOCK CAPITALS with a black ball point pen and where marked\*, please delete as appropriate. The Online Service Terms are available online for you to read and print. **These are important, please read them.** Please go to [coutts.com/onlineterms](http://coutts.com/onlineterms), alternatively ask your Banker for a copy. The completed form should be returned to: **Coutts Online Team, Coutts & Co, FREEPOST LON20747, Trinity Quay, Bristol BS2 0FA.**

**How we will use your information**

Before continuing with this application, please read the information below which explains how we and others will use the personal and financial information of all parties named on this form during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our clients, please see our full privacy notice at [coutts.com/privacynotice](http://coutts.com/privacynotice).

**Who we are**

The organisation responsible for processing your personal and financial information is Coutts, a member of the NatWest Group.

**1. Client details**

Full name

**2. Third Party details** – This person must already be a client or registered with the bank.

Full name

Date of birth

Nationality

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Post code

Country of residence

Country of domicile

Existing online banking user Yes  No

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**3. Accessing Coutts Online securely**

Preferred Email address

Preferred Mobile Number

**4. Accounts to be added**

Please detail the accounts you would like the third party to have access to. Select to include all account(s)/all future account(s) or only the account(s) detailed below. Accounts will be added with full transaction capability, or Read Only depending on the box selected below. For any changes to these preferences you will be required to provide the Bank with confirmation in writing.

All accounts including all future accounts opened      Read Only       Full access

All accounts excluding all future accounts opened      Read Only       Full access

Only the account(s) detailed below:

Account name

Account number       Read only       Full access

Account name

Account number       Read only       Full access

Account name

Account number       Read only       Full access

Account name

Account number       Read only       Full access

**Charge/Credit cards**

Account name

Card number  -  -  -

Account name

Card number  -  -  -

Investments

Money Market Call Accounts

**5. Username of the Third Party**

Please provide a username or their existing username which they will use to log in to Coutts Online. This must be between six and 20 characters and include at least one number.

User name

**6. How we will use and share your information**

**(a) Credit reference and fraud prevention agencies**

We may request information about you from credit reference agencies to help verify your identity to comply with laws that apply to us. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal NatWest Group records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice at [courts.com/privacynotice](http://courts.com/privacynotice) or contact your private banker.

**(b) With other NatWest Group companies**

We and other NatWest Group companies worldwide will use the information you supply in this application (and any information we or other NatWest Group companies may already hold about you) in connection with processing your application and assess your suitability for our products.

If your application is declined we will normally keep your information for up to five years, but we may keep it for longer if required by us or other NatWest Group companies in order to comply with legal and regulatory requirements.

We and other NatWest Group companies may use your information in order to improve the relevance of our products and marketing.

**(c) 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 be required to disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our clients to HM Revenue and Customs ('HMRC'). HMRC may exchange this information with other countries' tax authorities.

**7. Confirming your agreement**

By continuing with this application, you confirm that we may use your information in the ways described above and are happy to proceed. You acknowledge that information about you and your actions on the account may be shared with the primary account holder.

**8. Marketing information**

We would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you. If you do not wish us to contact you for these purposes, please place a cross in the box. We will not share your information with third parties for their own marketing purposes.

**9. Communications about your account**

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

**10. Account holder declaration and signature(s)**

Please ensure that all signatories to the account(s) you have requested to be available online have signed this form.

I/We\* have read and agree to the Online Service Terms and instruct and authorise you to grant online access to the above accounts to the Third Party detailed on this form.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

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## 11. Third Party declaration and signature(s)

I have read and agree to the Online Service Terms, a copy of which is available to read and download from the website [coutts.com/onlineterms](http://coutts.com/onlineterms) and would like access to the accounts as detailed in Section 4 of this application form via Coutts Online.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Name

### For Coutts Digital Helpdesk use only

Contract number

Initials