

What You Need to Open a Business Account

In order to open your Business Account we need to gather some important information to make sure that your account is opened promptly and safely. The information we ask you to provide can help protect you against identify theft and fraud. You may be asked to provide different types of information depending on your personal circumstances and the type of Business. The guide below will help you to understand what you need to bring along with you when you come to open an account.

1. PERSONAL IDENTIFICATION

For all individuals involved in opening a Business Account you will need to be identified individually, therefore please also ensure that you refer to 'What You Need to Open an Account with Metro Bank' for a list of acceptable documentation.

Individuals requiring identification:

Account Operators (Authorised Signatories and Nominated Persons)

To enable us to open your Business account we will need to identify you, the principle Business Account Operators and any other Authorised Signatories or Nominated Persons you wish to add to the account.

Responsible Individuals

We will also be required to identify any Beneficial Owners of the Business regardless of whether or not they will be an Account Operator (a Beneficial Owner is any individual who: is ultimately entitled to or who controls (whether directly or indirectly) 25% or more of the capital or profits of the Business or 25% or more of the Voting Rights; or otherwise exercises control over the management of the Business).

Company Officials

We may also be required to identify a minimum of two Company Officials (for limited companies two Directors) if two or more exist. If only one Company Official is appointed to the Company, we must identify the sole Company Official.

2. SOLE TRADER / PARTNERSHIPS (UNINCORPORATED AND UNREGULATED)

For New/Start Up and Existing Businesses any one of the following documents is required to confirm the name(s) of the business owner(s), the trading name (if appropriate) and the business address

- An existing Business bank statement (dated within the last three months)
- A utility bill (dated within the last three months)
- An invoice from a supplier (dated within the last three months)
- A visit to your Business premises (must be a different address to your residential address) to confirm the existence of an established Business
- Letter addressed to Metro Bank from an accountant acting on behalf of your Business
- HMRC correspondence (dated within the last 12 months)
- Business Premises Rates Advice (dated within the last 12 months)

3. LIMITED COMPANY/ LIMITED LIABILITY PARTNERSHIPS

With your permission we will carry out an electronic business search. Providing this is satisfactory no further documentation will be required.

4. COMMUNITY ACCOUNTS FOR CLUBS, SOCIETIES, CHARITIES AND OTHER NOT-FOR-PROFIT ORGANISATIONS

You will need:

Unregistered Charity: Minutes of the Meeting and Constitution documents

Registered Charity: Minutes of the Meeting and Charity Commission number

Registered and Limited Charity: Charity Commission number and Company Registration number

Club/Society/Association: Minutes of the Meeting and Constitution documents. If there are no Constitution documents available a letter on headed paper confirming the same information is acceptable.

We will need your Constitution document that states:

- The name of your club/society/association.
- The purpose of your club/society/association and how it will be run
- The Key official role titles for your club/society/association (i.e. Chairperson, secretary, Treasurer etc)

We will need a copy of your Minutes that state:

- The agreement to open an account with Metro Bank
- Who has been appointed in the Key official roles
- Who is authorised to operate the bank account and the account signing rule
- The Minutes must be signed by at least 2 Key officials of the club/society/association.

OPEN 7 DAYS

Monday - Friday: 8am - 8pm • Saturday: 8am - 6pm • Sunday: 11am - 5pm
Local Call Centre: 0345 08 08 500 • metrobankonline.co.uk • [MetroBank_Help](https://twitter.com/MetroBank_Help)