



BANK DUE DILIGENCE QUESTIONNAIRE

For SIPP and SSAS



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1 Corporate information

Company name

Company Registration Number (CRN)

FCA registration number

Registered address

Physical head office address

Country of incorporation

Parent company name

Parent company country of incorporation

Name of stock exchange on which parent company is listed

Credit rating

Do you outsource any area of your business overseas?

Yes

No If Yes, please provide details in the box below

Has the company been trading for less than 3 years?

Yes

No If Yes, copies of the company's business plan and financial statements will be required

In the past 5 years has any member of the company been fined, investigated or had any form of sanction applied from any regulatory body?

Yes

No If Yes, please provide details in the box below

Is there any current or pending litigation against the company or its parent company?

Yes

No If Yes, please provide details in the box below

Do you hold a banking licence directly or through your parent company?

Direct

Through parent company

2 Compliance information

Are you able to hold SIPP & SSAS monies?	Yes	No	
Do you have professional indemnity insurance (PII) cover commensurate with the size of your business and financial resources?	Yes - PII cover of £10m or more	Yes - PII cover of less than £10m	No PII held
<p>Please provide further details on the levels or type of PII cover within your business:</p>			
Are you able to provide us with account statements at least quarterly as at 31 March, 30 June, 30 September and 31 December each year?	Yes	No	
Do you accept unadvised SIPP or SSAS clients?	Yes	No	
Do you have a documented conflict of interest policy?	Yes	No	
<p>If yes, please attach a copy of this policy.</p>			
Do you provide online access to clients, advisers and Curtis Banks?	Yes	No	
Do you have adequate resources to satisfy the regulator's capital requirements and a policy to monitor and maintain such resources?	Yes	No	
Please confirm you have the appropriate policies and controls in place to monitor and prevent financial crime	Yes	No	
Please confirm you're GDPR compliant or the steps and measures needed to ensure your compliance	Yes	No	

3 Product information

Please list the types of notice and fixed term accounts and product names available to SIPP and SSAS monies

Please confirm the account opening process for each of these products

Please attach the relevant application form and terms & conditions for each product

Attached

Is there any further information you require to be provided to support a SIPP or SSAS application?

How would you notify us of changes to the terms & conditions, notice terms and interest rates available?

What notification do you provide on accounts nearing maturity?

Are accounts accessible prior to maturity or within notice periods?

Yes

No

If Yes, on what terms?

4 Contacts

Please provide us with an appropriate contact name, telephone number and email address for each of the following:

Where appropriate, a dedicated person or department responsible for SIPP or SSAS services

For day-to-day administrative enquiries and instructions

For regular and ad hoc valuation statements and reporting

For all compliance and regulatory related matters

5 Declaration

Please read the following recitals and have two authorised signatories of your firm sign the declaration below:

- I/we confirm the firm has appropriate corporate governance and compliance arrangements in place covering the services provided to Curtis Banks SIPP and SSAS clients.
- I/we confirm the firm has appropriate processes and procedures in place to ensure adherence to all relevant FCA and PRA legislation, including (but not limited to) that relating to staff training and competence, client money and assets and treating customers fairly in relation to the services provided to Curtis Banks SIPP and SSAS clients.
- I/we confirm that firm has in place appropriate business continuity arrangements in respect of services provided to Curtis Banks SIPP and SSAS clients.
- I/we confirm the firm has in place appropriate data protection/data security arrangements in respect of the services provided to Curtis Banks SIPP and SSAS clients.
- I/we confirm that the firm complies with the obligations under the Modern Slavery Act 2015.
- I/we confirm that the firm will notify Curtis Banks of any changes to the information contained within this form, including but not limited to regulatory status, breaches of regulation/legislation, custodians, key contacts.
- I/we believe that the facts and matters contained in this form are true and the information provided is accurate to the best of my/our knowledge:

Bank name

Financial Services Register firm reference number

1 Name

Position in Firm

Signature

Date

2 Name

Position in Firm

Signature

Date

Notes

Curtis Banks Limited,
3 Temple Quay,
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Call charges will vary. We may monitor and record calls.

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

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