

**For Branch reference only:** Please carry out the certification and return original documents, certified documents and the KIF to the client. The Certified documents and the KIF can be sent in the pre-paid envelope provided to Team 57, Eagle Court, 25 Circular Road, Douglas, Isle of Man, IM99 1RH.

Reference Number

# Key Information Form

Please complete all sections in **BLOCK** capitals and sign and date in the area provided.

If you would like to take this opportunity to refresh all of the information held, please complete all sections of the form.

If any of the below pre-filled information has changed please score through and provided your updated information.

## Section 1

Title

Other Title

Gender

First name(s)

Surname

Former / Alias names

## Section 2

Mother's Maiden name

## Section 3

Date of birth

Town / City of birth

Country of birth

Nationality

## Section 4

Passport / ID Number

## Section 5

Please complete the information below indicating:

- the country where you are a tax resident
- your Tax Identification Number for each country.

If you are resident in more than one country for tax purposes, please provide the information for each country in the space provided.

Please refer to the Guidance Notes for more information about Tax Identification numbers.

Country of tax residence

Tax Identification Number (TIN)

If a TIN is not available, please tick the box, and provide an explanation below.

## Section 6

Principal residential address

(PO box, care of and business addresses are not accepted)

Country

Post / Zip code

(if lived at the above address for less than 3 years, please provide previous address)

Country

Post / Zip code

Correspondence address

(if different from residential address)

Country

Post / Zip code

If you use a correspondence address which is different from your residential address please provide the reason for this.

Continued overleaf

## Section 7

How would you prefer us to contact you? (please tick only one box)

Email  Telephone  Mail

Telephone / email details:

	Country code	Area code	Telephone Number
Home	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>		

## Section 8

What is your current employment status?

(please tick only one box)

Full Time Employed  Part Time Employed   
 Retired  Student   
 Homemaker  Unemployed   
 Self Employed  Other

(if Self employed please specify in the space below:  
 - nature of business/occupation  
 - if home or office based)

(please specify in space below)

Name of Employer(s)

Employer(s) address




Post / Zip code

If the country of your employer differs from your country of residence, please provide the reason for this.

Reference Number

Job title / Position held

(please state business activity or business type)

Employment start date   /   /

**Total gross income per year** – this should include your salary, pension or other additional income received.

Enter amount

Enter currency received e.g. GBP, USD etc:

Will the Barclays account(s) be used for receiving all or a percentage of your annual gross income e.g. annual salary/pension?

Yes  No

Total amount (GBP equivalent) of any additional regular incoming funds that you currently anticipate to credit your account on an annual basis e.g. employer bonus, overtime, commission income, investment income, etc

(please tick all that apply)

Income Type	Amount	
Bonus/Commission	<input type="checkbox"/>	<input type="text"/>
Overtime	<input type="checkbox"/>	<input type="text"/>
Investments/Dividends	<input type="checkbox"/>	<input type="text"/>
Pension lump sum	<input type="checkbox"/>	<input type="text"/>
Redundancy payment	<input type="checkbox"/>	<input type="text"/>
Re-mortgage	<input type="checkbox"/>	<input type="text"/>
Sale of Property/Assets	<input type="checkbox"/>	<input type="text"/>
Savings from employment	<input type="checkbox"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>

Reference Number

Please select the anticipated means of transferring your selected income:

Bank Transfer

Cheque

Cash\*

\* cash – money in notes or coins (in any currency). If cash selected please explain the origin of cash and reason for cash transactions.

Please confirm details of any additional income type e.g.

- loan with Barclays to purchase new materials for my business
- name and relationship of the source of inheritance
- dividends from shares held (please name the investments/products held)

Will the Barclays account(s) be used for receiving your additional income?

Yes

No

If no additional income will be paid to the account(s), please explain the purpose of the bank account(s)

### Section 9

Please provide details of any public or high profile positions held by you, a family member, or close associate.

Reference Number

## Section 10

### Confirming your identity and certification of documents

**Use this form to submit a certified copy of your Passport, National Identity card or photo Driving Licence card.**

Please see section 11 for information on who can certify your documents.

Please make a copy of your Passport, National Identity card or photo Driving Licence card in the space below. Then, on the **photocopied** version, **NOT** on this page, one of the individuals listed in section 11 must complete and sign the Declaration.

For Passport documents – please photocopy the pages of the passport carrying the photograph, signature, issue and expiry dates and ensure a qualified person certifies each page.

For National Identity cards or photo driving licence cards – please photocopy the front and back of the card and ensure a qualified person certifies both sides.

If you do not have the documents requested, please contact us straight away to discuss.

Place your Passport, National Identity Card, or photo Driving Licence card picture down below, then place this form over the top and copy.



### Declaration – To be completed by one of the authorised people listed overleaf

Having seen the individual and identification document at the same time, I certify this is a true copy and the photograph is a reasonable likeness.

Signature of authorised person

Company telephone Number:

Int code

Area code

Telephone number

Date

Name

Position

Company

If a Lawyer or Notary please provide registration number and where registered

Official stamp / seal

**Please ensure that the certifier dates, signs and prints their name on the photocopied version of this form which includes the image of your documents. Failure to do this could result in a delay in your details being updated.**

## Section 11

### Who can certify your documents?

The following people can certify documents:

- Barclays staff based in the UK or Offshore Islands
- Barclays staff where the certifier has a current banking relationship with the customer
- An officer of a Credit or Financial Institution (or branch / subsidiary of a parent) regulated in an equivalent jurisdiction
- An employee of a Consulate / Embassy based or connected to an equivalent jurisdiction
- A lawyer, barrister, commissioner for oath or accountant who is a member of the relevant local professional body regulating them.

#### ^Equivalent jurisdictions for regulated financial service businesses

Australia Austria Belgium Canada Cayman Islands Cyprus Denmark Finland France	Germany Gibraltar Guernsey Hong Kong Ireland Isle of Man Italy Japan	Jersey Luxembourg Malta The Netherlands New Zealand Norway Portugal Singapore	South Africa Spain Sweden Switzerland United Kingdom United States of America
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## Section 12

### Proof of your residential address

Residential address can be confirmed by supplying one of the documents shown below. Please either supply the original document, or if you prefer, you can have the certifier photocopy both sides of the document.

The certifier will need to write the following statement '**certified true copy of the original**', and include the following information:

- **The certifier's Full Name and their job title**
- **The Company name and telephone number of the certifier's employer**
- **The certifier's Signature and Date of certification.**

If using an Identity card or photographic driving license then please certify as per section 11

The documents listed below can be used as proof of Residential address, however the same document cannot be used as both proof of identity and proof of residential address – two separate documents must be supplied.

- a Utility Bill that is less than 6 months old. ie Gas, Electricity, Water or Telephone. It must detail your full name and residential address (mobile phone bills are not acceptable).
- a statement which is less than 6 months old and issued by a recognised Financial Institution such as a bank or building society. Please note that statements for your Barclays accounts cannot be accepted.
- a Driving Licence card which has your full residential address pre printed.
- a valid National Identity card which must clearly show the expiry date and your current residential address. **Only if not already used as proof of identity.**

If the account(s) you hold are in joint names, all holders who we require additional information from will have been written to and must provide the identification documentation requested.

**If you do not hold any of the documents listed above please ensure you get in touch with us urgently to discuss your circumstances and alternative ways our request could be fulfilled.**

Continued

## Section 13

### Declaration and Signature

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with Barclays setting out how Barclays may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I certify that I am the Account Holder (or I am authorised to sign for the Account Holder) of all the account(s) to which this form relates. I have completed the required sections and I am supplying the documents requested which, where requested, have been certified. **Please ensure your completed information is returned to us as a matter of urgency.**

**I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.**

I undertake to advise Barclays within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Section 1 of this form or causes the information contained herein to become incorrect, and to provide Barclays with a suitably updated self-certification and Declaration within 30 days of such change in circumstances

Print name

Date

D	D	/	M	M	/	Y	Y	Y	Y
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**Note:** If you are not the Account Holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity:

Reference Number

[You can get this item in Braille or large print by contacting us to advise us of your requirements.](#)

Barclays offers private and overseas banking, credit and investment solutions to its clients through Barclays Bank PLC and its subsidiary companies.

Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 122702) and is a member of the London Stock Exchange and NEX. Registered in England. Registered No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

Barclays Bank PLC, Jersey Branch is regulated by the Jersey Financial Services Commission.

Barclays Bank PLC, Jersey Branch is regulated by the Guernsey Financial Services Commission under the Protection of Investors (Bailiwick of Guernsey) Law 1987, as amended.

Barclays Bank PLC, Jersey Branch has its principal business address in Jersey at 13 Library Place, St Helier, Jersey JE4 8NE, Channel Islands.

Barclays Bank PLC, Isle of Man Branch is licensed by the Isle of Man Financial Services Authority. Barclays Bank PLC, Isle of Man Branch has its principal business address in the Isle of Man at Barclays House, Victoria Street, Douglas, Isle of Man, IM99 1AJ.

Barclays Bank PLC, Guernsey Branch is licensed by the Guernsey Financial Services Commission under the Banking Supervision (Bailiwick of Guernsey) Law 1994, as amended, and the Protection of Investors (Bailiwick of Guernsey) Law 1987, as amended. Barclays Bank PLC, Guernsey Branch has its principal place of business at Le Marchant House, St Peter Port, Guernsey, GY1 3BE.