

Thank you for your interest in Butterfield as your banking service provider. Please complete the application form below, which contains both information about your organisation, and the supporting documentation that must be provided in order to process your application. Please note that all fields are mandatory unless otherwise stated.

SECTION A – CORPORATE INFORMATION**INFORMATION**

Full legal name

Country of establishment

Date of establishment

Official identification number (if applicable)

Registered address

Street address

City/District/Parish

Country

Post code

Principal place of business

Street address

City/District/Parish

Country

Post code

Company website (if applicable)

DOCUMENTATION

Please provide the following documentation to support your application:

Charter or equivalent constitutional documentation; and

for Limited by Guarantee Companies, the Memorandum & Articles of Association and Certificate of Incorporation or equivalent

Where no formal constitutional documentation exists, please provide a rationale:

Please note that all copy documentation must be certified in accordance with the guidance notes attached.

SECTION B – CONTACT DETAILS

Please provide the contact details of the principal individual responsible for managing the prospective relationship with the Bank:

Name

E-mail

Contact number

Mailing address

PO Box Street address

Country

Post code

SECTION C - PURPOSE AND OPERATIONS**INFORMATION**

Please provide details of the activities undertaken by the entity:

Confirm the class(es) of person who stand to benefit from the NPO and their geographical location:

Confirm the country(ies) in which funds are raised and/or fundraising activities are conducted:

Describe the technique(s) through which funds are raised:

Does the organisation, or any associated individual or entity, have any connection with a sanctioned jurisdiction, including Cuba, Ukraine, North Korea, Syria, Iran or Venezuela?

Yes No

Where the answer to either of these questions is yes, or you require further details, please contact the Client Services Team for advice.

DOCUMENTATION

Where the NPO is required to register with the local Charities Commission or equivalent regulatory body, please provide the following:

evidence of registration with local NPO registry or equivalent

Where the entity has not required to register as an NPO, or has not yet done so, please provide a rationale:

SECTION D – PRODUCTS AND SERVICES

Please provide details of the accounts requested in the section below. Please also confirm if a Debit Card or Cheque book is requested to be drawn against each product selected.

Account	Currency	Initial deposit	Average balance	Cheque book	Debit Card	Where additional products are required, please provide details in the section provided below:
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Please confirm the purpose of the account(s) requested, including the rationale for opening account(s) in the jurisdiction:

Source of initial deposit

Domestic transfer	Wire	Cheque	Draft	Other
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Please provide details of how the funds deposited into the account(s) requested were acquired:

What percentage of cash is expected to be deposited in the account(s) requested?

Please provide details of the expected activity through the account(s) per calendar month:

	# of Transactions	Maximum value	Jurisdictions funds are expected to be remitted to and/or received from
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Debits

Credits

Please confirm the names of the principal counterparties to which payments are expected to be remitted to/received from:

Name	Jurisdiction	Outgoing	Incoming
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SECTION E – CONNECTED PARTIES

Please provide details of the members of the governing body of the NPO, including any authorised signatories. This must be supported by certified copies of the following documentation:

copy of an instrument/resolution issued by the governing body of the NPO confirming the full names of the members of the management committee/board

Where the individuals below are already known to Butterfield (for example, as a Retail Client, or other Corporate Banking relationship), no further documentation is required, but please tick to confirm that the individual’s residential address, and where applicable, tax declaration previously provided to the Bank remains accurate and up to date. For all other individuals, please enclose a certified copy of their current, in date passport.

Full name (including any “known as” names)	Date of birth	Nationality(ies)/ Citizenships (state all held)	Residential address	Occupation	Roles (tick all that apply)		Documentation		
					Board Member	Authorised Signatory	Passport	Utility bill	Existing BNTB client

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SECTION F – BACKGROUND AND SOURCE OF WEALTH

What year was organisation established?

What is the approximate value of the organisation (i.e. assets held)

Please provide a meaningful description of where and how the funds used to establish the NPO were generated:

Please confirm the jurisdictions in which these activities took place.

For new entities, where the capital used to establish the NPO is savings derived from salary payments, please provide the following information on the funds were acquired:

Name of business	Role	Salary or shareholding	Period employed
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SECTION G – TAX

Based on our understanding of your business, we expect the Entity to be:

- a) tax resident in its Country of Incorporation only; and
- b) an Active NFE for both FATCA and CRS purposes, by virtue of it being a Registered Charity/Non-Profit Organization that meets the following criteria:
 - i) the Entity is established and maintained in its country of residence exclusively for religious, charitable, scientific, artistic, cultural or educational purposes;
 - ii) the Entity is exempt from income tax in its country of residence;
 - iii) the Entity has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
 - iv) Neither the applicable laws of the Entity's country of residence nor the Entity's formation documents permit any income or assets of the Entity to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the Entity's charitable activities or as payment of reasonable compensation for services rendered or payment representing the fair market value of property which the Entity has purchased; and
 - v) the applicable laws of the Entity's country of residence or the Entity's formation documents require that, upon the Entity's liquidation or dissolution, all of the assets be distributed to an Entity that is a government, a controlled Entity of a government, or another organization that is a Non-Profit Organization or escheats to the government of the Entity's country of residence or any political subdivision thereof.

Please tick to confirm that this is correct:

In the event that this is not correct, please contact the Client Services Team and provide the appropriate tax documentation.

SECTION H – ENTITY MANDATE

Date of Resolution Adoption:

Check below as appropriate to entity type:

If a company limited by guarantee. This is to certify that at a meeting of the board of directors of the company (the “Company”), duly called and properly held pursuant to its statutory powers, Memorandum and Articles of Association and Bye-Laws and at which meeting a quorum was present held on the “Date of Resolution Adoption” stated above the resolutions set out below were duly adopted by the Company.

If an unincorporated organisation. This is to certify that at a meeting of the members of the unincorporated association (the “Organisation”) duly and properly held in accordance with the Organisation’s constitution or membership agreement (as appropriate) on the “Date of Resolution Adoption” the resolutions set out below were duly adopted by the Organisation.

1. That the Bank of N.T. Butterfield & Son Limited, and its subsidiaries, (the “Bank”) be appointed as bankers to the Company/Organisation (as the case may be, and referred to hereinafter as the “Customer”) and are hereby authorised to honour all cheques or other orders for payment drawn on behalf of the Customer, including bills and promissory notes, accepted or made on behalf of the Customer and payable at the Bank, notwithstanding that such payment may cause any account or accounts of the Customer to be overdrawn or increase any existing overdraft and also including withdrawals and payment of monies on call, time deposit and savings accounts, provided such documents are signed by an Authorised Person (as defined below) in accordance with the Authorisation to Transact below.
2. Where applicable, the Customer shall open a Butterfield Fund account with Butterfield Asset Management Limited (the “Manager”). The Manager is hereby authorised to accept all subscriptions and redemption instructions provided that such documents are signed by an Authorised Person.
3. That these resolutions be communicated to the Bank, shall constitute the Customer’s Mandate to the Bank/the Manager and shall remain in force until revoked or amended by notice in writing received by the Bank/the Manager containing a true copy of a resolution of the revocation or amendment duly certified by the Customer and in form and substance acceptable to the Bank.
4. Notwithstanding the terms of the Mandate or any future Mandate or other agreement or course of dealing between the Bank/the Manager and the Customer, the Bank/the Manager is requested and authorised, but not obligated, to:
 - a. accept, rely upon and act in accordance with any instruction, notice, demand or other communication which may from time to time be given by any telephone, facsimile, telegraphic, telex, e-mail, electronic message or other electronic means (together “Electronic Means”) if believed by the Bank/the Manager to be genuine and to be presented or delivered by or on behalf of an Authorised Person, without incurring liability should it be false or there be any error or ambiguity therein; and
 - b. accept the signing by E-Signature (meaning a scanned signature, a digitally drawn manuscript signature, a digital signature produced cryptographically and inserted into the code of a document and any other signature by Electronic Means) by an Authorised Person of any account opening agreement, any facility letter, guarantee, assignment, security agreement and/or any other document, letter, form of instructions of any description (other than an agreement or document which the Bank requires to be signed in “wet ink”) between the Bank/the Manager and the Customer in connection with any bank account, any financing arrangement, trust or agency services or asset management services, in each case on the terms set out in the Electronic Communications and E-Signature Authorisation Form signed by and delivered to the Bank by an Authorised Person (the “Electronic Communications Form”).

Authorisation to Transact

We have checked the appropriate box below:

We further certify that the enclosed signatory list dated _____ details a full, true and correct listing of the individuals who will have permission to transact on the account(s) on behalf of the Customer; OR

We further certify that the following is a full, true and correct listing of the individuals who will have permission to transact on the account(s) on behalf of the Customer and that the signatures set opposite their respective names are their respective signatures.

Signing authority (e.g. any two A signatories to sign)

Full name	Signature	Signing authority	Contact number
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5. WE FURTHER CERTIFY that:
- a. if the Customer is a company limited by guarantee, neither the Company's Bye-Laws, nor the Memorandum of Association (nor any amendments thereof) of the Company require the vote or consent of any shareholders thereof to authorise such action by the board of directors of the Company.
 - b. If the Customer is an unincorporated organisation, there are no restrictions under the applicable constitutional documentation or otherwise which require the vote or consent of any other person to authorise such action on behalf of the Organisation.
6. With respect to the Butterfield accounts we authorise the Bank to act upon our instructions relating to these Butterfield accounts sent to the Bank by Electronic Means in accordance with and pursuant to the terms of the Electronic Communications Form. We agree that this authorisation shall remain in full force until notice in writing of its termination is received by the Bank and any such notice shall be without prejudice to the completion of transactions already initiated pursuant to this authorisation.
7. With respect to the Butterfield Fund accounts we authorise the Manager or MUFG Fund Services (Bermuda) Ltd. (the "Registrar"), to act upon our instructions with regard to the Butterfield Fund accounts given by Electronic Means with regards to any shares, subscribed for in the relevant Butterfield Fund account or on any matter in connection with the said shares including without limitation, any transfer, payment or any other act done in accordance with such instructions which bear or purport to bear, the authorised signatures, whether or not it may be shown that the same were not originally signed or did not contain a genuine signature or were not sent by an Authorised Person. We agree that this authorisation shall remain in full force until notice in writing of its termination is received by the Manager or Registrar and any such notice shall be without prejudice in the completion of transactions already initiated pursuant to this authorisation. We acknowledge that the Manager or Registrar shall be under no duty to verify or authenticate any instructions. Further, we recognise and accept that only those legible transaction requests actually received by the Manager or Registrar at the Bank can be assured of processing.
8. We have checked the appropriate box below:
- OPTION A: I/We accept to transact and/or deal by all methods of communication outlined in paragraphs 4, 6 and 7 above including by Electronic Means. I/We (jointly and severally) hereby indemnify the Bank/the Manager/the Registrar in accordance with the terms of the Electronic Communications Form.

OPTION B: Only accept instructions submitted to the Bank in writing (excluding by Electronic Means) with the result that paragraphs 4, 6 and 7 above shall not apply until I/we provide written notice to the contrary. I/We (jointly and severally) hereby indemnify the Bank/the Manager/the Registrar for acting in accordance with these instructions in writing.

9. IN WITNESS WHEREOF,

- a. if the Customer is a company limited by guarantee, we the directors have signed signed this Mandate and where applicable caused the seal of the Company to be affixed hereto.
- b. If the Customer is an unincorporated organisation, we the the duly authorised members of the unincorporated organisation have signed this Mandate.

Name of Director / Authorised Member

Date

Name of Director / Authorised Member

Date

SEAL
(if applicable)

SECTION I – ELECTRONIC COMMUNICATIONS AND ELECTRONIC SIGNATURE AUTHORISATION

This Electronic Communications and Electronic Signature Authorisation form, including the Appendix which defines the capitalised terms used below (together referred to as this “Electronic Authorisation Form”) sets out the terms on which:

- o the Bank and the Customer may communicate by Electronic Means;
- o the Customer may give Instructions to the Bank by Electronic Means, and
- o the Bank and the Customer may enter into Banking Documents by Electronic Means.

By signing this Electronic Authorisation Form, the Customer:

1. authorises the Bank to communicate with an Authorised Person by Electronic Means;
2. authorises the Bank to accept the Signing of any Banking Document by an Authorised Person on behalf of the Customer using an E-Signature;
3. agrees and accepts that the Signing of a Banking Document by an Authorised Person using an E-Signature and the submission of that Signed Banking Document to the Bank by an Authorised Person by Electronic Means shall be conclusive evidence of:
 - (i) the Customer’s acceptance of that Banking Document,
 - (ii) the Customer’s intention to be legally bound by that Banking Document (in its entirety) to the same extent, and with the same legal force and effect, as if the Customer had validly Signed that Banking Document with one or more handwritten (“wet ink”) signatures; and
 - (iii) the authority of that Authorised Person to Sign the Banking Document and/or to submit that Banking Document to the Bank.
4. authorises the Bank to accept and rely on all or any Banking Documents submitted to the Bank by an Authorised Person on behalf of the Customer by Electronic Means;
5. authorises the Bank to accept and act upon any Instructions sent to the Bank by an Authorised Person using Electronic Means; and
6. agrees that the Customer shall promptly indemnify the Bank and hold the Bank harmless from any damage or losses (including economic and consequential losses but excluding any losses resulting from the fraud or wilful neglect by the Bank) which the Bank may suffer or incur as a result of:
 - (i) acting on Instructions given or submitted to the Bank by Electronic Means where the Bank believes that the Instructions were sent to the Bank by an Authorised Person on behalf of the Customer;
 - (ii) entering into a Banking Document with the Customer which the Bank believes was sent to the Bank by or on behalf of an Authorised Person by Electronic Means; and/or
 - (iii) relying on a Banking Document received by Electronic Means and which the Bank believes has been Signed by the Customer using an E-Signature.

Customer acknowledgements and warranties

The Customer represents and warrants to the Bank that the Customer has, and shall maintain, all powers, consents and authorisations necessary to enter into this Electronic Authorisation Form, to Sign Banking Documents using E-Signatures and to ensure that all Instructions given or communicated to the Bank by an Authorised Person by Electronic Means and all Banking Documents sent to the Bank by an Authorised Person by Electronic Means, are given, sent or communicated to the Bank by persons duly and properly authorised to do so by the Customer in accordance with any limits of the authority of each such person.

The Customer acknowledges and agrees that:

1. the Bank shall be under no duty to verify or authenticate any Instructions which the Bank reasonably believes were sent to the Bank by an Authorised Person on behalf of the Customer by Electronic Means;
2. the Bank shall incur no liability for, and the Customer hereby releases the Bank from, any liability for any loss, damage, costs and expenses which the Customer may suffer or incur (including any consequential loss) by or as a result of the Bank relying and/or acting on any Banking Documents it receives from an Authorised Person by Electronic Means which the Bank reasonably believes were Signed by an Authorised Person on behalf of the Customer using an E-Signature unless the loss, damage, costs and expenses were caused by fraud or wilful misconduct on the part of the Bank;
3. the Bank may refuse to carry out any Instructions received by the Bank from or on behalf of the Customer by Electronic Means if the Bank considers the Instructions to be:
 - (i) ambiguous, suspicious, unclear, or impossible to effect;
 - (ii) unlawful;
 - (iii) would exceed the authority of the relevant Authorised Person or any other applicable limit;
 - (iv) would exceed any available funds; and/or
 - (v) would or may, in the opinion of the Bank, breach the Customer’s mandate or any other agreement between the Customer and the Bank; and

SECTION J – DECLARATION

I/We have been properly authorised to sign this declaration on behalf of

(the “Entity”) pursuant to a meeting of its _____ dated _____

1. I/We apply to open an account and agree that this and any future accounts provided by The Bank of N.T. Butterfield and Son Limited or any of its subsidiaries or affiliates (“Butterfield”) shall be operated in accordance with the terms of this application form including this declaration, Butterfield’s General Terms and Conditions, the Electronic Communications and E-Signature Authorisation Form (if completed) and any relevant Product or Service specific Terms and Conditions, copies of which may be obtained from Butterfield’s website and which may be amended at Butterfield’s sole discretion from time to time.
2. The account(s) is not being acquired in violation of any applicable law.
3. I/We confirm that the Entity will comply with all present and future tax and exchange control laws, regulations and reporting requirements relating to its account(s) maintained by Butterfield.
4. The information provided in this form is complete and accurate to the best of my/our knowledge and belief.
5. I/We shall notify Butterfield immediately of any change in this information, including (but not limited to): (i) any change in the tax status of the Entity or; (ii) any change in either the individuals that are beneficial owners of the Entity or in their respective beneficial ownership interests. I/We shall cause the Entity to supply Butterfield with updated information together with any additional documentation that Butterfield, in its sole discretion, may reasonably request within 30 days of such changes occurring and further understand and agree that any failure to do so shall entitle Butterfield to suspend the services it provides to the Entity, up to and including the termination of any account provided.
6. I/We authorise Butterfield, at its sole discretion, to provide a copy of this form and information regarding any account with Butterfield to: (i) any tax authority or party authorised on behalf of such authority; (ii) any person that has control, receipt, or custody of income of which the Entity is owner; or (iii) any party that can disburse or make payments of income of which the Entity is the owner.
7. I/We (if more than one person, jointly and severally) are responsible for and indemnify Butterfield and undertake to keep Butterfield indemnified against all and any losses, claims, actions, proceedings, demands, damages, charges, fees, liabilities, costs and expenses incurred or sustained directly or indirectly by Butterfield of whatever nature and howsoever arising out of or in connection with Butterfield acting, declining or failing to act in accordance with any instruction, notice, demand or other communication or for any failure of communication, howsoever transmitted or dispatched (whether by Electronic Means, verbally or as otherwise is provided for pursuant to this application form), or for any interference with or interception or alteration to the communication or if transmitted by unauthorised persons.
8. If I/we have selected OPTION A in **SECTION H** above and have delivered a duly signed Electronic Communications and E-Signature Authorisation Form to the Bank (but not otherwise):
 - I. I/we authorise the Bank to act on instructions sent to the Bank by Electronic Means on the terms set out in the Electronic Communications and E-Signature Authorisation Form; and
 - II. I/we may sign this declaration by an E-Signature (as defined in the Electronic Communications and E-Signature Authorisation Form).

Full name _____ Signature _____

Date _____

Full name _____ Signature _____

Date _____

* The Terms and Conditions for all products and services offered by Butterfield can be viewed on our website, butterfieldgroup.com

Bermuda

The Bank of N.T. Butterfield & Son Limited is licensed to conduct banking business by the Bermuda Monetary Authority. Address: 65 Front Street, Hamilton HM12, Bermuda.

Butterfield Asset Management Limited ("BAM") is licensed to conduct investment business by the Bermuda Monetary Authority. Address: 65 Front Street, Hamilton HM12, Bermuda

The Bank is a participant in the Bermuda Deposit Insurance Scheme. The Scheme offers protection for eligible Bermuda Dollar deposits of up to \$25,000. Full details of the Scheme are available at www.bdic.bm.

Cayman

Butterfield Bank (Cayman) Limited ("BBCL") is licensed to conduct banking and investment business by the Cayman Islands Monetary Authority. Address: 12 Albert Panton Street, George Town, Grand Cayman, Cayman Islands.

Butterfield Asset Management Limited is licensed to conduct investment business by the Cayman Islands Monetary Authority. Address: 12 Albert Panton Street, George Town, Grand Cayman, Cayman Islands.

Jersey

Butterfield Bank (Jersey) Limited ("BBJL") is regulated by the Jersey Financial Services Commission to conduct deposit-taking business under the Banking Business (Jersey) Law 1991 (as amended), and investment business, funds service business and money service business pursuant to the Financial Services (Jersey) Law 1998, (as amended). BBJL is registered under the Data Protection (Jersey) Law, 2018 and is registered with the Jersey Registrar of Companies for the purpose of the Companies (Jersey) Law 1991 (as amended). The registered address and principal place of business for BBJL is at: St Paul's Gate, New Street, St Helier, Jersey JE4 5PU. Company registration number 124784.

Guernsey

Butterfield Bank (Guernsey) Limited ("BBGL") is licensed and regulated by the Guernsey Financial Services Commission under The Banking Supervision (Bailiwick of Guernsey) Law, 1994 and The Protection of Investors (Bailiwick of Guernsey) Law, 1987, each as amended from time to time, under registration number 85. BBGL is registered under the Data Protection (Bailiwick of Guernsey) Law 2017, under registration number 11160 and with the Guernsey Registry under registration number 21061. BBGL's registered office address is P.O. Box 25, Regency Court, Gategny Esplanade, St Peter Port, Guernsey, GY1 3AP. BBGL's products and services are available in Guernsey and only in those other jurisdictions where they may be legally offered or obtained.

Butterfield Bank (Jersey) Limited and Butterfield Bank (Guernsey) Limited are participants in the respective Jersey and Guernsey Bank Depositors Compensation Schemes. The Schemes offer protection for eligible deposits of up to £50,000. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Full details of the Schemes and banking groups covered are available on the States of Jersey website www.gov.je/dcs or on the Guernsey website www.dcs.gg or upon request. Deposits are not covered by the UK Financial Services Compensation Scheme under the Financial Services and Markets Act 2000, nor are deposits covered by any equivalent scheme outside of the jurisdiction.

London

Butterfield Mortgages Limited ("BML") is authorised and regulated by the Financial Conduct Authority (Financial Services Register number 119274). Registered Office: Sun Court, 66-67 Cornhill, London EC3V 3NB. Registered in England No 338594

BAM, BBCL, BBJL, BBGL and BML are wholly-owned subsidiaries of The Bank of N.T. Butterfield & Son Limited.