COVENTRY Building Society

Removing a Named Contact or Adult Operator

Use this form to remove:

- a NAMED CONTACT from an Interest Zone or Junior Supporters (2) account
- an ADULT OPERATOR from a Moneybox, Moneybox for young supporters, Children's Fixed Bond or Children's Regular Saver account
- an ADULT OPERATOR from any adult account operated 'for' an Account Owner.

The Named Contact(s) or Adult Operator(s) can be removed from the below account(s) when the Account Holder or Account Owner is aged 7 or over and is able to produce a valid signature. Once the Named Contact(s) or Adult Operator(s) have been removed from the account, the Account Holder or Account Owner will be able to act as account signatory and operate the account in accordance with the relevant Specific Terms and our Saving Accounts Terms and Conditions in force and as updated from time to time. We comply with data protection regulation and as a Data Controller, we will only collect, store and process personal information required to open and operate your account. If you're not already a customer, we'll use the information you give us to create a record and will share it with third parties, in particular credit reference and fraud prevention agencies for identity checking purposes, and to prevent fraud and money laundering. Please note that if fraud is detected, certain services or finance may be refused. For more information, please ask us for a copy of our Privacy Notice or visit our website: **www.coventrybuildingsociety.co.uk/privacy**

For the Account Holder/Account Owner to operate the account on their own, we will require to see Group A & B Identification.

Account number(s) to be amended

Named Contact/Adult Operator to be removed

Named Contact/Adult Operator 1

Title

First name | Surname

Address

Postcode | Date of birth

Telephone number

If you're using this form to remove more than one Named Contact/Adult Operator, please complete the below section.

Named Contact/Adult Operator 2

Title

First name | Surname

Address

Postcode | Date of birth

Telephone number

Please note that the correspondence address of the account will be that provided by the Account Holder/Account Owner on this form once all Named Contact(s)/Adult Operator(s) have been removed.

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Declaration by Named Contact/Adult Operator being removed

By signing here I/we agree to be removed from the account numbered on page one of this form. I/We understand that the funds held in this account belong solely to the Account Holder/Account Owner(s). I/We understand that the Account Holder/Account Owner(s) can start operating this account once all Named Contact/Adult Operator(s) have been removed from this account.

Named Contact/Adult Operator 1

Named Contact/Adult Operator signature

Date dd / mm / yyyy

Named Contact/Adult Operator 2

Named Contact/Adult Operator signature

Date dd / mm / yyyy

Account Holder/Account Owner details (including signature)

Title

First name

Surname

Address

Postcode

Date of birth

Telephone number

National Insurance number

Email address

Declaration and agreement by Account Holder/Account Owner

I intend to rely on the relevant Specific Terms for this account and the Saving Accounts Terms and Conditions as in force and updated from time to time, which together will form our agreement with you. Our current Saving Accounts Terms and Conditions are available online at **www.coventrybuildingsociety.co.uk/TsandCs** or on request. Before signing your agreement, for your own benefit and protection you should read the relevant Specific Terms for this account, the Saving Accounts Terms and Conditions and the declarations below. If you do not understand any point please ask for further information.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by visiting our website **thecoventry.co.uk** or in our Privacy Notice. You can find our Privacy Notice on our website at **www.coventrybuildingsociety.co.uk/privacy** or available at your request.

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I declare that:

- I am the sole beneficial owner of all of the money invested in the account;
- I am not a bare trustee for a body corporate or for persons who include a body corporate (a bare trustee is someone who holds an account in his or her name but the funds invested are for the absolute benefit of another person);

I agree:

- to the removal of the Named Contact/Adult Operator(s) as described in this form;
- that the information contained in this form is true;
- to be bound by the Saving Accounts Terms and Conditions and the relevant Specific Terms for this account;
- to be bound by the Rules of the Society and by the Charitable Assignment Scheme a copy of which has been provided to me;
- that you may use my personal information for the purposes described in the Privacy Notice (a copy of which is available on request or at **www.coventrybuildingsociety.co.uk/privacy**);
- that the Society's latest Summary Financial Statement and Auditors' Report will be made available at **www.coventrybuildingsociety.co.uk/SFS**

I confirm that I have received the Financial Services Compensation Scheme information sheet. ☐

Let's keep in touch

We'd like to share insights to support your financial wellbeing. If you opt in to receiving marketing communications from us you'll enjoy:

- **Exclusive updates**: be the first to hear about our loyalty accounts, new services and member benefits.
- **Expert insights**: important industry news to give you better control over your finances.
- **Relevant content**: receive tailored information specific to the accounts you hold with us.

Your privacy is important to us and we'll never share your details with anyone else. For more, visit **www.coventrybuildingsociety.co.uk/privacy**. Rest assured you can update your choice at any time by phone, email, Online Services or in branch.

Yes, keep me updated ☐ **No, I don't want these updates** ☐

Signature of Account Holder/Account Owner

Date dd / mm / yyyy

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Office use only

Customer No.		Date	
Signatures checked			
Branch Number		Cashier Number	
ID taken for Account Holder/Account Owner			
Group A		Group B	

COVENTRY Building Society

Identification requirements for new accounts

We need proof of your name and address to open a new savings account. This is to protect you against the risk of identity fraud and also allows us to comply with money laundering regulations. We need to see your identification (ID) before we can open your account.

You need to provide two forms of ID for each person named on the account:

- **One item from Group A, to confirm who you are**
- **One item from Group B, to confirm your name and address**

ID can be used either to confirm who you are, or your name and address, not both. For example, a driving licence can't be used to confirm who you are, as well as your name and address.

- **At a branch:** If you come into a branch to complete the application, we need to see the original identity documents.
- **By post:** If you apply by post, we only accept certified copies where specified, as the Society cannot be held responsible if the originals are lost in the post.

ALL identification documents (both original and certified copies) will be returned to you.

Note: We don't accept documents printed off the internet or photographs of documents.

Group A – to confirm who you are	What to send by post
Passport (UK or foreign) – current, valid and full	Certified copy
Valid (UK) photocard driving licence (full or provisional)	Certified copy
Full old style paper driving licence (UK) - current, signed	Certified copy
DWP pension entitlement letter - valid for the current year	Original
Birth certificate/adoption certificate (under 18s only)	Certified copy
NHS medical card/document, showing holder's name, DOB, NHS number (under 18s only)	Original

Group B – to confirm your name and address	What to send by post
Full or provisional UK photocard or old style paper driving licence – current, signed	Certified copy
Bank/building society statement – less than 3 months old and not printed off the internet. Those issued by Coventry Building Society are not acceptable	Original
House insurance certificate – valid for the current year	Original
Council/local authority tax bill – less than 12 months old and valid for the current year	Original
Utility bills (i.e. gas, electricity, water) or cable/satellite/phone bill (excluding mobile phones) – less than 3 months old and not printed off the internet	Original
NHS medical card/document, showing holder's name, DOB, NHS number (under 18s only)	Original

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Certifying documents

Copies of original documents can only be certified by one of the following:

Legal professional (solicitor registered in England and Wales, Northern Ireland or Scotland, barrister registered in England and Wales, Northern Ireland or Scotland or notary public registered in any country), **qualified accountant** (registered with either ICAEW, ICAS, CAI, ACCA, CIPFA, CIMA or AAT), **public sector official** (serving officer of the Armed Services, serving police officer, teacher in current employment), **Post Office official** (must include Post Office stamp or Post Office certificate), **embassy official** (an embassy, consulate or high commission officer in the country of issue of the relevant document), **medical professional** (doctor registered with the General Medical Council, dentist registered with the relevant national professional body, qualified nurse registered to NMC) **Other** (local government councillor, Member of Parliament, bank manager, building society manager or minister of religion).

Copies of your original documents should have been certified **within the last 12 months** using the following words: '**I confirm that I have seen the original document'.**

The certifier must sign their name and include these details: full name, profession, business address (if applicable), phone number and date.

The person certifying should be in **current employment**, but we'll also accept certification from a person who has retired (unless the list above specifies that the person must be serving), as long as they still hold the qualification and are a member of the relevant institute. The person certifying must **not be related to you** in any way (for example: spouse, partner, sibling, parent, child or in-law) and they must not be named as a joint account holder/borrower on your mortgage. You can't certify your own identification.

More information

- **If you're opening an account for a child**
  For details of the ID you need for both the child and yourself, see our Children's Account Opening Guide which is available in any of our branches.
- **If you wish to register a power of attorney**
  You need to provide ID for all attorneys named on the account, as well as the donor.

If you need help with ID, please come into any branch or call us on **0800 121 8899**.

Coventry Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (www.fca.org.uk) and the Prudential Regulation Authority (firm reference number 150892).

For more information, visit our website **thecoventry.co.uk**, call us on **0800 121 8899** Monday to Friday 8am-7pm or Saturday 9am-2pm, or pop into a branch. Calls to 0800 numbers are free from the UK. Calls may be monitored or recorded to help improve our service and as a record of our conversation.

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Coventry Building Society. Principal Office: Coventry House, Harry Weston Road, Binley, Coventry, West Midlands CV3 2TQ.

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