

## Appendix A – Special Conditions for Business Accounts

### 1. Introduction

These special conditions for business accounts (the “Business Account Conditions”) apply to any business savings account held with the Society. Our ‘Terms and Conditions for Savings Accounts’ (the “Conditions”) also apply to this account and should be read in conjunction with the Business Account Conditions. If there is any inconsistency between the Conditions and these Business Account Conditions, the Business Account Conditions will apply.

You should also read the summary box for your account as this contains specific information relating to it.

### 2. Membership

Subject to the qualifying rules (see Rules and Memorandum 31.4) if you are a sole trader or unincorporated partnership this account will qualify you as a member of the Society, and you will be able to vote at meetings of the Society or exercise other membership rights.

If you are a limited company or limited liability partnership this account will qualify you as a Depositor in the Society. You will not be able to vote at meetings or exercise other membership rights.

### 3. Opening an Account

Before an account is opened, we will need to verify the identity of the business, its directors, shareholders, partners and all signatories.

If you give provide personal and financial information about others, you must have their consent to provide this information to us and for it to be used in connection with the account.

If we receive funds and are unable to verify your identity, then we may return the funds or retain it pending instructions from any relevant authority.

You must tell us straight away if there is a change to the business, its directors or signatory details including change of name, address or contact numbers. We reserve the right to request evidence of the new information. We may monitor these details against Companies House and/or other sources to satisfy our legal and regulatory requirements.

The account can be opened with a cheque or electronic transfer from the business account.

### 4. Minimum and Maximum Account Balances

The minimum and maximum account balances that can be held in this account are set out within the summary box within the product information.

### 5. Paying Money into your Account

You can pay money into your account by cheque, electronic transfer or standing order.

We will NOT accept cash payments into the account.

### 6. Interest

The receipt of gross interest will not prevent a limited company being liable to corporation tax. For information regarding tax or how to make self-assessment tax return, please contact HMRC or visit [hmrc.gov.uk](http://hmrc.gov.uk)

Your tax treatment may change in the future.

### 7. Account Operation

Your account must be operated by a minimum of two account signatories unless your business operates as a sole trader or your company only has one director. The maximum number of signatories on the account is four.

Withdrawals and other transactions will need the signatures of all authorised persons unless all of them have authorised us to accept the signature of any one of them or (if there are more than two holders) any combination of them, either in the application form or subsequently in writing. If we have this authorisation then any of the account holders can withdraw all of the money in the account.

If we have reason to think that a signatory has become incapacitated (whether physically or mentally), is unsuitable to hold the position of signatory or that there is a dispute between signatories on the account we may (but we will not be obliged to) require the signatures of all account holders, despite any authorisation that has been given to us previously.

Where one account holder dies, we may, on receipt of satisfactory evidence of death, accept instructions for the account from the surviving account holder(s).

The signatories authorised to operate the account may be changed from time to time subject to us being able to satisfy our identity checks and any other applicable legal requirements. Further details of these requirements are described in section 10 below and in the Conditions.

### 8. Set-Off

We can use money in any account held by an account holder in his or her sole name towards settlement of debts which are due for payment but not yet paid in an account held by you jointly with other people.

For further information regarding how we may instigate our right of set-off please refer to the Conditions (Section 21, ‘Set off’)

### 9. Withdrawals

Withdrawals from the account can only be made by cheque and are subject to a notice period. No cash withdrawals are allowed. Please see specific product literature for further details.

### 10. Identification requirements

We are required by law to check the identity and address details of all account holders. Please refer to the application form for your account or to our website for full details of what we will require.

We reserve the right to carry out any further checks on your identity if we think we need to do so in order to comply with our legal obligations. As part of these checks, we may make searches with credit reference agencies.

Should any of your details change, you will need to let us have additional evidence before we can amend our records. For further details, see the Conditions.

The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors (including individuals and small businesses) are covered by the scheme. Small businesses must meet specific criteria to be eligible under the scheme, and it is a regulatory requirement that we maintain records to help determine the eligibility of our customers.

Under the Companies Act, a company is deemed to be small if it meets two or more of the below criteria:

1. Annual Turnover  
Companies: £10.2 million or less  
Parent Companies: £10.2 million or less net, or £12.2 million or less gross
2. Balance Sheet  
Companies: £5.1 million or less  
Parent Companies: £5.1 million or less net, or £6.1 million or less gross
3. Employees  
50 employees or less.

There are additional qualification requirements. Please, refer to the Companies Act to see the full requirements or alternatively, speak to your accountant.

NOTE: A parent company's eligibility status is established by aggregating its thresholds with that of its subsidiaries.

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**Conduct Authority and the Prudential Regulation Authority (159601)**  
**Member of the Building Societies Association.**