

ADDITION OF SECOND ACCOUNT HOLDER FORM

Use this form to inform us if you would like to add an additional account holder to your account.

Please complete this form in BLOCK CAPITALS and return to us at:

RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ

(Please note that this is a Freepost address and there is no need to use a stamp)

To comply with identity verification regulations we are required to confirm the identity and addresses of all our new customers. If the additional account holder is not an existing Paragon customer, they will need to provide one proof of identity and one proof of address. A full list of the documents we can accept is shown on the identity documents list. The existing account holder does not need to provide any documents.

Existing account holder's details	
Username (Postal account holders only)	
Account number	
Account name	
I authorise the addition of the following person to my account.	
Signed	Date

Additional account holder's details	
Title	
First name(s)	Surname
Mother's maiden name	Gender
Date of birth	Country of birth
Address	
Home telephone number	Work telephone number
Mobile telephone number	Email address

Additional account holder's details - continued	
Are you an existing Paragon customer? If yes please enter your existing account number If no please sign the Account Holder's Declaration on the following page	
Is the UK your only country of residence for tax purposes? <input type="checkbox"/> YES <input type="checkbox"/> NO - <i>If no please provide*</i>	
*Tax ID Number	*Country of Citizenship

Important - Please read before submitting your application

Your data - our promise

Paragon knows that your personal data belongs to you and not us. That's why when you, or a third party, share your personal data with us we make sure that we keep it private and safe.

We use your personal data to decide whether you're eligible for a Paragon product, to administer your account and for a variety of other reasons but sometimes it may lead to us refusing to provide, or continue to provide, you with a product or service.

We also share your information with a number of third parties and this may involve transferring your personal information outside of the UK and European Economic Area (EEA). When we do this, we'll ensure it has an appropriate level of protection and that the transfer is lawful. We may need to transfer your information in this way to carry out our contract with you, to fulfil a legal obligation, to protect the public interest and/or for our legitimate interests.

You have a right to know how we, and the fraud prevention agencies will use your information. The personal information we collect 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, finance or employment. Further details on your data protection rights as well as how your information will be used by us and the fraud prevention agencies can be found on www.paragonbank.co.uk/data-protection or by contacting us.

We will only keep your personal data for as long as we need it and you have a right to ask for a copy of the personal data we hold about you.

If the personal data we hold is incorrect you have a right to ask for it to be corrected and, if you believe that we no longer have a reason to keep your personal data, you have a right to ask for it to be deleted.

Consent to marketing
Paragon may use the information we hold about you to inform you of Savings products and services which we believe will be of interest to you. We would like to send you information about our own products and services, by post, email, telephone and SMS. By ticking any of the boxes below, you are confirming that you are happy to receive marketing material. If this is information you would like, please tick the relevant boxes to indicate how you would like to receive this.
Post <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> SMS <input type="checkbox"/>

You can withdraw consent at any time by logging into your account and changing your consent to marketing or by writing to us (Freepost) RTEX-LLUT-KKKE, PO BOX 850, WALLSEND, NE28 5BJ.

For more information on what we do with your personal data, why we do it and what rights you have over that data, including how to make a complaint to the Information Commissioner's Office (ICO), visit our website. Before signing below, please read the General Terms and Conditions, the Product Terms and Conditions and the Financial Services Compensation Scheme (FSCS) information sheet. These are available on our website and included for reference. If you need more information, please call our team on 0800 052 2222.

I agree to the General Terms and Conditions, the Product Terms and Conditions and I have received a copy of the FSCS information sheet

Signed	Date
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IDENTITY DOCUMENTS

Help us to get your account up and running

If we've asked you to confirm your name and/or address, the tables below show the documents we'll accept. Please send two documents, one from list A and one from list B.

Important information

- Documents must show your full first name and surname (we will accept initials for documents from list B)
- Documents that contain your address from list A and B must match the residential address given in your application
- You cannot use the same document for proof of identity and address
- Documents must be the most recent available (details are provided in the tables)
- We cannot accept ATM produced bank/building society statements

List A - Identity	
Driving licence	Full or Provisional UK or Northern Ireland driving licence Must be current photocard OR full old-style paper licence
Passport	Must be current and valid (signed). If sending a certified copy, please send the personal details page - the one with your photo.
Birth certificate	If your name doesn't match your Birth certificate, please provide official documentary proof to support the change of name. (see list of accepted documents)*
National identity card for EU nationals	
Confirmation of entitlement to state or local authority benefits (including pension, tax credit, child benefit, housing benefit, educational grants, winter fuel bill etc)	Must be dated within the last 12 months
HMRC tax notifications valid for the current tax year or previous tax year	Must be dated within the last 12 months. A P45 or P60 is not acceptable
Armed Forces ID Card	

*Marriage certificate, Civil partnership certificate, Gender recognition certificate, Enrolled deed poll, Change of name deed, Certificate of naturalisation or registration, Statutory declaration or affidavit, Certificate from the Court of the Lord Lyon of Scotland

List B - Address	
Driving licence	Full or Provisional UK or Northern Ireland driving licence Must be current photocard OR full old-style paper licence Not acceptable as proof of address if already used for identity
Confirmation of entitlement to state or local authority benefits (including pension, tax credit, child benefit, housing benefit, educational grants, winter fuel bill etc)	Must be dated within the last 6 months Not acceptable as proof of address if already used for identity
HMRC tax notifications valid for the current tax year or previous tax year	Must be dated within the last 12 months. A P45 or P60 is not acceptable Not acceptable as proof of address if already used for identity
UK bank, Building Society or Credit Card Statement	Must be dated within the last 3 months - please note online statements are acceptable. All statements must confirm your sort code, account number and residential address
Recent Mortgage statement from a recognised lender	Must be dated within the last 12 months
Gas, electric, landline telephone or water bill	Must be dated within the last 3 months
Local Authority council tax demand valid for the current year	Must be dated within the last 12 months
Letter from College or University	Must be dated within the last 12 months - only acceptable for current students

Sending your documents

Please send your documents Freepost to us at:

RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ

Documents you send to us need to be original or certified copies. However, we recommend that you send certified copies. A number of professional persons and organisations can certify your documents such as the post office or a professional such as a solicitor or an accountant. Every page of each document must be certified and the first page should also include the name, address and telephone number for the person certifying the document. We may need to contact them. The certifier should also include the words "I certify this is a true copy of the original" when they date and sign the copy.

If you're providing certified documents, please make sure the certifier has specified the date they signed the copy. This needs to be within 1 month of you providing the documents to us, with the exception of the Power of Attorney document.

If sending originals of important documents such as passports, licences and identity documents, please use registered post. We'll return all original documents we receive.


Who can certify your documents

- Accountant
- Bank/Building Society official
- Barrister
- Commissioner for oaths
- Dentist
- Doctor
- Financial services intermediary, eg a stock broker or insurance broker
- Justice of the Peace
- Lecturer
- Member of Parliament
- Minister of a recognised religion
- Notary
- Optician
- Paralegal – certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- Police officer
- Post Office document checking service
- Solicitor
- Surveyor
- Teacher

PARAGON (FREEPOST) RTEX-LLUT-KKKE, PO BOX 850, WALLSEND, NE28 5BJ

1227-5 (08/2019)

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 www.paragonbank.co.uk

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We recommend you print and keep this information for your personal records or to refer to in the future.