

EW/G

NO ACCOUNT
NO ORGANISATION

New Account Application Form

**New user
Account
manual.**

Getting started.

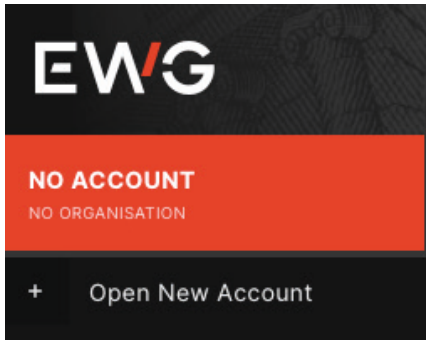
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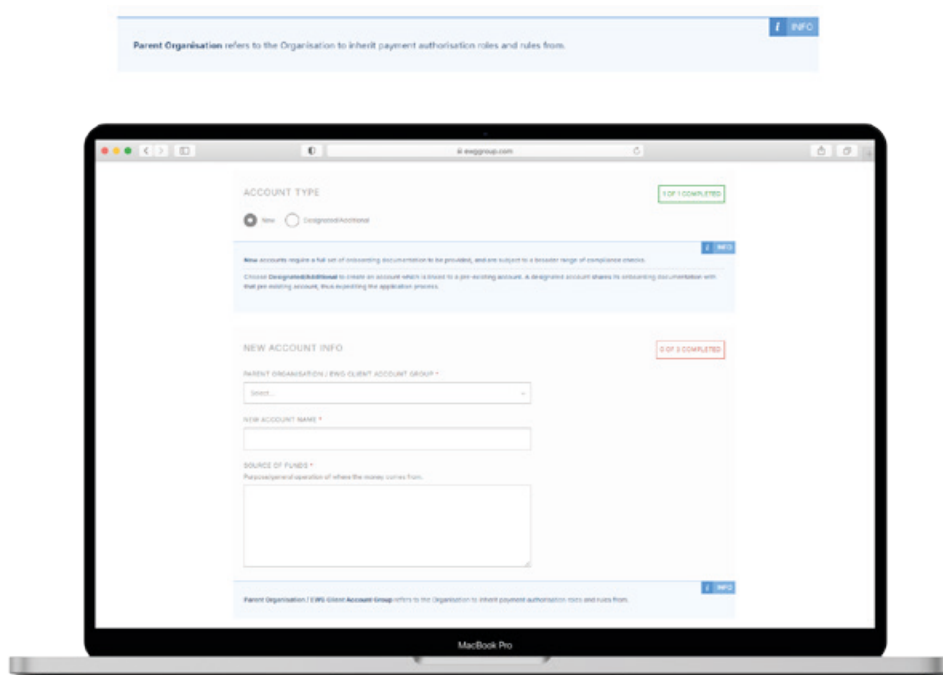
/ Starting new account process

Once logged in (following the signing in for the first time' guide) go to the navigation bar which is on the left of the screen, and click 'Open New Account'.



/ Create your application

A new application form will open.
The system includes supporting info prompts that will help you complete the form.

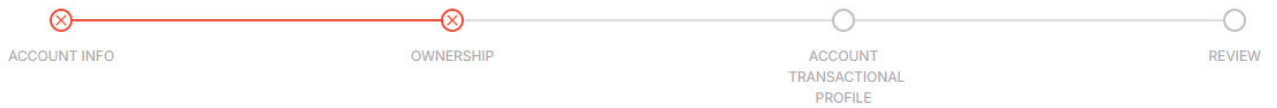


/ Tracking your progress

This progress bar informs you how many items you have to complete.

13 Questions remaining Pre-Application Review Save and Close Previous Next

At the bottom of the page you will also see details on the total number of question areas to complete.



Please refer to the separate PAR Review guidance for guidance on the blue button.

/ New account info

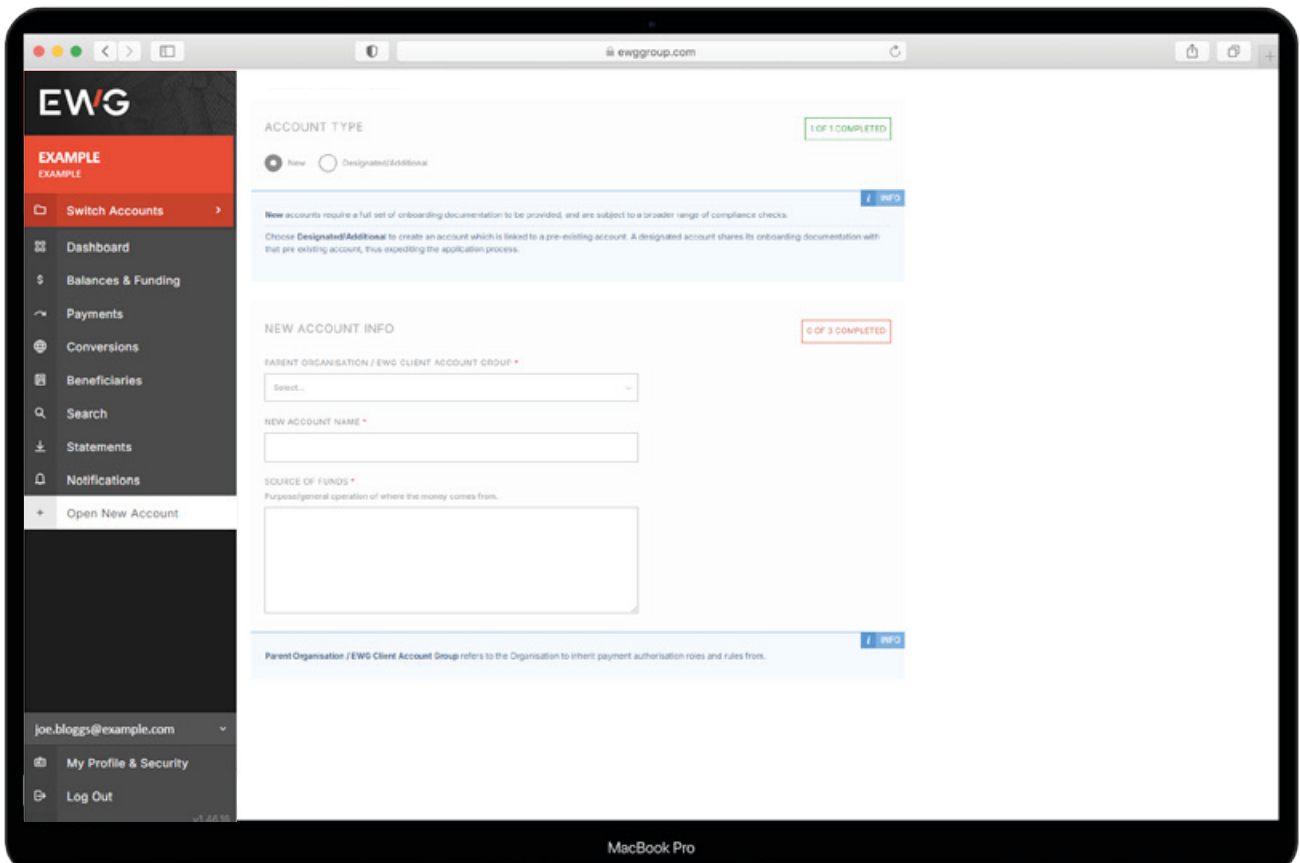
Select the Parent Organisation using the drop down. This may only have one option, but may have a large number if you manage accounts for multiple sub clients.

Click on the “New” radio button

Enter the name of the new account.

Enter a description for the new accounts source of funds.

Refer to the “Designate account guide” for information on that account type.



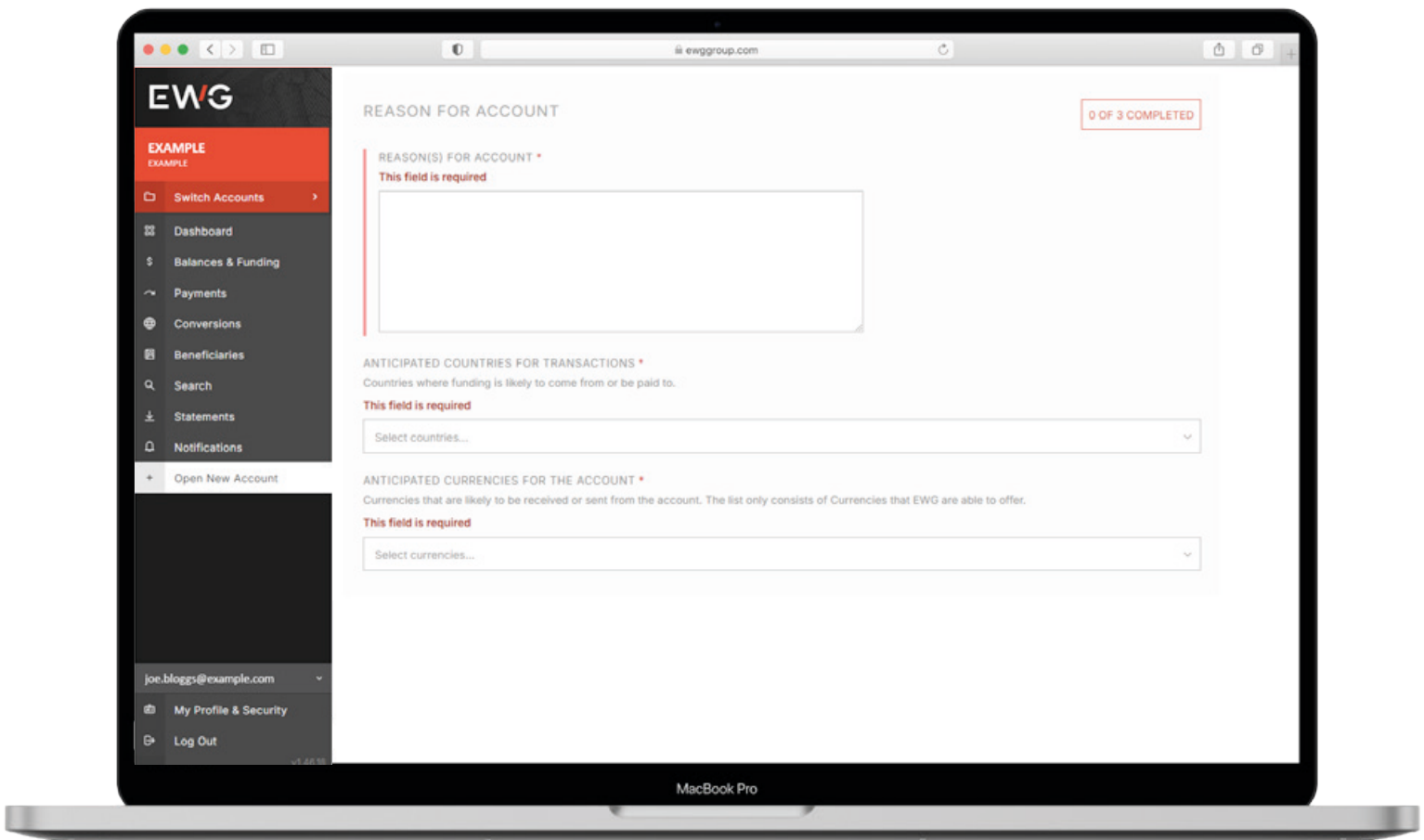
/ New account info (cont)

Enter the reason / purpose for the account.

Enter countries you anticipate that transactions will be occurring to/from. The system uses predictive entry so as you start typing, options will be shown. E.g. FR - France.

Press Tab or click on it, to select the recommended option.

Enter the anticipated currencies that the account will be using. This also uses predictive entry, so start typing the currency code.



/ Ownership

The type of account you are requesting. This can be either corporate, fund, partnership, trust, foundation, protected cell, pension, where it is for a Legal Person Structure, or individual, where it is for a Natural Person.

ACCOUNT HOLDER

Corporate Fund Partnership Trust
 Foundation Protected Cell Pension Individual

Favourite entities... [Save to Favourites](#)

NAME *
This field is required

JURISDICTION *
This field is required

REGISTRY REGISTRATION NUMBER *
This field is required

FOUNDING DATE *
This field is required

WEBSITE

Complete the form for the Account Holder. A favourites Entity or Individual may be used as the Account holder.

For more information on Favourites please see the Favourites guide.

/ Ownership

Upload files.

Each file type can have more than one file uploaded.

Any change of Name documents from registries should be attached as Registry Document(s) and not as certificate of incorporation documents.

Files MUST be PDF format and be less than 60Mb each.

We request that only 1 Incorporation Certificate file is provided.

A signed copy of the EWG T&C's must be submitted with the application.

The document can be downloaded via the provided link and uploaded in the "Other / Signed T&C's" File section above. Failure to provide this will result in the application being rejected."

If the ownership is via a Nominee entity, any relevant documents related to the underlying client should be linked to that client, not the nominee entity.

FILES

Certificate of Incorporation	Upload
Registry Documents	Upload
Memorandum & Articles of Association	Upload
Register of Directors and Members	Upload
Financial Statement	Upload
Structure Chart	Upload
Other / Signed T&C's	Upload

Enter the details of the account holder.

ACCOUNT HOLDER/MANAGEMENT/CONTROL ADDRESS Choose from favourite addresses...

ADDRESS *
This field is required

COUNTRY *
This field is required
Select Country...

POSTAL CODE *
This field is required

The address that the entity is legally registered at INFO

Country uses predictive text.

Enter the Account Holder's address or Service Provider address. If relevant, please check permitted jurisdictions on our website.

A favourites Address option may be used as the Address. For more information on Favourites please see the Favourites guide.

/ Ownership and Control Structure

Enter the Account Ownership Structure.

Add any required Entities following the instructions below.

Add any required Natural Persons following the instructions below.

Ensure that the Declarations are accurate and confirmed by the person.

For each Entity / Person create a 'Statement' which provides details of the relationship between the Entities / People.

Complete the corporate structure information:

Enter Entities and Persons that are related to the Account Holder as required.

Ownership and Control Structure (2 Items)

RELATED ENTITIES

Example Entity (Account Holder) [Edit](#) [Add Entity](#) [Add interested party](#)

RELATED PERSONS

Joe Bloggs [Edit](#) [Add Person](#)

STATEMENTS

Joe Bloggs owns 100% shares of Example Entity [Edit](#)

/ Add an entity

Create New Entity

Favourite entities... ▾

ENTITY TYPE

Corporate Fund Partnership Trust

Foundation Protected Cell Pension

NAME *

Example Entity

JURISDICTION *

✕ Jersey ▾

REGISTRY REGISTRATION NUMBER *

Jersey - Jersey Financial Se... 12345678

FOUNDING DATE *

November 1, 2010

SAVE ENTITY TO FAVOURITES

Check to save the entity to Favourites after clicking the Submit button.

- / Complete boxes
- / The jurisdiction box uses predictive text
- / Registry will offer, where commonly used, the main registers for the chosen Jurisdiction.

FILES

Certificate of Incorporation	Upload
Registry Documents	Upload
Memorandum & Articles of Association	Upload
Register of Directors and Members	Upload
Financial Statement	Upload
Structure Chart	Upload
Other	Upload

/ Create new person

Provide the details of the Person including their identity information. Missing or incorrect information may delay processing or result in the application being rejected.

Create New Person

Favourite persons... ▾

GIVEN NAME * FAMILY NAME *

MIDDLE NAME PREVIOUS NAME

NATIONALITY *

IDENTIFICATION TYPE NUMBER *

DATE OF BIRTH *

PLACE OF BIRTH

TOWN COUNTRY *

ADDRESSES

ADDRESS

COUNTRY * POSTCODE

SOURCE OF WEALTH *

SAVE PERSON TO FAVOURITES
Check to save the person to Favourites after clicking the Submit button.

/ Create new person (cont)

The declarations must be completed for each Person and it is the responsibility of the Person completing the application to ensure the information has been confirmed by the person it relates to and is truthful and accurate. Upload relevant documents.

The following declarations are to be completed by or on-behalf of the person named above and confirm that the responses are provided by the person and to be truthful and accurate.

ARE YOU A PEP OR DIRECTLY RELATED TO A PEP *
This field is required
 Yes No

ARE YOU OR HAVE YOU BEEN SUBJECT TO REGULATORY OR CRIMINAL INVESTIGATION OR PROSECUTION? *
This field is required
 Yes No

HAVE YOU EVER BEEN DISQUALIFIED FROM BEING A DIRECTOR OR REFUSED AUTHORISATION TO BECOME A PRINCIPLE PERSON OF A REGULATED ENTITY? *
This field is required
 Yes No

HAVE YOU EVER BEEN DECLARED BANKRUPT, OR BEEN DECLINED OR HAD MEMBERSHIP REVOKED BY A PROFESSIONAL BODY? *
This field is required
 Yes No

Passports should be in full colour and be provided as a single file only.

FILES

Passport	Upload
Proof of Address	Upload
Curriculum Vitae	Upload
Other	Upload

/ Add an interested party

Each related Entity and Person must have a 'statement' that shows their relevant relationship to the Account Holder / each other.

To create a new statement, click on the Red + icon.

The screenshot shows the 'OWNERSHIP STRUCTURE' section. At the top right, there are two buttons: 'Add Entity' and 'Add Person'. The main area displays a flowchart where 'Joe Bloggs' (represented by a person icon) is connected to 'Example Entity' (represented by a building icon) with the relationship 'Owns 100%'. A red plus sign icon is located on the arrow connecting them. A modal form titled 'Add an interested party with statement' is open, showing the following fields: 'Subject: Example Entity', 'INTERESTED PARTY TYPE' with radio buttons for 'Person' (selected) and 'Entity', 'INTERESTED PARTY' dropdown menu with 'Joe Bloggs' selected, 'INTEREST TYPE' dropdown menu with 'Shareholding' selected, and a percentage input field with '100' and a '%' symbol. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

Interest types available are:

- / Shareholder (requires % of holding information)
- / Other Influence or Control
- / Senior Managing Official
- / Settlor
- / Trustee
- / Protector

/ Due Diligence

Enter the expected volumes and values for the Fundings, Payments and Conversions. Using the drop down boxes.

These are mandatory.

FUNDINGS

ESTIMATED VALUE OF FUNDINGS AND INCOMING PAYMENTS PER YEAR (GBP) *

ESTIMATED NUMBER OF FUNDINGS AND INCOMING PAYMENTS PER YEAR *

PAYMENTS

ESTIMATED VALUE OF ALL PAYMENT INSTRUCTIONS MADE PER YEAR (GBP) *

ESTIMATED NUMBER OF PAYMENT INSTRUCTIONS MADE PER YEAR *

CURRENCY CONVERSIONS




ESTIMATED VALUE OF CURRENCY CONVERSIONS PER YEAR (GBP EQUIVALENT) *

ESTIMATED NUMBER OF CURRENCY CONVERSIONS PER YEAR *

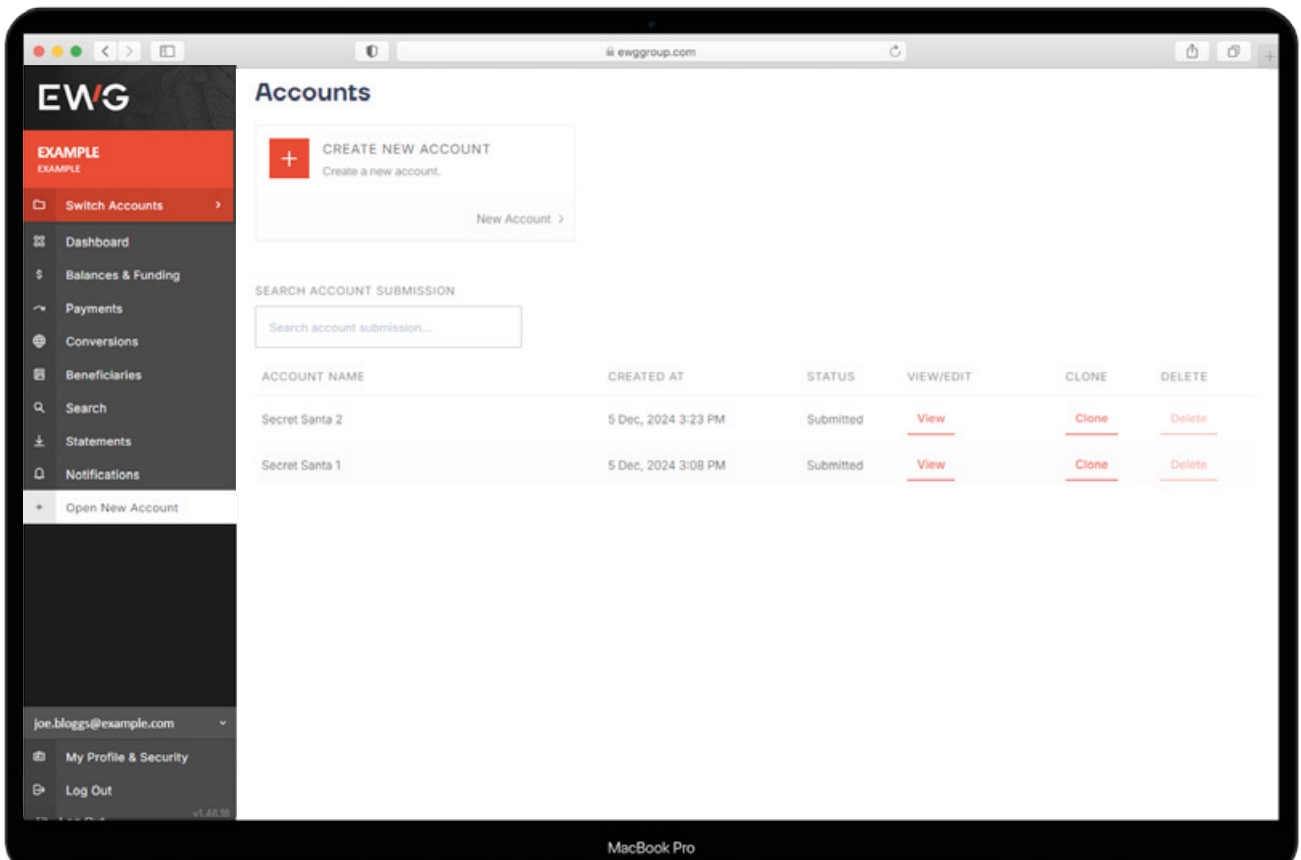
/ Review form

Allows you to check that all the information is correct and present.
Save and Close allows you to come back to the application at a later date.

Review Form

 PRINT Save a copy of the completed application form. Print >	 SAVE THE FORM Save this form with collected values and you can continue it later. Save the form >	 SUBMIT THE FORM Submit the form with collected values Submit >
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You can see your in progress and previous application here.





Appendix

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EWG have listened to Clients and requests for a feature to allow them to re-use application form data, rather than having to re-enter information on subsequent forms. In response EWG have created a series of new features Cloning and Favourites.

Using the Clone feature in the New Account section of the App will allow you to do just that, clone an existing application form and its form data, giving you a major time saving on data entry and also reducing the risk of errors. The short guide below will take you through the relevant steps.

The Favourites feature allows you to build up an address book style list of People, Entities and Management Addresses for fast entry on Account forms.

This list is secured so that it can only be seen and used by users from within your Organisation. The ability to manage the entries on the Favourites list is also restricted and can be managed by any Org Admin level user, who can also delegate the new role of 'Favourites Admin' to other users as appropriate.



/ How to use the Clone Feature

To clone a new account form, click on the ‘Open New Account’ item on the main menu.

Scroll down the Accounts page to the submission you wish to clone, or you can search if there is a long list. When you have found the record you wish to base your new Account on, click ‘Clone’. You can clone both submitted and draft forms.

SEARCH ACCOUNT SUBMISSION					
<input type="text" value="Search account submission..."/>					
ACCOUNT NAME	CREATED AT	STATUS	EDIT	CLONE	DELETE
Jersey Corporate No 2	15 Apr, 2024 10:01 AM	Draft	Edit	Clone	Delete
Jersey Corporate No 1	12 Apr, 2024 2:08 PM	Submitted	View	Clone	Delete

You will be presented with the clone form, shown below. Review the information and enter the name that you wish to use for the new account.

Please note that account cloning copies ALL text information that was in the original form. It does NOT include any documents. This is to ensure that accurate and current documents are provided.

Clone Form

A new version of the form will be made, keeping all the information from the original application, with the exception of file attachments.

You will need to provide files again in the following situations:

- The original account was rejected
- The files are no longer accurate or current
(e.g. Passport has been replaced/expired, Proof of Address is older than 3 months)

NEW ACCOUNT NAME

The account name in the original application: **Jersey Corporate No 1**

[Cancel](#) [Clone](#)

Once you have entered the proposed new account name, click ‘Clone’.

/ How to use the Clone Feature

As you can see, the files area on the new form is empty.

Clone Form

A new version of the form will be made, keeping all the information from the original application, with the exception of file attachments.

You will need to provide files again in the following situations:

- The original account was rejected
- The files are no longer accurate or current
(e.g. Passport has been replaced/expired, Proof of Address is older than 3 months)

NEW ACCOUNT NAME

The account name in the original application: **Jersey Corporate No 1**

[Cancel](#) [Clone](#)

FILES

Certificate of Incorporation	Upload
Registry Documents	Upload
Memorandum & Articles of Association	Upload
Register of Directors and Members	Upload
Financial Statement	Upload
Structure Chart	Upload
Other	Upload

/ Ownership and Control Structure

You will also note that the Ownership Structure is an identical copy of the original account. Please ensure that you add, remove or edit this structure to reflect that of the new account you are about to submit.

Handy Tip!

If you are going to be using a base structure for most of your accounts, as is often the case for TCB/FSB managed accounts. It may be worth preparing a new account form with all of the boilerplate information completed, and then you will only need to add the new information that relates to the specific new account. (We will be adding a specific Templates feature later in Q2 that will provide easier access to this).

Ownership and Control Structure (4 Items)

RELATED ENTITIES

The Demo Company Ltd (Account Holder)	Edit	Add Entity	Add interested party
EWG Demo	Edit		Add interested party

RELATED PERSONS

Bob Test	Edit	Add Person
Jane Demo	Edit	

STATEMENTS

Bob Test owns 50% shares of The demo company Ltd	Edit
Jane Demo owns 25% shares of The demo company Ltd	Edit
Bob Test is a senior managing official of EWG Demo	Edit
EWG Demo owns 25% shares of The demo company Ltd	Edit
Jane Demo owns 100% shares of EWG Demo	Edit

INFO

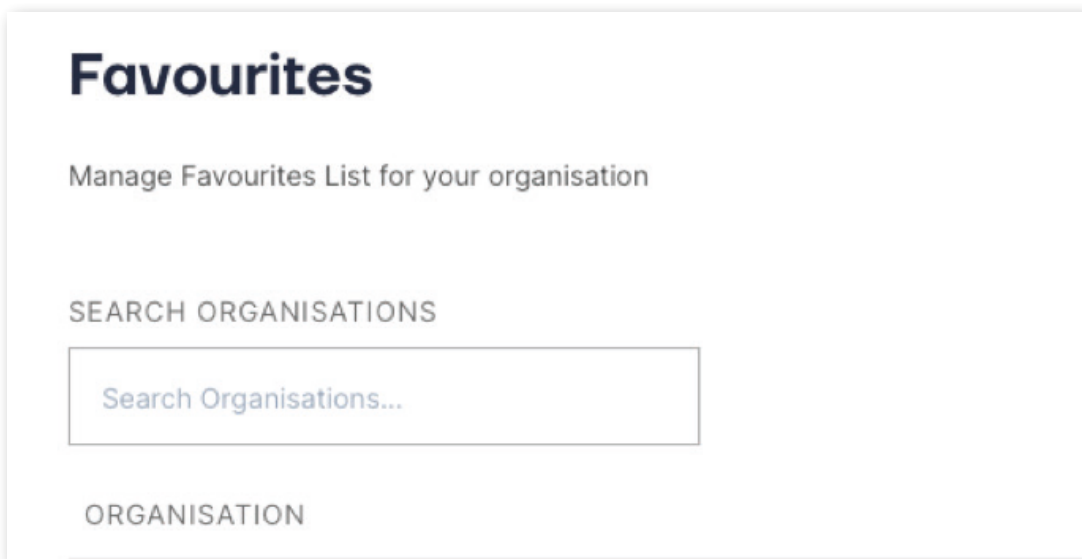
You are only required to include items within the structure that have singular or cumulative ownership or control of +25% or where an individual is a PEP or where by relationship the Person or Entity is deemed to have significant external influence or control.

Once you have amended the structure for the ownership, you can continue with the remainder of the new account application.

/ How to use the Management Address Feature

To manage your Favourites, click on the  item on the Admin section on the left hand main menu.

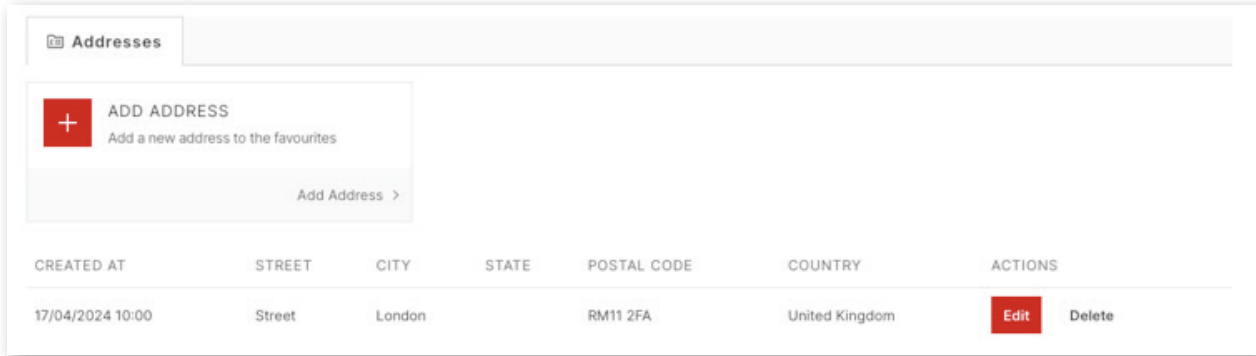
You will now be able to view the Organisations you are able to manage Favourites for. Select the relevant one that you wish to work with or use the search box to refine the list.



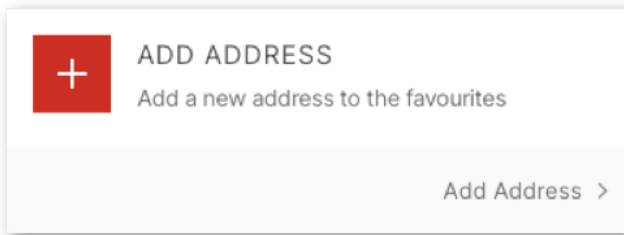
You will now be presented with a list of your existing (if any) addresses used for the Account Holder / Control / Management section of the New Account form.

Please note that you are responsible for ensuring the accuracy of the information you enter into the Favourites feature and must ensure that you keep them updated as required so that any forms that are submitted using Favourites data, is valid and accurate. EWG do not manage or maintain the information you provide in Favourites.

/ How to use the Management Address Feature



To add a new address to the list, click the 'Add Address' button in the top left.

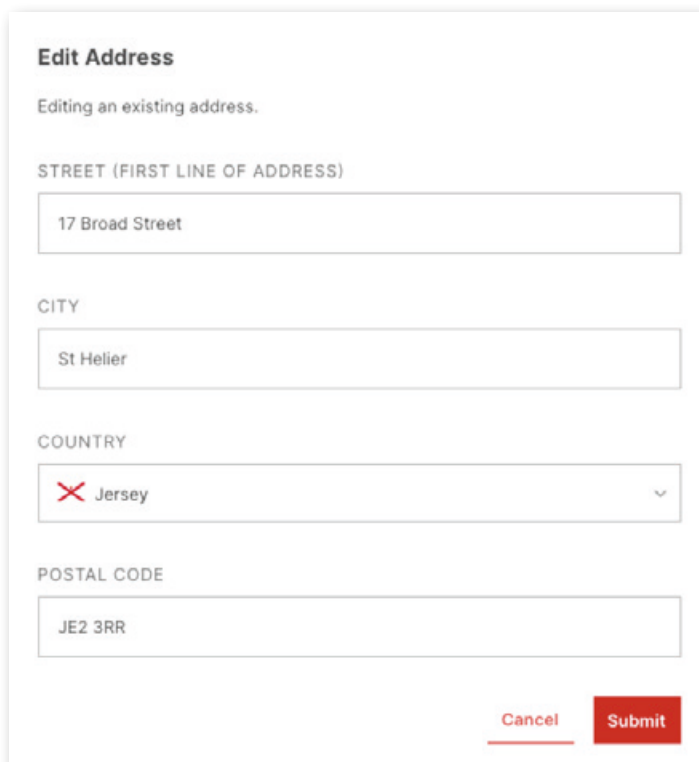


Complete the relevant address fields that you require and then click 'Submit'.

The screenshot shows a form titled 'Add New Address'. Below the title is a message: 'A new address will be added to the list of favourites.' The form has four input fields: 'STREET (FIRST LINE OF ADDRESS)', 'CITY', 'COUNTRY' (a dropdown menu with 'Select Country...' selected), and 'POSTAL CODE'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

/ How to use the Management Address Feature

You can edit this and any other addresses on the list by clicking 'Edit'. You can then amend the address as required and click 'Submit'. Please note that changes made to Favourite addresses will not apply to existing forms, and these will need to have their address re-selected, for the change to be applied.



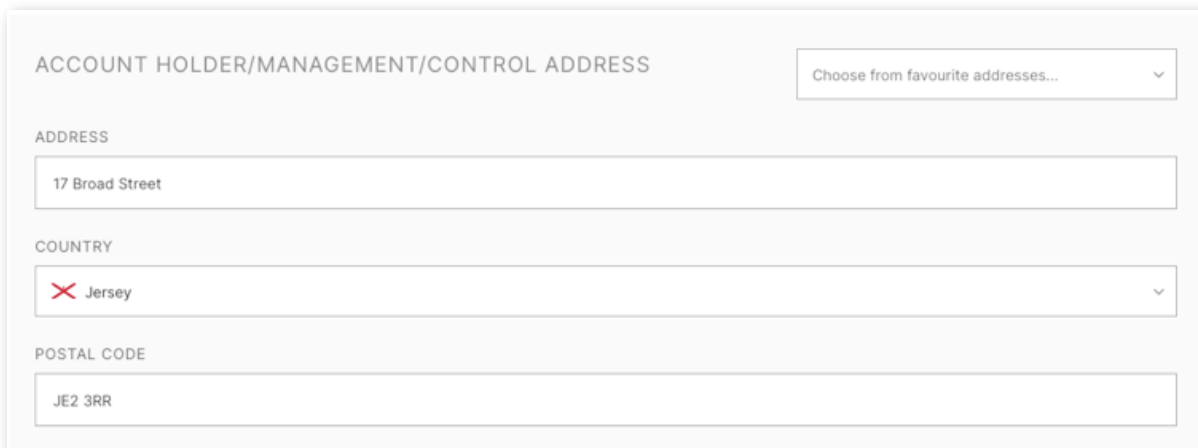
The screenshot shows a form titled "Edit Address" with the subtitle "Editing an existing address." The form contains four input fields: "STREET (FIRST LINE OF ADDRESS)" with the value "17 Broad Street", "CITY" with the value "St Helier", "COUNTRY" with a dropdown menu showing "Jersey" and a red 'X' icon, and "POSTAL CODE" with the value "JE2 3RR". At the bottom right, there are two buttons: "Cancel" (underlined) and "Submit" (a solid red button).

Once you have added or edited an address it will become immediately available for use in forms.

/ Using Favourites for the Account Holder/ Management/Control Address

IF your Organisation has Favourites enabled, you will see the 'Choose from favourite addresses...' drop down list in the 'Account Holder/Management/Control Address' section of the form. IF you have a large number of addresses in the list, you can search for the one you require.

IF you don't see this, please speak to your Organisation Admin to have this enabled by EWG.



ACCOUNT HOLDER/MANAGEMENT/CONTROL ADDRESS

Choose from favourite addresses... ▾

ADDRESS

17 Broad Street

COUNTRY

✕ Jersey ▾

POSTAL CODE

JE2 3RR

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