

## **Application Guidelines**

There are 2 forms to complete. Please also use the attached checklist

- 1) The 'Application Form' is to apply for the facility, and it needs signing by just 2 Directors (Trustees) that are listed on the 'Get Information About Schools' Gov website

*(Whilst it can be signed by 2 senior officers, Insignis will still need a 'Personal Details Form' for 2 Trustees. As such, I recommend the 'Application Form' is signed by 2 Trustees)*

- 2) The 'Personal Details Form' needs duplicating and completing by the following:
    - a. Both Directors (Trustees) that signed the 'Application Form'
    - b. All persons that will be operating the account (listed in section 6A of the Application Form)
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### **Application Form:**

The Application Form is to set up the Insignis platform. It can be signed electronically or by hand and scanned back to us.

Only 2 Directors (Trustees) need to sign this form (They will also need to give their personal details by each completing a "Personal Details Form"

### **Personal Details Form:**

The 2 Directors (Trustees) that signed the "Application Form" will each need to complete a copy of this form as will all signatories listed in section 6a of the "Academy Application Form"

(PLEASE NOTE: please complete a personal mobile number on this form for each person as this is where you will receive your 2fa texts when you sign into the platform. Landlines will not accept the 2fa text)

Please ensure email addresses are printed clearly as this is the address the platform will use. You should also use 'personal' business emails rather than generic if possible. If you use a generic style email (e.g. CFO@yourorganisation.com, please ensure that only you can access the email as this is what will be used to prepare or authorise transactions)

**Completing the Application Form:**

Section 2 – Key Controllers

Only list those that have been appointed within the last 3 months otherwise leave this section blank.

Section 6a - Account Operators

If you opt for 'Dual Authorisation' you will need to stipulate whether a signatory is a 'requestor' (an individual who prepares the deposit or withdrawal) or an 'approver' (the person who approves the deposit or withdrawal)

*A person cannot hold both roles.*

*(If you are opting for dual authorisation, then I would suggest a minimum of 2 requestors and 2 approvers in order to ensure you are able to do transactions if one person is off.)*

Section 6B – Nominated Persons

Most Academies leave this section blank.

**When returning the forms, please also supply:**

A photocopy or scan of a form of Identification (Passport or Driving Licence) for each person (including the 2 Trustees signing the application form). Please make sure this is signed and has the current address (if using a driving licence).

*(Insignis will not usually need these to be certified copies. If further verification is required, this can be done via a Teams call.)*

The completed Application Form, Additional Signatories Forms and copies of ID should be sent to:

Insignis Not for Profit Team - [nfp@insigniscash.com](mailto:nfp@insigniscash.com) and [ianbuss@educationbanking.co.uk](mailto:ianbuss@educationbanking.co.uk)

Alternatively, you may prefer to transfer the documents via a Microsoft 'OneDrive' folder that I can set up for you.

Do let me know if you have any questions.

Ian

Ian Buss

[www.educationbanking.co.uk](http://www.educationbanking.co.uk)

07796 940193

[ianbuss@educationbanking.co.uk](mailto:ianbuss@educationbanking.co.uk)

## **Checklist:**

### **Application Form:**

Application Section 6A and 6B:

- Single or Dual authorisation selected
- Full legal names for each account operator completed
- Each operator has only been allocated one role (Requestor or Approver)
- Each operator's school email address is detailed and visible (if not, please add to the body of your email submitting the application)
- Nominated Persons (6B) only completed if required *AND* the account will be dual control

Application Section 7:

- The Trust HMRC number (or, if the Trust does not have one, the DfE URN number is completed).
- The application form is signed by 2 Trustees

### **Personal Details Form:**

- A separate form is completed for the 2 Trustees signing the application form
- A separate form is completed for each operator
- Previous addresses given covering 3 years if 'move in date' was less than 3 years ago
- Telephone number completed is a mobile telephone number
- email address for the operators matches the email address on the application form
- If any information on the forms is hidden due to being too long, the information is given on the covering email submitting the application pack
- Scanned copies of ID (Passport or Driving Licence) is enclosed for: The 2 Trustees signing the application form
- Each signatory

### **The ID scans are:**

- In date
- Signed
- Have the correct address shown (where applicable)
- Legible