

# Request for information form



NatWest  
Group





Coutts & Co (Trustees) Switzerland Ltd has ceased all client trust administration activities. Former clients or entitled persons requiring access to their personal data or to trust/company records relating to structures previously managed by Coutts & Co (Trustees) Switzerland Ltd, may submit their request using this form.

### Information request details

Name of requestor:

Name of trust and/or  
companies administered:

Names of Settlers/  
Beneficiaries/Shareholders  
(**“Relevant Persons”**):

Current/Past private or  
professional addresses of  
Relevant Persons:

Shipping address if different  
from private or professional  
addresses:

Telephone number:

Email address:

### Request for

Request type

Date range

Account Information

From:

To:

Trust or company documents

From:

To:

## Request for other documents

### Required papers

For representatives, including individuals formerly appointed as Power of Attorneys:

- Current Power of Attorney, not older than 30 days or
- Certified Passport copy

If the interest in the relevant Trust or Company is in the name of a legal entity that still exists:

- An **up-to-date** excerpt from the commercial register regarding the legal entity (notarially certified)
- A copy of the identification document(s) of the person(s) entitled to represent the legal entity, evidencing his/her/their signature(s) (notarially certified)
- Power of Attorney in his/her/their favour signed by the legal entity's representatives
- Certified Passport copy

If the interest in the relevant Trust or Company is in the name of a legal entity that ceased to exist:

- A proof to which person(s) the assets have been transferred when the legal entity was liquidated (original or notarially certified)
- A copy of the identification document(s) of the person(s) entitled to represent the legal entity, evidencing his/her/their signature(s) (notarially certified)
- Certified Passport copy

### Request submission

Send this request form including supporting documents to the following address:

NatWest Services (Switzerland) Ltd  
Data Agent Team  
Lerchenstrasse 16  
CH-8045 Zürich  
Switzerland

**Please ensure that all information on this request is complete and accurate and all necessary signatures are available on this form. In case of any missing information, the request cannot be processed. Further, please note that only existing documentation can be provided. The production of new documents is not possible.**

By signing this form you understand and agree as follows:

1. NatWest Services (Switzerland) Ltd (“NatWest Services”) acting as Data Agent for Coutts & Co (Trustees) Switzerland Ltd, will charge you for the work conducted in order to reply to your request if the amount of work exceeds two working days. In this case, NatWest Services will provide you with a fee estimate first
2. All letters and documents will be provided by registered mail to your Private or Professional Address unless you provide a different Shipping Address in the Information Request Detail section of this form
3. This document is governed by the substantive laws of Switzerland. The exclusive place of jurisdiction for any and all disputes arising under or in connection with this document shall be the courts Zurich, Switzerland, venue being Zurich 1
4. NatWest Services undertakes to keep confidential the information it holds or will obtain about the requestor and/or former client of Coutts & Co Trustees (Switzerland) Ltd. However, for answering the request and/or for the purpose of consolidated supervision in general, NatWest Services may provide information it holds or will hold at any point in time in relation to the relationship of the requestor or former client to certain functions within the NatWest group of companies (“NatWest Group”). In this context and for this purpose, the requestor hereby authorises NatWest Services to share any information it holds or will hold at any point in time in relation to the relationship of the requestor and/or former client with NatWest Group functions, and the requestor and/or former client releases NatWest Services from observing Swiss bank-client secrecy and data protection rules in this respect. The requestor and/or former client is aware of and accepts the associated risks, in particular that the information provided may be or has to be passed on by the recipient to third parties and/or may be subject to reporting and/or disclosure in accordance with the laws in force in the recipient’s country to a greater extent and with fewer restrictive conditions than would be the case in Switzerland
5. Approval for sending documents via e-mail if requested by the requestor: NatWest Services is entitled to communicate via the transmission channels used or stated by the requestor and/or former client on this form, i.e. mail, telephone, fax or e-mail. The requestor and/or former client is aware of the risks associated with the use of these transmission channels and is responsible for all consequences and damage involved, such as from loss, delay, misunderstandings, forgeries, corruptions or multiple copies

Request date:

Name(s):

Signature(s):

Role or function in relation to  
relevant Trust or Company<sup>1</sup>:

I/we consent to the disclosure of my/our confidential data and/or the confidential data of my/our client respectively with any company within NatWest Group as stated in section 4 above.

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<sup>1</sup> .E.g. Settlor, Beneficiary, Shareholder