



Charlotte State Bank & Trust appreciates your business and wants to make your account opening experience as pleasant as possible. In order to do so, please read the following instructions pertaining to opening a new business account, so that you can be prepared to bring all the required documents to the bank to open your new business account.

What?

The U.S. government passed a new regulation regarding the beneficial ownership of legal entity customers. Going forward, it will be mandatory for **all** financial institutions to comply with this regulation by identifying the ultimate **beneficial owner(s)** and a controlling person of a legal entity customer opening or maintaining an account.

In compliance with this new regulation, Charlotte State Bank & Trust will collect beneficial ownership information from legal entity customers starting in April 2018. This means that any time an account is opened or maintained for a legal entity, we will request information that identifies the ultimate beneficial owner(s) and controlling person of the legal entity.

Who is a Beneficial Owner?

Each individual, if any, who owns, directly or indirectly, 25% or more in the equity interest of a Legal Entity customer (each natural person who owns 25% or more of the shares of a corporation) AND an individual with significant responsibility for managing the Legal Entity customer (CEO, CFO, COO, Managing Member, General Partner, President, Vice President or Treasurer).

How will the new requirement impact me?

This information will be collected for new or existing legal entity customers *before* a new deposit or loan account can be opened. This information will need to be collected whether or not the person identified is a Charlotte State Bank & Trust customer.

Charlotte State Bank & Trust will gather the following information for each beneficial owners of its new and existing legal entity customers:

- Name
- Date of Birth
- Current Physical Residential Address or Business Address
- Social Security Number (or other government issued identification number for non-U.S. citizens)

In addition your Charlotte State Bank & Trust customer service representative will ask to review and maintain a copy of the following documentation for each beneficial owner:

- One form of primary identification for each beneficial owner. Primary identification includes: State Driver's License, State Identification Card, Passport, Provincial (Canadian) Driver's License, Permanent Resident Card, or other Foreign Driver's License

Please note if the Beneficial Owner is also going to be an account signer, account owner, or guarantor, a secondary form of identification will be requested.

Is Charlotte State Bank & Trust the only bank that is required to collect beneficial ownership information?

No. All financial institutions are required to comply with the new beneficial ownership regulation and will be collecting this information from applicable customers.

Is my personal information protected?

Charlotte State Bank & Trust has a legal and ethical responsibility to ensure its information, including our customers' personal information, is secure and maintained accurately. We are committed to protecting the confidentiality, integrity, availability and privacy of customer data. Please contact your Charlotte State Bank & Trust Personal Banker should you have additional questions 941-624-5400.