

New Account

Appendix

The specialist digital fintech partner for Fiduciary, Corporate, and Fund Services.

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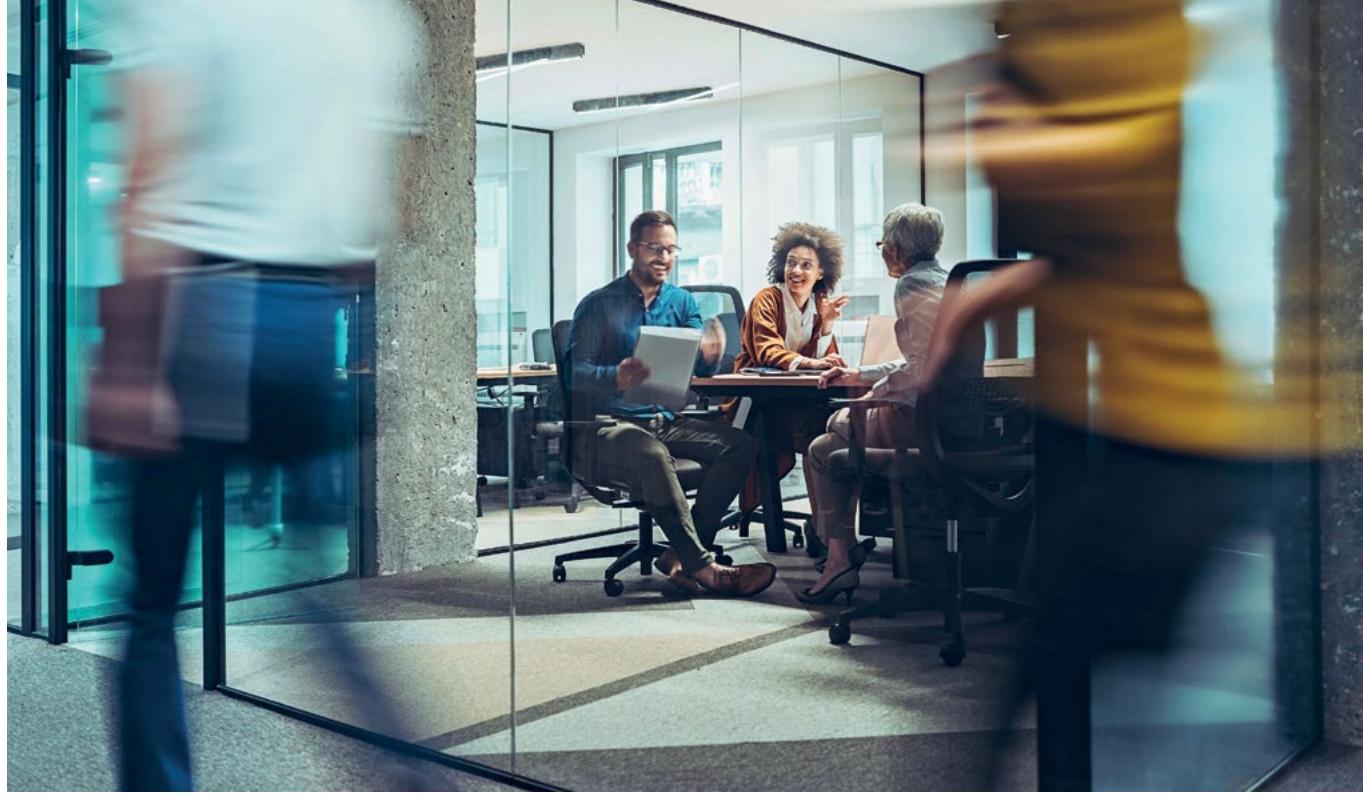
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EWG have listened to Clients and requests for a feature to allow them to re-use application form data, rather than having to re-enter information on subsequent forms. In response EWG have created a series of new features that will become available during Q2 2024. The first being New Account form Cloning!

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.

We are also releasing a feature called 'Favourites'. This will allow you to build up an address book like 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.

The Management Address Favourites list is available already and the People and Entities lists will be made available in May.



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					
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

Jersey Corporate No 3

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

Cancel **Clone**

FILES

Registry Document	Upload
Memorandum of Association	Upload
Articles of Association	Upload
Certificate of Incorporation	Upload
Register of Directors and Members	Upload
Trust Deed	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
EWG Demo	Edit	Add interested party
	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

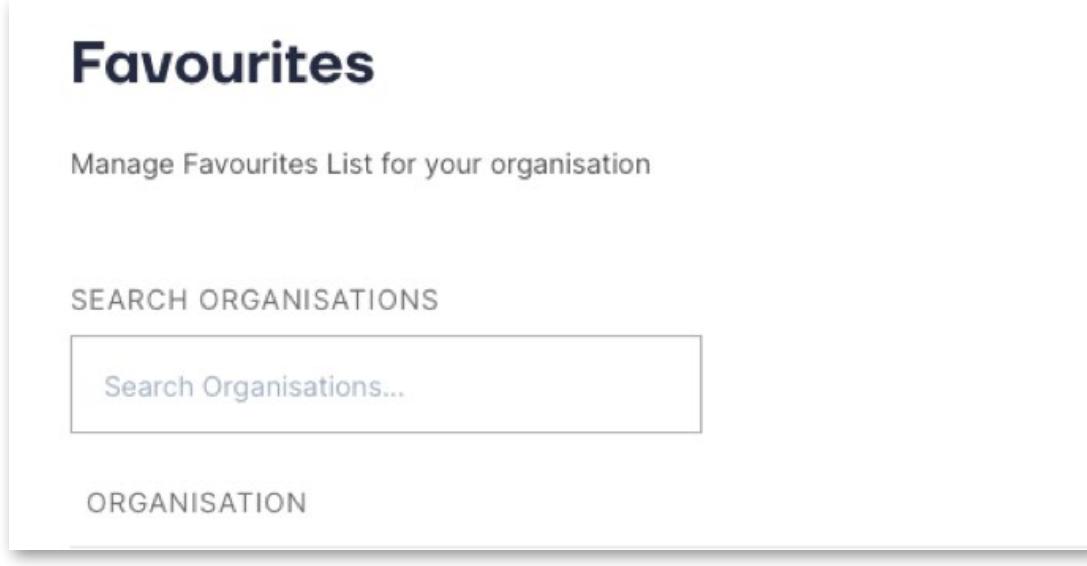
You are only required to include items within the structure that have singular or cumulative ownership or control of +25% or where an individual is a PEP or where by relationship the Person or Entity is deemed to have significant external influence or control.

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  Favourites item on the Admin section on the left hand main menu.

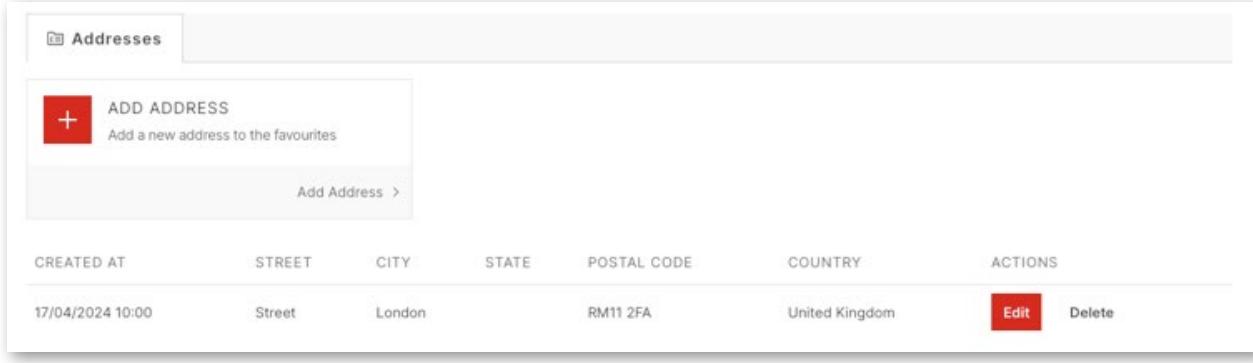
You will now be able to view the Organisations you are able to manage Favourites for. Select the relevant one that you wish to work with or use the search box to refine the list.



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.

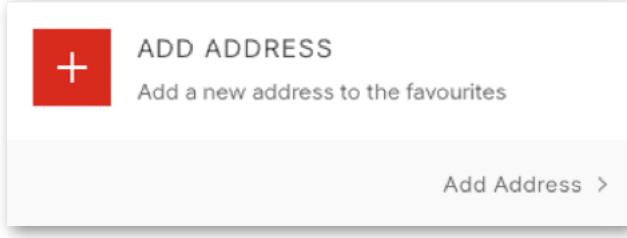
How to use the Management Address Feature



The screenshot shows a user interface for managing addresses. At the top left is a 'Addresses' button. Below it is a red button with a white plus sign labeled 'ADD ADDRESS' and the sub-instruction 'Add a new address to the favourites'. Below this is a grey button labeled 'Add Address >'. The main area displays a table with columns: CREATED AT, STREET, CITY, STATE, POSTAL CODE, COUNTRY, and ACTIONS. One row is visible, showing: 17/04/2024 10:00, Street, London, RM11 2FA, United Kingdom, with 'Edit' and 'Delete' buttons in the ACTIONS column.

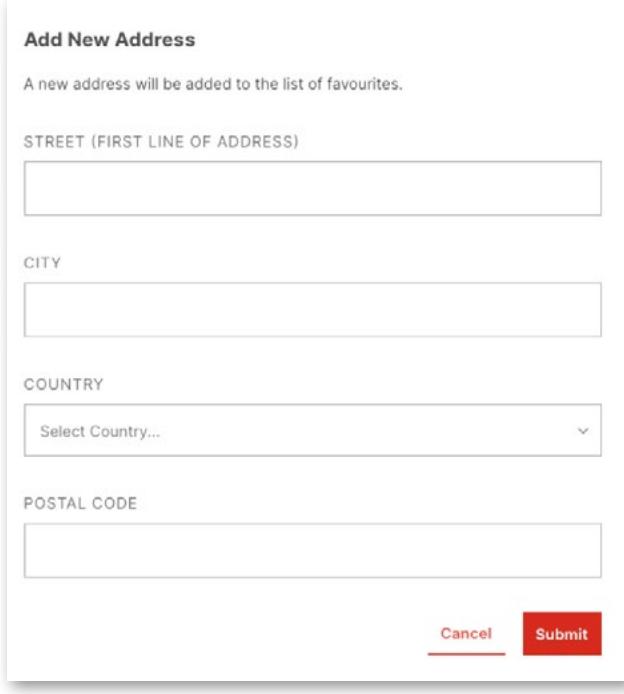
CREATED AT	STREET	CITY	STATE	POSTAL CODE	COUNTRY	ACTIONS
17/04/2024 10:00	Street	London		RM11 2FA	United Kingdom	Edit Delete

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



The screenshot shows the 'Add Address' form. It features a red button with a white plus sign labeled 'ADD ADDRESS' and the sub-instruction 'Add a new address to the favourites'. Below this is a grey button labeled 'Add Address >'. The background of the form is white.

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



The screenshot shows the 'Add New Address' form. It includes a header 'Add New Address' and a note 'A new address will be added to the list of favourites.' Below are input fields: 'STREET (FIRST LINE OF ADDRESS)' with a text input box; 'CITY' with a text input box; 'COUNTRY' with a dropdown menu showing 'Select Country...'; and 'POSTAL CODE' with a text input box. At the bottom are 'Cancel' and 'Submit' buttons.

Add New Address

A new address will be added to the list of favourites.

STREET (FIRST LINE OF ADDRESS)

CITY

COUNTRY

POSTAL CODE

Cancel 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.

Edit Address

Editing an existing address.

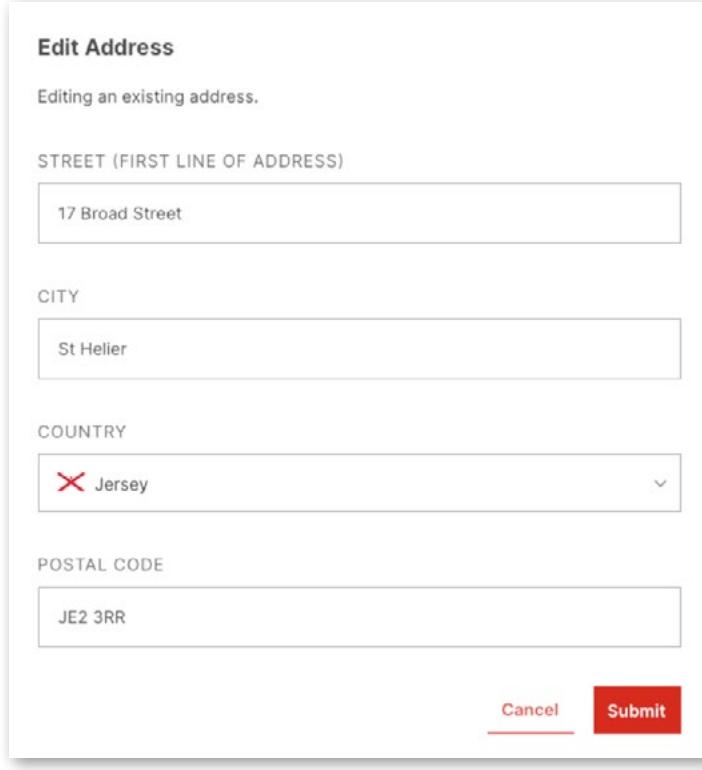
STREET (FIRST LINE OF ADDRESS)

CITY

COUNTRY

POSTAL CODE

[Cancel](#) [Submit](#)

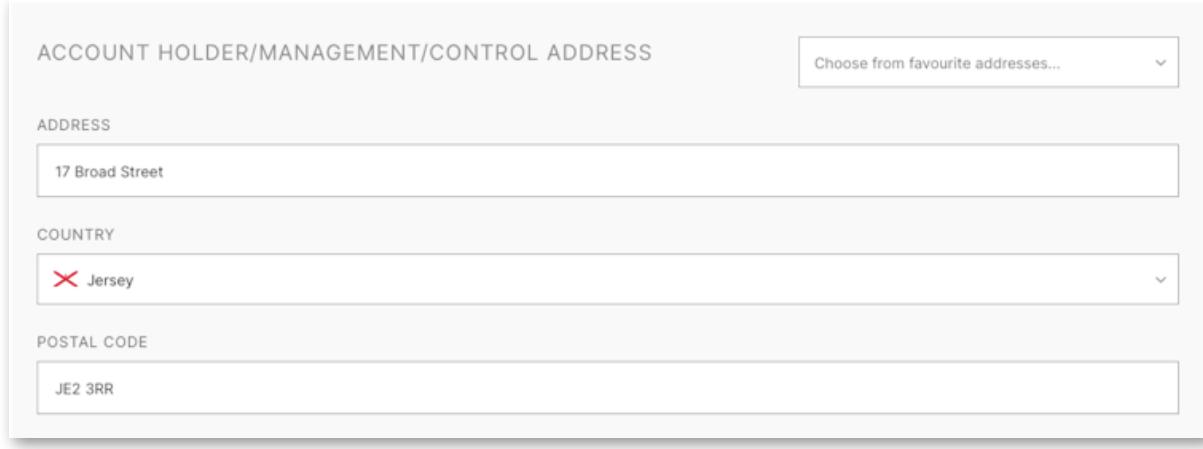


Once you have added or edited an address it will become immediately available for use in forms.

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	
ADDRESS	17 Broad Street
COUNTRY	Jersey
POSTAL CODE	JE2 3RR

Choose from favourite addresses...

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