



### **BANKING ARRANGEMENTS for OUR STAFF:**

We have arrangements with Barclays Bank plc, who are prepared to open bank accounts for our employees if they are non-residents, but have been in the UK for less than 4 months.

They reserve the right to open accounts with basic services and they require the following documentation:

- Original passport
- Letter of employment
- Foreign national identification documents (e.g. ID card)
- Passport photograph ( x2)
- Letter and bank statements (last 6 months) from your current bank , stating
  - current financial status;
  - length of time account has been open;

A copy of the teacher's passport will be made and certified at the bank in the teacher's presence. We will provide a letter confirming the teacher's address and employment.

### **KEY FOREIGN BANKS:**

#### **Reserve Bank of Australia**

Basildon House, 7 Moorgate, London, EC2R 6AQ  
Tel: 020 7600 2244 and website at [www.rba.gov.au](http://www.rba.gov.au)

#### **Bank of New Zealand**

88 Wood Street, London, EC2V 7QQ  
Tel: 020 7710 2100 and website at [www.national.com.au](http://www.national.com.au)

#### **National Bank of Canada**

71 Fenchurch Street, London, EC3M 4HD  
Tel: 020 7265 6500 and website at [www.nbc.ca](http://www.nbc.ca)

#### **Bank of America**

5 Canada Square, London, E14 5AQ  
Tel: 020 7174 4000 and website at [www.bankofamerica.com](http://www.bankofamerica.com)

#### **Netherlands Bank of South Africa**

20 Abchurch Lane, London, EC4N 7AD  
Tel: 020 7623 1077 and website at [www.nedbank.co.uk](http://www.nedbank.co.uk)