

FAQs Form Centre for institutional clients

How can I enter the LLB Form Centre and use the Form Wizard?

The new Form Wizard is integrated into the existing Form Centre and the «LLB Xpert Views» platform. You can enter as usual with your existing login data. If you have not yet accessed the platform, you can apply for access by contacting your client advisor or via our website (<https://www.llb.li/en/institutional/intermediaries/support/form-centre>).

What can the new Form Wizard be used for?

The Form Wizard can be used to open new customer relationships for natural and legal persons.

Is individual form selection still available?

Yes, you can still search for and download individual forms. Individual form selection can be found on the same page as the Form Wizard.

In which languages is the Form Wizard available and how can I change the language?

You can use the Form Wizard to open accounts in German and English. To change the language of the wizard and the forms, you can simply change the language of the website by using the button to select your language.

Do I have to enter extensive information in the Form Wizard to obtain the form selection for my account opening?

No, only a few questions about the most important key data are asked in order to provide as complete a selection of forms as possible.

In the first question, what is meant by a «close relationship with a country»?

If there is an obvious close relationship with one of these countries, the answer «yes» should be chosen here. In that case, it is not possible to select a form via the Form Wizard, because a case-specific review by one of our employees is

necessary. In general, all account openings are reviewed by an employee upon receipt, even if they were generated via the Form Wizard. Should any questions arise, your client advisor will contact you directly.

Can I save my progress if I need to interrupt my work?

It is currently not possible to save your progress while answering questions online. After downloading the forms and the checklist, the files are stored locally on your computer, and you can make additions to the forms at any time.

Are the forms already filled in completely?

Much of the data you enter in the Form Wizard is already filled in. This includes basic data such as name, date of birth/formation, some address components, and the like. You can complete the remaining data directly in the PDF forms. After downloading the forms, you can adjust, supplement, or delete all data as you wish.

What do I need the included checklist for?

The checklist contains additional information which you kindly send us together with the forms so that we can open the client relationship. It is intended to serve as an aid to you, but the checklist itself does not have to be returned to us.

I have tried to download the forms, but nothing happens for a long time.

Due to the amount of data and size of the PDFs, it may take a while for the download to finish.

When trying to open a new customer relationship directly after finishing the previous process, the last question of the previous account opened is shown instead of the first question of a new process. What do I have to do in this case?

If you would like to open a new account directly after completing the previous process, please refresh the webpage in your browser and click on «Launch now».

Do I have to sign the forms by hand or are digital signatures also accepted?

The Liechtensteinische Landesbank accepts digital signatures on forms. It must be a qualified electronic signature (QES) in accordance with the eIDAS Regulation.

How does the signature card work if I have signed the forms using a QES?

We still need the specimen signatures of the authorised signatories so that we can also accept physical documents from you.