HSBC

Bank use only

BCIN | | | | | | | | | | |

Mandate

General notes for completing this mandate

Please read these notes carefully and make use of the checklist tick boxes on the last page to help confirm and complete each section.

- Use this mandate for new and existing accounts (if you wish to advise us of changes to the signatories or signing instructions on your account(s)).
- Your signing instructions should be appropriate to your needs and easy to understand.
- If completing by hand:
  - Complete in black ink and BLOCK CAPITALS only.
  - The use of correction fluid is not permitted.
  - All corrections and deletions must be initialled by any two signatories. Where there is only one signatory, only one initial is required.
- It's important not to post the completed mandate to the Bank (without first checking with the bank) as we may require separate original documents from each individual to confirm their identity and to verify their residential address(es).
- Please ensure that all pages of the mandate are completed and returned to us.
- When signing this document using Adobe Esign please ensure that you use the 'Image' option when providing your signature. Future instructions where a signature match is required could be declined if we are unable to accurately capture your signature.

Section 1 – Basic information and account details

To: the following branch of HSBC Bank plc:

(please tick appropriate box) Jersey ☐ Guernsey ☐ Isle of Man ☐

Name of Business: _____

1.1 The Business requests the Bank to (please tick as appropriate)

open (an) account(s) in its name ☐

OR

continue (an) existing account(s) in its name ☐

1.2 The Business requires this mandate to cover all accounts held now and in the future

Yes -Move to section 2 **DO NOT complete section 1.3** ☐

No -Complete section 1.3 to advise which specific accounts you wish to limit this mandate to ☐

1.3 Do not complete if you have ticked 'Yes' in section 1.2 and wish this mandate to cover all accounts you currently hold. Only complete this section if you have ticked 'No' in section 1.2 and wish to limit this mandate to specific account(s)

Please list the specific accounts you wish this mandate to cover

Sort code	— —	Account number	
Sort code	— —	Account number	
Sort code	— —	Account number	
Sort code	— —	Account number	
Sort code	— —	Account number	
Sort code	— —	Account number	

Please note: If the above boxes are left blank, the Bank will assume this mandate covers all accounts held now and in the future. If the above boxes are completed this mandate will only apply to those accounts listed.

The Bank is authorised to correct factual errors in this Section 1 only ☐

Section 2 – Signing rules

Please complete all sections

"the Bank" means the branch of HSBC Bank plc, selected in Section 1.

"Instructions" means

(a) cheques or other payment instructions signed on behalf of the Business and any payment instructions which have been duly authorised otherwise than in writing, whether any account of the Business is in debit or credit;

(b) an y instructions to stop a payment on behalf of the Business, received by the Bank in accordance with the applicable provisions in the Business Banking Terms and Conditions at that time;

(c) instructions to deliver any item held on behalf of the Business by the Bank in safe keeping;

(d) any other instructions in respect of any other transaction with the Bank (including the opening of additional account(s) and closing of any account(s)).

2.1 The Business instructs the Bank to open or continue a bank account or accounts in its name and authorises the Bank to act on any Instruction provided they have been given by those persons named in the Specimen Signatures section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows:

Please choose ONE of the following options for who can provide the bank with instructions

Any one listed person **solely** ☐ Any two listed persons **together** ☐ As set out in the attached signatory list ☐ Other rule, please complete below ☐

Other

For any other instruction write a brief description, (for example).

"Any one signatory up to and including £500" or "Any two signatories up to and including £1,000", etc.

Please note in respect of opening additional accounts, making applications for and signing agreements relating to electronic banking and/or telephone banking and debit, credit or charge card facilities, if more than one p erson is authorised and the Business has allocated individual signing limits, only the individual(s) with the highest lim it will be authorised to apply to open additional account(s), make applications and/or sign agreements.

2.2 The Business agrees that any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

2.3 The Business authorises the following persons, as and when necessary, to supply the Bank with lists of all persons who are authorised to give Instructions on behalf of the Business, and that the Bank may rely on such lists.

Person identified above must be someone listed in the Specimen Signatures section, or a combination of any one of them, for example 'any two Authorised Signatories'. Alternatively, you may identify persons as follows (for example):

For a Company: One director solely / Two directors together / A director or the Company Secretary

For a Partnership: One partner solely / Two partners together

2.4 The Business agrees that the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Business.

2.5 The Business agrees that the above instructions and agreements shall be communicated to the Bank and remain in force until changed by the person(s) identified in section 2.3 or otherwise, where relevant, by a resolution passed by the board of directors, or other committee of management of the Business and a copy, certified by the Chairperson, is received by the Bank.

2.6 Where relevant, we certify that the above resolutions were passed at a board meeting of the directors or other committee of management of the Business, have been entered in the minute book, and are in full force and effect.

Section 3 – Provisions for Specific Entity Types

Partnership – If the Business is a partnership, the partners agree to accept the terms of the mandate on the basis of their representative signing below, and that they shall be jointly and severally liable to the bank for any debt or other liability incurred by the Bank under this mandate. The partners note that where there is any change in the partners in the partnership, we may stop the account(s) if there is an overdraft and open a new account(s) for the changed partnership. The original partners (including any partner that leaves the partnership) will remain liable for any debt, overdraft or loan on the original account(s).

Foundation – If the Business is a foundation, the council members agree that this mandate and the relationship with the Bank are necessary for and incidental to the purposes of the Foundation.

Unincorporated society, club or association – If the Business is an unincorporated society, club or association, the society, club or association confirms that it has a separate identity from its members and that no individual member has the right to be paid, or will directly benefit from, any interest earned.

Section 4 – Declaration

The declaration below must be signed in accordance with clause 2.3 of the mandate. The mandate will not be valid and will be returned to the Business, if it is not signed.

I/we confirm by signing this declaration, I/we agree to the terms of this mandate, and that this agreement and any necessary authorisations to enter it have been made, where relevant, in accordance with our constitutional (or similar) documents.

I/we confirm that the below including, where applicable, specimen signatures are the signatories authorised by the resolution in Section 2.

Signature of individual or officer authorised to supply lists of authorised signatories under clause 2.3:

Signature of authoriser	
Print name	
Date	D D M M Y Y Y Y

Signature of authoriser	
Print name	

Specimen Signatures

This section requires the Business to provide a list of all person(s) authorised to sign. If this mandate is for new accounts all signatories must state their details and complete a signatory box. If this mandate is for existing accounts all signatories must state their details and signatures are only required for new signatories. If any signatory has moved in the past three years, please also give their previous address.

- All corrections and deletions must be initialled by any two signatories, where there is only one signatory only one initial is required.
- If there are more than four signatories please copy this page and complete as required.
- A company signatory list may be provided instead of completing this page. Signatory list attached ☐ or

Full name of signatory			
Residential address			
		Postcode	
Email address			
Mobile number			
When did you move in?	D D M M Y Y Y Y	Date of Birth	D D M M Y Y Y Y
Previous address			
		Postcode	
Please sign, keeping within the box		Official Position	
		Point of contact	☐

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Customer Identification Number	

Full name of signatory

Residential address

Postcode

Email address

Mobile number

When did you move in? D D M M Y Y Y Y

Date of Birth D D M M Y Y Y Y

Previous address

Postcode

Please sign, keeping within the box

Official Position

Point of contact

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Customer Identification Number

Full name of signatory

Residential address

Postcode

Email address

Mobile number

When did you move in? D D M M Y Y Y Y

Date of Birth D D M M Y Y Y Y

Previous address

Postcode

Please sign, keeping within the box

Official Position

Point of contact

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Customer Identification Number

Full name of signatory

Residential address

Postcode

Email address

Mobile number

When did you move in? D D M M Y Y Y Y

Date of Birth D D M M Y Y Y Y

Previous address

Postcode

Official Position

Please sign, keeping within the box

Point of contact

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Customer Identification Number

IMPORTANT – Checklist

Before submitting this mandate, please ensure you have checked the following:

All corrections and deletions have been initialled by the required number of signatories. Please tick box

Section 1 completed: Please tick box

Section 2.1 completed: Please tick box

Section 2.3 completed: Please tick box

Section 4 completed: Declaration signed and dated. Please tick box

Specimen Signatures completed: Signature list attached or details provided. Please tick box

Identification and address verification of authorised individuals

To comply with current regulations, the Bank must identify and verify the residential address(es) of at least two persons (if applicable) authorised to operate the account(s). It may also be necessary to identify and verify the residential address(es) of beneficial owner(s) and/or principal controller(s). If required, we'll ask for separate original documents to confirm their identity and verify their address(es).

Examples of documents include the following:

- Certified Full Driving Licence for either identification or address verification, but not both.
- Certified and Valid full Passport for identification
- Certified (non HSBC) bank statement/credit card or utility bill dated within the last four months for address verification.

Upon request, we'll provide guidance on other suitable documents we can accept.

Information you provide to us

We will use any information you provide to us as explained in our Privacy Notice. Our full Privacy Notice can be found at business.ciiom.hsbc.com or can also ask for a copy in branch. If you provide information about any individual to us you must ensure that that individual has been notified of, and has agreed to, the processing, disclosure and transfer of their information as set out in our Privacy Notice. You should also advise that individual that they have rights of access to, and correction of, their personal data.

The personal information we have collected in this mandate will be used to carry out checks with fraud prevention agencies for the purposes of preventing fraud and money laundering, and to verify identity. We and fraud prevention agencies may also enable law enforcement agencies to access and use your personal data to detect, investigate and prevent crime. If we, or a fraud prevention agency, have reason to believe there's a fraud or money laundering risk, we may refuse to provide the services you've requested. We may also stop providing existing products and services to you. To find out more about credit and fraud checks, read our 'Guide to Credit Scoring, Credit Reference and Fraud Prevention Agencies' leaflet. You can get a copy in any of our branches or you can request a copy by contacting us in your preferred way.

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New account Yes ☐ No ☐ Branch Identification Number ☐☐☐☐☐☐☐☐☐☐

Contact for queries

Print name

Internal phone number Staff Number ☐☐☐☐☐☐☐☐☐☐

Please confirm the number of pages submitted ☐ Please confirm no correction fluid is used ☐

Entity type

Mandate reviewed by authorised signatory in accordance with procedures and identification summary form completed

Signature Date D D M M Y Y Y Y

Print name

Customer Identification Number(s): Captured and/or new profile(s) set up if required. Please tick box. ☐

Identification/Address Verification: **MUST** be scanned separately with correct header. Please tick box to confirm not attached. ☐

Code stamp

business.ciiom.hsbc.com

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Customer Information: Customer Service Centre, BX8 1HB.

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