Guide to Completing your Mandate

GENERAL GUIDANCE

Please complete the mandate in black ink. If you do not initial any amendments to the mandate it will be returned for you to initial. No signature on the mandate needs to be witnessed by a member of bank staff. Please note, some sections of the mandate are always mandatory and should be completed regardless of what change is being made.

PLEASE READ ALL SECTIONS OF THE MANDATE. GUIDANCE OF HOW TO COMPLETE THE FORM IS BELOW

Please take time to check your details carefully which have been entered onto the mandate which we obtained from you during your call into the Account Management Team. If any errors exist, please amend and sign any corrections. Corrections to the form must be signed by all the signatories who have signed the declaration in section 8.

As discussed on the above referenced call, you will not be required to complete all sections of the mandate. For help on what sections to complete on the mandate, please see the top section of page 2.

For help on how to complete the individual sections of the mandate, please see below.

1. FULL ORGANISATION NAME

The name written here should match your organisation name as it is presented on your bank statements. The organisation name should not be shortened, abbreviated, or changed.

2. APPLICATION TO ACCOUNTS

Section 2.1 should be completed if you wish the mandate change to be applied to all accounts held by your organisation, and any future accounts held by your organisation. Section 2.2 should be completed if the mandate change being requested is applicable to specific accounts, all accounts requested should be listed here.

4. SIGNING RULES

Choose one (and only one) signing rule from the four available.

- The first option should be chosen if you would like a defined number of signatories to sign for any amount. Choose this by writing the number of signatories required in the box.
- The second option should be chosen if you require that every party on the account signs every cheque. Choose this by crossing in the box.
- The third option should be chosen if you would like a limit on how much can be signed for by a specified number of signatories, and then a larger amount of signatories to sign for unlimited amounts. Choose this by writing the number of signatories required in the boxes, and the limit (including pence).
- Choose the final option if you would like a signing rule that cannot be covered with the first three options. This should be written in the text box and should be clear, concise and should not reference people by name, and instead by their official position.
5. REMOVING AN AUTHORISED SIGNATORY
If all signatories are being removed, the first box should be checked. If you are only removing selected individuals, the second box should be checked. If you are removing selected individuals, then you should list each individual’s full names in the boxes provided.

6. AUTHORISED SIGNATORIES FOR THE ACCOUNT SPECIFIED IN SECTION 2
Each new signatory should print their first name, surname and the position they hold within the organisation. The information written into here should match any identification provided.

For each customer that is being added to the account as a signatory, they must also fully complete the Additional Party Form (NWB45153) which provides all the information needed to add an additional signatory.

7. OFFICIAL ADDRESS OF YOUR ORGANISATION
The new address for your organisation should be completed, and the contact telephone number should be completed also.

8. DECLARATION
Two of the existing signatories must complete the declaration section. Where only one existing authorised signatory remains, they must sign in the box below along with a new authorised signatory and a copy of the minutes of the meeting (signed in accordance with the signing rules) giving authority to the new authorised signatory must be enclosed. If there are no longer any existing authorised signatories remaining, two new authorised signatories must sign the boxes below and a copy of the minutes of the meeting (signed in accordance with the signing rules) giving authority to the new authorised signatories must be enclosed.