



Change of mandate details

To be completed by sole traders, partnerships, limited liability partnerships and limited companies

Santander can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format please visit santander.co.uk/alternativeformats. For more information, ask us in branch or give us a call. If you are deaf, have hearing loss or speech loss, please use Relay UK at relayuk.bt.com. This is a free service that can help you communicate over the phone. If you're using British Sign Language (BSL) and would like to use video relay, you can learn more at santander.co.uk by searching 'accessibility'.

Filling in this form

Please fill in the form using block capitals and black ink.
Use this form to:

- Add or remove authorised persons or signatories
- Change account operating rules
- Add or remove directors or partners for Business Banking credit cards

If you're a **limited company or limited liability partnership**, you'll need to update Companies House before filling in this form.

We need the personal details of all directors and shareholders linked to your company even if they're not signatories on the account.

If you need to **change business details** on your business account, you'll need to use the '**change of business details**' form. For full details visit santander.co.uk/business and search 'change of details'.

Make sure you have the right identification (ID) ready to send with your form. We'll always need proof of ID such as a valid passport or driving licence from those signing the form. For full details visit santander.co.uk and search 'ID'.

Adding or removing authorised persons or signatories

Print or copy **section 2a** to add more than 1 authorised person or signatory. Print or copy **section 4** if you want to remove more than 2 authorised persons or signatories.

All sections of the form must be completed unless marked 'if applicable'. If we get incomplete forms or missing documents, then we won't be able to process your request.

Complete the checklist to make sure the form is filled in correctly.

Please return the form and documents to **Santander Business Banking Operations, Sunderland, SR43 4FW**.

Any changes requested are subject to product eligibility. For full details visit santander.co.uk/business

Support

For guidance, call **0330 123 9860** or visit santander.co.uk/business and search for 'change of details'.

1 Existing business details

Business name

Business credit card number (if applicable)

Business Bounce Back Loan (if applicable)

Sort code

Account number

If you want all your accounts to be updated with the changes in this form, tick here.

☐

If you want to choose which accounts are updated with the changes in this form, fill in the details below

Business accounts

Sort code

Account number

Sort code

Account number

Sort code

Account number

2a Add new authorised person or signatory (if applicable)**Print or copy section 2a to add more than 1 authorised person or signatory.**

Title

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other

First name

Middle name

Surname

Other names you're known by and often use. But not nicknames. Please include title, first name, and surname

Date of birth

If you have an existing account with Santander, please give us your sort code and account number

Sort code

Account number

Country of birth

Nationality

Second nationality (if you have dual nationality)

Country of residence

Country of fiscal residence

(i.e. the country you're currently a resident and employed)

Tax Identification Number (TIN) if a non-UK tax resident

Do you make a tax contribution in any other country due to residence or citizenship?

Yes ☐ No ☐

If yes, please list the countries you make tax contributions to and list the TIN

Country

TIN

Country

TIN

Mobile number

Email address

Address

Postcode

Date you started living here

Previous address

(If you've lived at your present address for less than 3 years, please tell us your previous address during this time. If you've had more than 1 previous address during this time, please use a separate piece of paper)

Postcode

Date you started living here

Your relationship to the businessDirector or partner ☐ Employee ☐Shareholder ☐How much of the business do you own? %

If your business has a Santander Business Credit Card, does the person being added need one?

Yes ☐ No ☐**For banking and savings only****Type of access required**

If you want to authorise transactions, tick 'Full operator'. If you don't need transaction permission, tick 'View only'. If you don't need access to the accounts, tick 'No access'

Full operator ☐ No access ☐View only ☐**If you've selected full operator, would you like a debit card?**

A debit card allows you to transact on the go using contactless, chip and PIN and at cash machines. Your card can be linked to any other business accounts you have with us.

Yes ☐ No ☐**If you've chosen not to have a debit card or have view only access, do you need any of these?****Operator card** – for deposits and balance checks at cash machines ☐**Cash card** – for transactions at Santander cash machines (Instant access accounts only) ☐**Cash deposit card** – card for cash deposits at the Post Office (if supported) ☐

2a Add new authorised person or signatory (if applicable) (continued)

Do you share a postbox? (For example, in a block of flats or a converted house where your letterbox is shared with people you don't live with)

Yes ☐ No ☐

If yes, we'll make special arrangements for you to receive your card at a branch. Please specify which branch you want us to send your card to:

Branch name

City

If you leave the above empty, we'll send it by default to the nearest branch to your business postcode.

Online Banking access

Is Online Banking required? Yes ☐ No ☐

For banking and savings accounts, online servicing is only available for full operators with any 1 signature rule. Any other signing rule will restrict Online Banking to view only.

Marketing preferences

From time to time, we'd like to contact you about products, services and offers that may interest you or to get your opinion on how we're doing. We won't bombard you and you can choose to stop receiving information at any time by contacting us.

Please tick any box(es) **you wouldn't** like us to use.

☐ Email, text, social media and messaging services

☐ Phone

☐ Post

☐ Market research, including customer satisfaction surveys

☐ All of the above

Please note: if the person you're adding to your existing account is new to Santander (doesn't hold any products with us), we'll make additional checks when the holder is added. In some circumstances, a block may be placed on the account during this time which may restrict access to the account for all parties, as well as stopping payments going in and out. This is to ensure that our legal and regulatory requirements are met.

2b Authorising financial transactions and operating the account (if applicable)

All new authorised persons or signatories will be added using the existing signing rule to authorise financial transactions and operate the account. If a new instruction is required, please indicate below. This will replace the existing signing rule.

Do you want to change how many authorised persons or signatories are needed to approve financial transactions and operate the account? Yes ☐ No ☐

If no, move to **section 3a**

If yes, please tick the box below to tell us how many signatures will be required to approve financial transactions and operate the account

Any 1 signature ☐

(Allows for full financial transactions through Online Banking)

Any 2 signatures ☐

(Online Banking financial transactions will be restricted to view only)

All signatures ☐

(Online Banking financial transactions will be restricted to view only)

3a Declaration of new authorised persons or signatories

Please don't sign this form until you've read the Data Protection Statement, Terms and Conditions and the product Key Facts Document and decided whether you need independent advice from a solicitor or accountant.

- a) The information contained in this application is true and correct.
- b) I/We will advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information in this form to become incorrect.
- c) I/We have read the Data Protection Statement contained within the Terms and Conditions of the business account(s). Terms and conditions can be found on our website **santander.co.uk/business**. You can also get a copy at any one of our branches, or by calling **0330 123 9860**.
- d) I/We have read, understood and agree to be bound by the Terms and Conditions of the business account(s).
- e) I/We have seen a copy of the FSCS Information Sheet and Exclusions List. This can be found in our product Key Facts Document which can be found as above.
- f) I/We acknowledge all company directors or members are required to sign and return a personal guarantee for any lending products associated with the business such as a credit card or overdraft before Santander can complete the changes.

Name in full

Signature of first new authorised person or signatory

ID document enclosed – proof of identity

ID document enclosed – proof of address

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name in full

Signature of second new authorised person or signatory

ID document enclosed – proof of identity

ID document enclosed – proof of address

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

IMPORTANT: New authorised persons or signatories need to send us their ID. For the authorised persons or signatories named above, we need 2 forms of ID. We need 1 ID document for proof of identity and 1 ID document for proof of address.

For example, proof of identity could be valid passport or driving licence and proof of address could be latest bank statement or utility bill less than 3 months old. For full details please visit **santander.co.uk** and search 'ID' or call **0330 123 9860**.

We need black and white photocopies of ID and not originals. If you don't give us the right documents, there might be a delay in processing your request.

3b Declaration of existing authorised persons or signatories

This declaration must be signed in accordance with the existing signing rule (i.e. any 1 signature, any 2 signatures or all signatures). **If you're in a partnership, all authorised persons need to complete this declaration.**

I, the existing authorised person whose signature appears below, agree to all changes outlined in this change of mandate form and authorise Santander UK plc to operate the account in accordance with the operating instructions.

- a) The information contained in this application is true and correct.
- b) I/We will advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information in this form to become incorrect.
- c) I/We acknowledge all company directors or members are required to sign and return a personal guarantee for any lending products associated with the business such as a credit card or overdraft.

Name in full

Signature of first authorised person or signatory

ID document enclosed – proof of identity

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name in full

Signature of second authorised person or signatory

ID document enclosed – proof of identity

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

IMPORTANT: Existing authorised persons or signatories need to send us their ID. For the authorised persons or signatories named above, we need 1 form of ID e.g. valid passport or driving licence. For full details please visit **santander.co.uk** and search 'ID' or call **0330 123 9860**.

We need black and white photocopies of ID and not originals. If you don't give us the right documents, there might be a delay in processing your request.

4 Authorised persons or signatories to be removed (if applicable)

First authorised person or signatory to be removed

Name in full

Position

If you're a limited company or limited liability partnership, will the person remain on the business structure at Companies House?

Yes ☐ No ☐

Second authorised person or signatory to be removed

Name in full

Position

If you're a limited company or limited liability partnership, will the person remain on the business structure at Companies House?

Yes ☐ No ☐

5 Checklist - Action required before sending the form

Before sending this form, fill in the checklist below. We won't be able to make the changes you've asked for if the form isn't completed, signed by the correct authorised persons, and sent to us with the ID we need.

Existing business details

Have you completed all fields in **section 1** with your business details and account numbers?

Yes ☐

Adding new authorised persons or signatories

Have you completed **section 2a** and signed **section 3a**?

Yes ☐

Signatory ID

Have all signatories that have signed **section 3a** provided copies of their IDs (e.g. valid passport or driving licence and proof of residential address)?

Yes ☐

Please provide clear black and white photocopies, not originals.

Existing authorised persons or signatories

Have they signed **section 3b** following the signing rules (e.g. 1, 2 or all signatures)?

Yes ☐

Signatory ID

Have all signatories that have signed **section 3b** provided a copy of their ID (e.g. valid passport or driving licence)?

Yes ☐

Please provide clear black and white photocopies, not originals.

Removing authorised persons or signatories

Have you entered their details in **section 4**?

Yes ☐

Limited companies and limited liability partnerships

If adding or removing a director, secretary or shareholder, have you updated Companies House?

Yes ☐

We can't change your details if Companies House isn't updated first.

Business details

If any of your business details have changed, have you completed the '**change of business details**' form?

Yes ☐

This form can be found at santander.co.uk/business and search 'change of details'.

List of acceptable ID

To find out what ID you need to send us with your completed form, please visit santander.co.uk and search 'ID' or call **0330 123 9860**.

If we don't receive the relevant ID, we won't be able to make the changes to your account.

Next steps

Once we've received your completed form and supporting documentation, we'll aim to complete all requested changes within 5 working days.

If you have any questions, please call us on **0330 123 9860**.