

Please keep for future reference

Power of Attorney registration team, Sunderland SR43 4FL

Deputy and Power of Attorney (POA) - local authority application form

Please fill in all sections of this form using block capitals and black ink. Tick any boxes that apply.

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Filling in this form

For help filling in this form, please call 0800 414 8414.

Before you get started, here's what you need to know:

- The account holder will lose access to their own account(s) if a Court of Protection, Guardianship or Controllership Order is registered.
- We can only register a maximum of 10 authorised individuals.
- Authorised individuals who act jointly can't be given cards or online access to transact.
- We can't accept POA documents registered outside of the UK.
- Don't use this form if you're a trust corporation, professional attorney or deputy (such as a solicitor), or a company named as attorney or deputy. Don't use this form if you want to close the account(s) and take out the money. Please call us on **0800 414 8414** to ask for the correct forms.

Section 1: Legal document type

Court of Protection Order Power of Attorney Other (give details)

Section 2: Tell us about the account holder

Title <input type="text"/>	National Insurance number <input type="text"/>
First name <input type="text"/>	Date of birth <input type="text"/>
Middle name <input type="text"/>	Address - This should match the address we already hold <input type="text"/>
Surname <input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>

Section 3: Account holder's account numbers

Tick to register on all personal accounts and holdings including any Sole Trader accounts.

If you have any questions about how specific accounts work, please call our POA helpline, and we'll put you in touch with the right team. If you only want to register POA on certain accounts and holdings, please provide the account numbers, credit card numbers or reference IDs below. If you need registration on more than ten accounts but don't want access to ALL of the account holder's accounts, please call the POA helpline after registration to add any extra accounts.

If you need registration on more than ten accounts but don't want access to ALL of the account holder's accounts, please call the POA helpline after registration to add any extra accounts.

Account number 1 <input type="text"/>	Account number 6 <input type="text"/>
Account number 2 <input type="text"/>	Account number 7 <input type="text"/>
Account number 3 <input type="text"/>	Account number 8 <input type="text"/>
Account number 4 <input type="text"/>	Account number 9 <input type="text"/>
Account number 5 <input type="text"/>	Account number 10 <input type="text"/>

Section 3: Account holder's account numbers (continued)

Would you (as authorised individual) like to be registered for Online Banking? This is subject to the account type. Yes No

Would you like a card for any of these accounts? Yes No

Cards and online access can't be given if:

- There's more than 1 authorised individual on the legal document, and they're appointed to act on a joint basis.
- The account holder has a joint account with another customer who the authorised individual must transact with.
- The product doesn't allow card access (e.g. mortgage).
- The product is a credit card.

Section 4: Local authority details

Local authority name

Contact name

Contact email address

Contact telephone number

Date of formation

D	D	M	M	Y	Y	Y	Y
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Local authority address – please note, we'll send all post to this address

Postcode

You'll also need to provide the following on local authority headed paper

- Full names and job titles of all executive board members

Please tick to confirm

All pre-employment checks have been done for the person acting as attorney or deputy.

The person completing this form is authorised by the local authority to support the account holder.

Section 5: Tell us about you

If more than 2 authorised individuals are to be registered, please copy this sheet to provide details for all of them.

Authorised individual 1

Title

First name

Middle name

Surname

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

Date of birth

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

Gender Male Female

Business contact email address

Business contact telephone number

Business address

Postcode

Occupation

Nationality

Second nationality (if you have dual nationality)

Do you live in the UK? Yes No

If no, tell us where you live

Country of birth

Please confirm that pre-employment checks have been completed Yes No

Authorised individual 2

Title

First name

Middle name

Surname

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

Date of birth

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

Section 5: Tell us about you (continued)

Gender Male Female

Business contact email address

Business contact telephone number

Business address

Postcode

Occupation

Nationality

Second nationality (if you have dual nationality)

Do you live in the UK?

Yes

No

If no, tell us where you live

Country of birth

Please confirm that pre-employment checks have been completed

Yes

No

You don't need to provide ID if more than 1 individual is authorised to act on the local authority's behalf, as long as the relevant pre-employment checks have been completed. However, where only 1 individual is authorised to act on behalf of the local authority, ID from list 1 must be provided, as long as all pre-employment checks have been completed. Please note, if pre-employment checks haven't been completed, then 2 forms of ID are required – 1 each from list 1 and list 2. Please refer to our customer identification document form (MISC1869) to find out what ID we can accept.

Section 6: Declaration

You should read and consider the declaration before proceeding. Please contact us if they have any questions or require further information.

Anyone who wishes to transact on this account needs to be identified as an authorised signatory by signing this section of the application form. If you aren't identified as an authorised signatory then we won't accept your signature as authorisation to carry out a transaction. For example, on a letter, cheque or a faxed request. The following authorised signatories wish to operate the account holder's account (the 'Account') with Santander UK plc ('Santander').

By signing this application form I/we confirm that

- My/Our personal information contained in section 4 and/or 5 of this application is true and correct
- I'll/We'll tell Santander within 30 days of any change in circumstances that affects my/our tax residency status, or causes the information in this form to become incorrect
- I've/We've been appointed by the account holder to act as an attorney, or by the Court of Protection, sheriff or Office of Care and Protection, to act as deputy, guardian or controller. Or authorised on behalf of the local authority acting as attorney or deputy, whose details are given in section 4 above
- I/We accept that my/our personal data will be processed in accordance with the Data Protection Statement in section 10
- I/We accept that it is the attorney's responsibility to comply with any restrictions outlined within the legal document.
- In my/our capacity as attorney I'll/we'll observe the terms and conditions of the account
- I've/We've received the FCSC Information Sheet and Exclusions List
- I'm/We're registering this Power of Attorney in complete knowledge of the customer named

- I/We accept that it's the attorney's responsibility to keep us informed of any changes in circumstances relating to the POA arrangement in place
- I/We accept that Santander will write to the account holder to advise that I've/we've been registered against their bank account(s) (including where I've/we've told Santander that the account holder is not mentally capable of managing their own financial affairs)
- I/We accept that if a joint POA is registered, and 1 of the joint attorneys dies, screening undertaken by the bank, the attorney disclaiming their appointment, or divorce between the donor and any remaining attorneys will also be removed, as the POA agreement becomes invalid.
- I'm/We're over the age of 18
- I'm/We're not currently an undischarged bankrupt nor subject to a Debt Relief Order. Should this situation change at any point in the future, I/we understand that I/we must inform Santander and that I/we won't be able to act as attorney.

Authorised individual 1 signature

Date

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

Authorised individual 2 signature

Date

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

Section 7: Checklist

To prevent any delays in processing, please make sure the following checklist is complete before returning this form

Court of Protection Order – 2 pages minimum with official Court of Protection Stamp

Fully completed registration form

Forms of ID aren't needed, unless only 1 person is authorised to act on the account. In which case, 1 form of ID from list 1 is needed.

What to do next

Once you have all of the above, please send them to: **Power of Attorney registration team, Sunderland, SR43 4FL**

Section 8: Identification requirements

- You don't need to provide ID if more than 1 individual is authorised to act on the local authority's behalf, as long as the relevant pre-employment checks have been completed.
- If only 1 individual is authorised to act on behalf of the local authority, ID from list 1 must be provided, as long as all pre-employment checks have been completed. If pre-employment checks haven't been completed, then 2 forms of ID are required – 1 each from list 1 and list 2.

Section 9: Data Protection Statement

Your personal data is data which by itself or with other data available to you can be used to identify you. We are Santander UK plc, the data controller. This data protection statement sets out how we'll use your personal data. You can contact our Data Protection Officer (DPO) at Data Protection Officer, Santander, Sunderland, SR43 4GP.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

Please read and consider the data protection statement before proceeding. If you have any questions or need further information, please contact us.

Please tick to confirm that you accept the data protection statement.

Authorised individual 1 Authorised individual 2

Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. Santander UK Plc is the data controller. This data protection statement sets out how you'll use my personal data. I can contact your Data Protection Officer (DPO) at Data Protection Officer, Santander, Sunderland, SR43 4GP if I have any questions.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

The types of personal data you collect and use

Whether or not I become a customer, you'll use my personal data for the reasons set out below and to manage the account, policy or service on which I am registered as an Attorney. You'll collect most of this **directly** during the application journey. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use may include:

- Full name and personal details including contact information (e.g. home address and address history, email address, home and mobile telephone numbers) and financial expected activity;
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Records of products and services I've obtained or applied for, how I use them and the relevant technology used to access or manage them (e.g. mobile phone location data, IP address, MAC address);
- Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Personal data about other named applicants. I must have their authority to provide their personal data to you and share this data protection statement with them beforehand together with details of what I've agreed on their behalf;
- Information relating to my financial circumstances, including whether I am bankrupt, subject to a debt relief order, subject to a bankruptcy restriction order, or an interim debt relief restrictions order.

Providing my personal data

You'll tell me if providing some personal data is optional, including if you ask for my consent to process it. In all other cases I must provide my personal data so you can process my application (unless I'm a customer and you already hold my details).

Monitoring of communications

Subject to applicable laws, you'll monitor and record my calls, emails, text messages, social media messages and other communications in relation to my dealings with you. You'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of your communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when you need to see a record of what's been said. You may also monitor activities on the account where I/we are registered where necessary for these reasons and this is justified by your legitimate interests or your legal obligations.

Using my personal data: the legal basis and purposes

You'll process my personal data:

1. As necessary **to perform your contract with me** for the relevant account, policy or service on which I am registered as an Attorney:
 - a) To take steps at my request prior to entering into it;
 - b) To decide whether to enter into it;
 - c) To manage and perform that contract;
 - d) To update your records; and
 - e) To trace my whereabouts to contact me about the account(s) I am registered on and recovering debt.
2. As necessary **for your own legitimate interests** or those of other persons and organisations, e.g.:
 - a) For good governance, accounting, and managing and auditing your business operations;
 - b) To monitor emails, calls, other communications, and activities on the account where I/we are registered on;
 - c) To conduct regular searches of the Insolvency Register to ascertain whether I am bankrupt, subject to a debt relief order, subject to a bankruptcy restriction order, or an interim debt relief restrictions order;
 - d) For market research, analysis and developing statistics; and
 - e) You will not send marketing communications to me as a result of me acting as a third party on behalf of the account holder. Subject to my marketing preferences, I may continue to receive marketing communications in relation to any existing products or services that I have with you.
3. As necessary **to comply with a legal obligation**, e.g.:
 - a) When I exercise my rights under data protection law and make requests;
 - b) For compliance with legal and regulatory requirements and related disclosures;
 - c) For establishment and defence of legal rights;
 - d) For activities relating to the prevention, detection and investigation of crime;
 - e) To verify my identity, make credit, fraud prevention and anti-money laundering checks; and
 - f) To monitor emails, calls, other communications, and activities on the account(s) I am registered on.
4. Based on **my consent**, e.g.:
 - a) When I request you to disclose my personal data to other

Section 9: Data Protection Statement (continued)

people or organisations such as a company handling a claim on my behalf, or otherwise agree to disclosures;

- b) When you process any special categories of personal data about me at my request (e.g. my racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning my health, sex life or sexual orientation); and
- c) To send me marketing communications where you've asked for my consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

Sharing of my personal data

Subject to applicable data protection law you may share my personal data with:

- The Santander group of companies* and associated companies in which you have shareholdings;
- Sub-contractors and other persons who help you provide your products and services;
- Companies and other persons providing services to you;
- Your legal and other professional advisers, including your auditors;
- Fraud Prevention agencies, when you register me as an Attorney and periodically during account service management whilst I am registered on the account;
- Government bodies and agencies in the UK and overseas (e.g. the Office of Public Guardian, Office of Care and Protection, Court of Protection and HMRC who may in turn share it with relevant overseas tax authorities and with regulators (e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect my vital interests;
- To protect the security or integrity of your business operations;
- To other parties connected the account where I/we are registered on e.g. guarantors/Donor/Granter and other people named on the application including joint account holder who will see my/our transactions.
- When you restructure or sell your business or its assets or have a merger or re-organisation;
- Market research organisations who help to improve your products or services;
- Payment systems (e.g. Visa or Mastercard) if you issue cards linked to the accounts I/we are registered on as an attorney, who may transfer my personal data to others as necessary to operate my account and for regulatory purposes, to process transactions, resolve disputes and for statistical purposes, including sending my personal data overseas; and
- Anyone else where you have my consent or as required by law.

International transfers

My personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

Identity verification and fraud prevention checks

The personal data you've collected from me when you register me as an Attorney on this account or policy or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify my identity. If fraud is detected, I could be refused certain services, finance or employment in future. You may also search and use your internal records for these purposes. Further details on how my personal data will be used by you and these fraud prevention agencies, and my data protection rights, can be found in the 'Using My Personal Data' booklet.

Automated decision making and processing

Automated decision making involves processing my personal data without human intervention to evaluate my personal situation such as my economic position, personal preferences, interests or behaviour, for instance in relation to transactions on the account where I/we are registered on, my payments to other providers, and triggers and events such as account opening anniversaries and maturity dates. You may do this to decide what marketing communications and marketing in-branch is suitable for me, to analyse statistics and assess lending and insurance risks. All this activity is on the basis of your legitimate interests, to protect your business, and to develop and improve your products and services, except as follows; when you do automated decision making including profiling activity to assess lending and insurance risks, this will be performed on the basis of it being necessary to perform the contract with me or to take steps to enter into that contract. Further details can be found in the 'Using My Personal Data' booklet.

Criteria used to determine retention periods (whether or not I am registered as an Attorney)

The following criteria are used to determine data retention periods for my personal data:

- **Retention in case of queries.** You'll retain my personal data as long as necessary to deal with my queries (e.g. if my application is unsuccessful);
- **Retention in case of claims.** You'll retain my personal data for as long as I might legally bring claims against you; and
- **Retention in accordance with legal and regulatory requirements.** You'll retain my personal data after the account I am registered on, policy or service has been closed or has otherwise come to an end based on your legal and regulatory requirements.

My rights under applicable data protection law

My rights are as follows (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- The **right to be informed** about your processing of my personal data;
- The right to have my personal data **corrected if it's inaccurate** and to have **incomplete personal data completed**;
- The right **to object** to processing of my personal data;
- The right **to restrict processing** of my personal data;
- The right **to have my personal data erased** (the 'right to be forgotten');
- The right **to request access** to my personal data and information about how you process it;
- The right **to move, copy or transfer my personal data** ('data portability'); and
- Rights in relation to **automated decision making** including profiling.

Section 9: Data Protection Statement (continued)

I have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk.

For more details on all the above I can contact your DPO or request the 'Using My Personal Data' booklet by asking for a copy in branch or online at santander.co.uk.

Data anonymisation and aggregation

My personal data may be converted into statistical or aggregated data which can't be used to identify me, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

***Group companies**

For more information on the Santander group companies, please see the 'Using My Personal Data' booklet.