



# Treasurer's account change of details and mandate

For clubs, societies, charities and other not-for-profit organisations

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## Filling in this form

Please fill in the form using block capitals and black ink.

Use this form to:

- Change your organisation's details
- Change account operating rules
- Add or remove authorised persons or signatories
- Add or remove board or committee members or trustees

### Authorised Persons or Signatories

- To add authorised persons or signatories complete **section 5**.
- New authorised persons or signatories need to provide 2 forms of identification (ID).

### Board or committee members or trustees

- To add board or committee members or trustees that are part of your organisation but aren't authorised persons or signatories on the account complete **section 6**.
- Board or committee members or trustees that aren't signatories on the account don't need to provide ID.

If you're a **registered charity**, you'll need to update the **Charities Commission** before filling in this form.

### ID and checklist

- Complete the checklist to make sure the form is fully filled in.
- Include all documents listed before sending the form. For example, meeting minutes and ID.
- We need 1 ID document for proof of identity e.g. passport or driving licence **and** 1 ID document for proof of address e.g. bank statement or utility bill less than 3 months old.
- For full details visit [santander.co.uk](https://santander.co.uk) and search 'ID'.

### Post the form to:

**Santander Business Banking Operations, Sunderland, SR43 4FW.**  
We can't process your request if information is missing.

### Guidance for board or committee meeting minutes

Please make sure you include a copy of the board or committee meeting minutes for any change you are requesting.

### Why are we asking for this?

- A copy of the board or committee meeting minutes showing that the board or committee **has agreed to the changes requested**.
- Check the board or committee meeting minutes are **signed by any 2 committee members**. These people **don't have to be signatories** on the bank account.
- Check that the board or committee meeting minutes **contain details of all changes you're requesting**. This might include changes to your organisation's name, address, telephone number or email address, new board or committee members or trustees, or new board or committee members or trustees to be added as **new signatories on the bank account**.
- Check that the **changes you've requested in the form** match the **changes recorded within the board or committee meeting minutes**.
- If you're adding new board, committee members or trustees to your organisation or bank account then **you'll need to provide their personal details with your request**. We'll need **ID for each authorised person or signatory being added**.

## 1 Existing organisation details

Organisation name

Email address

**Please list all the accounts that you'd like us to update. You can find the details of your accounts in Online Banking. You'll need to make sure you include your Bounce Back Loan account details if you're making changes to it.**

Sort code


Account number


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

☐

## 2 Change of organisation details

**Do you want to change your organisation details?** If yes, please fill in below. If no, move to **section 3**

Yes ☐ No ☐

**(1) Change your organisation name?**

Yes ☐ No ☐

New club, society or charity name


**(2) Change your registered or operating address?**

Yes ☐ No ☐

We'll need a proof of operating address such as a local authority bill for business rates for the current year or a utility bill addressed to the organisation at the operating address.

New registered or operating address

Postcode

**(3) Change your correspondence address?**

Yes ☐ No ☐

This is where we send all paper correspondence such as statements and important information. This must match either the organisation address or the home address of an associated person or signatory we have on record.

New correspondence address

Postcode

**(4) Change your telephone number?**

Yes ☐ No ☐

New telephone number(s).

This will replace the existing contact details.

1 

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2 

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**(5) Change your email address?**

Yes ☐ No ☐

New email address.

This will replace the existing email address.

### 3 Authorising financial transactions and operating the account

Do you want to change how many authorised persons or signatories are needed to approve financial transactions and operate the account? If yes, please fill in below. If no, move to **section 4**.

Yes ☐ No ☐

This option is only available if your account was opened before **28 November 2014**.

All new authorised persons or signatories will be added within existing signing rules. If a new instruction is required please tick below. This will replace any existing signing rule(s):

**Any 1 signature** ☐

(Allows for full transactions via  
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)

### 4 Authorised persons, signatories, board or committee members, or trustees to be removed

**Do you want to remove authorised persons, signatories, board or committee members or trustees from your account?** If yes, please fill in below. If no, move to **section 5**.

Yes ☐ No ☐

First person to be removed

Position of first person

Second person to be removed

Position of second person

Third person to be removed

Position of third person

If there's a dispute, we'll need a letter signed by all other signatories showing that they consent to the removal of any signatories named in **section 4**.

If yes, please fill in below. If no, move to **section 6**.

Yes ☐ No ☐

Title \_\_\_\_\_

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other

First name

Middle name

Surname

Other

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

Date of birth

If you have an existing account with Santander please provide your sort code and account number:

[illegible]

Country of birth

Nationality

Second nationality (if dual nationality)

Country of residence

Country of fiscal residence (i.e. the country you're currently resident and employed)

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

Do you make tax contributions 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

**5a Add new authorised person or signatory (if applicable) (continued)**

**This page needs to be completed by any new authorised person(s) who needs to have access to the account. If you want to add more than 1 new authorised person or signatory, please print or copy this page as many times as you need.**

**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 account(s), tick 'No access')

Full operator ☐ View only ☐ No access ☐

**If you've selected full operator, would you like a debit card?**

Yes ☐ No ☐

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.

**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** – for cash deposits at the Post Office (if supported) ☐

**Do you share a post box?**

(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 this 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 are 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.

**5b Declaration of new authorised person or signatory**

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 will advise Santander UK plc within 30 days of any change in circumstances which affects my tax residency status or causes the information in this form to become incorrect.  
 c) I 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 have read, understood and agree to be bound by the Terms and Conditions of the business account(s).  
 e) I 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.

Name in full

Position

Signature

Date signed

D	D	M	M	Y	Y	Y	Y
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If yes, please fill in below. If no, move to **section 7**.

Yes ☐ No ☐

If you want to add more than 1 new board or committee member or trustee, please print or copy this page as many times as you need.

Mr  Mrs  Ms  Miss

Other	
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Date of birth

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D	D	M	M	Y	Y	Y	Y
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Terms and Conditions can be found on our website **[santander.co.uk/business](https://www.santander.co.uk/business)**. You can also get a copy at any one of our branches, or by calling **0330 123 9860**.

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D	D	M	M	Y	Y	Y	Y
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7 Declaration of existing board or committee or trustee

To support all changes requested in this form you must provide a copy of the board or committee minutes confirming the changes, signed by 2 board or committee members or trustees.

These minutes should confirm all authorised persons or signatories, and all current board or committee members or trustees. A 'Personal details' page must be completed for anyone we don't hold the required information for.

This declaration must be signed by 2 board or committee members or trustees.

- a) The information contained in this application is true and correct.
- b) We will advise Santander UK plc within 30 days of any change in circumstances which affects our tax residency status or causes the information in this form to become incorrect.
- c) We, as existing board or committee members or trustees, agree to the changes made to the above accounts and all changes outlined in this change of details form and authorise Santander UK plc to operate the account in accordance with the operating instructions.

Name in full

Position

Signature

Date signed

D

D

M

M

Y

Y

Y

Y

Name in full

Position

Signature

Date signed

D

D

M

M

Y

Y

Y

Y

## 8 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 and meeting minutes we need.

### Existing business details

Have you completed **section 1** with your club, charity, or society details?  
Include **all** account numbers you want to change.

Yes ☐

### Update change of details (if needed)

Have you provided the new details that you wish to change in **section 2**?

Yes ☐

Have you included proof of trading address such as a local authority bill for business rates for the current year or a utility bill addressed to the business at the trading address (less than 3 months old)?

Yes ☐

For full details visit [santander.co.uk/business](https://santander.co.uk/business) and search 'useful documents'.

### New rules for authorising financial transactions and operating the account (if needed)

Have you completed **section 3** if you want to change the rules for authorising financial transactions and operating the account if you opened your account before 28 November 2014?

Yes ☐

### Removing authorised persons, signatories, board or committee members or trustees (if needed)

Have you provided the details of authorised persons, signatories, board or committee members or trustees in **section 4** to confirm the removal?

Yes ☐

### Add new authorised persons or signatories (if needed)

Have you filled in **section 5a** with details for new authorised persons or signatories?

Yes ☐

### Card requests

Have you chosen the correct card for each new signatory in **section 5a**?

Yes ☐

### Signatory ID

Have all new authorised persons or signatories signed **section 5b** and provided copies of their ID? (e.g. a valid passport or driving licence **and** proof of address)

Yes ☐

**Please provide clear black and white photocopies, not originals.**

### Add new board or committee members or trustees (if needed)

Have you filled in **section 6** with details for new board or committee members or trustees?

Yes ☐

Have all new board or committee members or trustees **signed section 6**?

Yes ☐

### Declaration of authority

Have 2 board or committee members or trustees **signed section 7**?

Yes ☐

Have you included **signed meeting minutes confirming the changes**?

Yes ☐

**The meeting minutes must be signed by 2 board or committee members or trustees and confirm the details of all changes you're requesting in this form.**

### Important :

To support the changes you've asked for in this form, **you must provide a copy of the board or committee minutes confirming the changes you've requested.** The minutes **must be signed by 2 board or committee members or trustees.**

They should confirm **all current board, committee members or trustees, and all authorised persons or signatories.** You'll need to complete a personal details sheet for anyone who we don't currently have details for.

### List of acceptable ID

To find out what ID you need to send us with your completed form, please visit [santander.co.uk](https://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**.