



Power of Attorney registration team  
PO BOX 1109  
Bradford  
BD1 5ZJ

# Power of Attorney Registration Form

Please fill in ALL sections of the form using BLOCK CAPITALS and black ink. Tick any boxes which apply.

We can provide literature in alternative formats. The formats available are: large print, Braille and audio CD. If you would like to register to receive correspondence in an alternative format please visit [santander.co.uk/alternativeformats](http://santander.co.uk/alternativeformats) for more information, ask us in branch or give us a call on 0800 414 8414.

## Completing this form

For help completing this form, please call our Power of Attorney helpline on 0800 414 8414.

You can also complete this registration request using our online PoA registration form: [santander.co.uk/personal/support/supported-banking/power-of-attorney](http://santander.co.uk/personal/support/supported-banking/power-of-attorney)

To help you feel confident that you understand the steps involved in getting accounts registered, we've got a guide to help. You can find it at [Santander.co.uk/personal/support](http://Santander.co.uk/personal/support)

Please note:

- 1. We can only register a maximum of 2 attorneys unless the PoA document confirms that more than 2 must act jointly/together.
- 2. It is the responsibility of the attorney(s) to operate the account(s) in accordance with the account holder's instructions/restrictions. We cannot enforce any instructions/restrictions outlined within the PoA document.
- 3. Attorneys who act 'jointly' cannot be given card or online access to transact.
- 4. The account holder will lose access to their own account(s) if a Court of Protection order is registered or we are made aware that the account holder has lost capacity and is unable to manage their financial affairs and operate their account(s).
- 5. We are unable to accept foreign registered PoA documents.

☐ If an account holder or attorney has any holdings with Santander, please confirm that all information is correct as this may lead to delays in completing the request. This includes ensuring your address for your own Santander accounts is up to date and is the same as your address listed in this registration form.

## Section 1: Type of document

<input type="checkbox"/> Court of Protection Order	<input type="checkbox"/> Enduring PoA registered and stamped Office of Public Guardian	<input type="checkbox"/> General PoA
<input type="checkbox"/> Lasting/Continuing PoA	<input type="checkbox"/> Unregistered Enduring PoA*	<input type="checkbox"/> Guardianship
<input type="checkbox"/> Other (provide details)	<input type="text"/>	

\*We can only accept an Unregistered Enduring Power of Attorney (EPA) that was made and signed before 1 October 2007 and where the account holder still has capacity. After 1 October 2007, the account holder must make a Lasting Power of Attorney instead. Where the account holder has lost capacity, the EPA will need to have been registered and stamped by the Office of the Public Guardian before we can register it.

## Section 2: Customer account numbers

☐ register on ALL accounts OR holdings

OR Please provide **all** account numbers where the attorneys are to be registered.

Account number 1

Account number 2

Account number 3

Account number 4

Account number 5

Account number 6

Account number 7

Account number 8

Account number 9

Account number 10

### Expected Activity

For current accounts and savings accounts that you will be helping with, please provide the information below if known;

Expected monthly income (E.g. salary payment, pension income)

☐ Place a tick in the box if not known

Expected monthly outgoings (E.g. amount of day to day bills)

☐ Place a tick in the box if not known

Expected Value of any large cash deposits if applicable

☐ Place a tick in the box if not known

For Business Banking customer's only, please provide the annual turnover below if known;

☐ Place a tick in the box if not known

Would you (as attorney) like to be registered for Online Banking?

☐ \*Yes ☐ No

Would you like a card for any of these accounts?

☐ \*Yes ☐ No

\*Subject to the account type. The above services are not available where:

- there's more than one attorney detailed on the Power of Attorney document appointed to act on a joint basis, or
- the account holder holds a joint account with another customer who the attorneys must transact with.

### Section 3: Attorney details

#### Attorney 1

Title (Mr, Mrs, Ms, Miss, other)

First name

Middle name(s)

Surname

Other names you're known by or commonly use (not nicknames)

Date of birth

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

Address

Postcode	

How long have you lived at this address?

Y	Y	M	M
---	---	---	---

Telephone number

Email address

Nationality

Second nationality (if you have dual nationality)

Is your country of residence the UK?

☐ Yes☐ No

If no, please state country of residence

Country of birth

Country of Tax residence (i.e. the country in which you are currently resident and employed)

Employment status

Are you:

Employed

☐

Not employed – homemaker

☐

Unemployed

☐

Not employed – student

☐

Self-employed

☐

Retired

☐

Occupation (if employed or self-employed)

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

Yes

☐

No

☐

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN (Tax Identification Number)

Country

TIN (Tax identification number) if non-UK tax resident

#### Attorney 2

Title (Mr, Mrs, Ms, Miss, other)

First name

Middle name(s)

Surname

Other names you're known by or commonly use (not nicknames)

Date of birth

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

Address

Postcode	

How long have you lived at this address?

Y	Y	M	M
---	---	---	---

Telephone number

Email address

Nationality

Second nationality (if you have dual nationality)

Is your country of residence the UK?

☐ Yes☐ No

If no, please state country of residence

Country of birth

Country of Tax residence (i.e. the country in which you are currently resident and employed)

Employment status

Are you:

Employed

☐

Not employed – homemaker

☐

Unemployed

☐

Not employed – student

☐

Self-employed

☐

Retired

☐

Occupation (if employed or self-employed)

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

Yes

☐

No

☐

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN (Tax Identification Number)

Country

TIN (Tax identification number) if non-UK tax resident

## Section 4: Attorney data protection statement

### 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 201 Grafton Gate East, Milton Keynes, MK9 1AN if you have any questions.

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

☐ Please tick to confirm you have read and agree to the full Data Protection Statement in section 8.

☐ Attorney 1 ☐ Attorney 2

## Section 5: Attorney declaration

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 are not identified as an Authorised Signatory then we will not accept your signature as authorisation to carry out a transaction, e.g. on a letter, on a cheque, on a faxed request, etc. 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 the Attorney details section of this application is true and correct.
- I/We undertake to advise Santander within 30 days of any change in circumstances which affects my tax residency status or causes the information contained herein to become incorrect.
- I/We, the person(s) whose signature(s) appears on this form, declare that I/we have been appointed by the account holder to act as attorney(s) as evidenced by the document provided and that the document remains valid.
- I/We agree to the data protection statement in section 4, and consent to my/our data being used in this way.
- I/We understand it is the attorney's responsibility to comply with any restrictions outlined in the POA document.
- In my/our capacity as attorney, I/we will observe the Terms and Conditions of the Account.
- I/We have received the FSCS Information Sheet and Exclusions List.
- I/We are registering this PoA in the complete knowledge of the customer named.
- I/We understand it is the attorney's responsibility to keep us informed of any changes in circumstances relating to the Power of Attorney arrangement in place.
- I/We confirm that I/We are 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 will no longer be able to act as an attorney.

- I/We understand that Santander will write to the account holder to advise that I/we have been registered against their bank account(s) (including where I/we have informed Santander that the account holder is not mentally capable of managing their own financial affairs).
- I/We understand if a joint Power of Attorney is registered, in the eventuality of one of the joint attorneys being removed for any reason (including but not limited to an attorney passing away, screening undertaken by the bank, the attorney disclaiming their appointment, or divorce between attorney and donor), then any remaining attorneys will also be removed as the Power of Attorney agreement becomes invalid.

☐ I confirm that I am not currently an undischarged bankrupt nor subject to a Debt Relief Order. Should this situation change at any point in the future, I understand that I must inform Santander and that I will no longer be able to act as an attorney.

Attorney 1 Signature

Date

D	D	M	M	Y	Y	Y	Y
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☐ I confirm that I am not currently an undischarged bankrupt nor subject to a Debt Relief Order. Should this situation change at any point in the future, I understand that I must inform Santander and that I will no longer be able to act as an attorney.

Attorney 2 Signature

Date

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

## Section 6: Checklist

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

All sections of this form are completed in full

☐

Two relevant forms of ID has been provided for all attorneys/deputies and the account holder.

☐

The form has been signed by all the attorneys/deputies to be registered on the account(s)

☐

The relevant legal documentation to support the attorney arrangement (see section 1) has been included and all pages are present:

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

☐

**Enduring POA** – 4 pages minimum (part A, part B, part B continued, part C, part C continued). Signed by customer and all attorneys with all signatures witnessed

☐

**Enduring POA registered with the Office of the Public Guardian/Court of Protection** – 4 pages minimum (as above) with an official court of protection stamp. Signed by all attorneys with all signatures witnessed

☐

**Lasting POA** – Property and Financial Affairs – 11 pages minimum with an Office of the Public Guardian (OPG) stamp. Signed by customer and all attorneys with all signatures witnessed

☐

**General POA** – 1 page minimum. With all signatures witnessed

☐

**Other (please specify):**

### What to do next

Once you have all of the above, please send to Power of Attorney registration team, PO BOX 1109, Bradford, BD1 5ZJ.

Alternatively, you can make an appointment at your local branch, where a member of staff will be able to help and will send your request to be processed.

## Section 7: Identification requirements

### Identification requirements for Powers of Attorney/Granters Powers of Attorney (POA)

#### Attorneys

If you need to either open a new account or request to be added to an existing Santander account as an attorney, you will need to provide us with a copy of the Power of Attorney document, and you must provide two forms of ID, one from list 1 and another from list 2.

##### List 1

- **Unexpired** Passport (if non UK/non EEA, must be accompanied by a valid visa).
- **Unexpired** UK/EEA (or Switzerland) photocard driving licence
- EEA or Switzerland national identity card.
- Northern Ireland voters card.

##### List 2

- **Unexpired** UK/EEA (or Switzerland) photocard driving licence.
- **Unexpired** UK old style driving licence (not provisional).
- Council tax bill/demand letter (Must be the most recently issued and less than twelve months old).
- Bank/Credit card statement (not internet printed - Must be the most recently issued and less than three months old).
- Most recent water/energy bill (less than three months old, or less than twelve months for water bills).
- Instrument of a court appointment e.g. Probate or Court registered Power of Attorney.

**The above list is not exhaustive. For help and full information on acceptable types of identification, please call our Power of Attorney helpline on 0800 414 8414, visit the Customer Support section of our website or talk to us in branch.**

#### Providing identification

- If you are providing documentation in branch you must provide **original** identification
- If you are providing documents via post, **please do not send originals**; please provide unaltered black and white photocopies of identification. This must include photocopies of pages that contain the following – photographs, reference details, transactions and current UK entry/residence visas. Please also note that **certified** copies are not required. Occasionally, there may be additional checks and documents required.

#### Donors and Granters

Where the following Power of Attorney documents have been supplied, additional identification is not required:

- Court of Protection order.
- Court registered enduring Power of Attorney.
- Guardianship order (Scotland).

Donors or Granters (Scotland) linked to any other POA must meet the standard ID requirements outlined above.

## Section 8: Data Protection Statement

### Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. You are Santander UK plc, 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 201 Grafton Gate East, Milton Keynes, MK9 1AN 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);
- 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.

### 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 my account 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 my account and recovering debt.

## Section 8: Data Protection Statement (continued)

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 search at credit reference agencies if I'm over 18 and apply for credit;
  - c) To monitor emails, calls, other communications, and activities on my account;
  - 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 my account.
4. Based on **my consent**, e.g.:
- a) When I request you to disclose my personal data to other 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 advisors, including your auditors;
- Fraud prevention agencies, when you register me as an Attorney and periodically during my account or service management;
- Government bodies and agencies in the UK and overseas (e.g. 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 with my account e.g. guarantors and

other people named on the application including joint account holders who will see my 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 my account, 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 my accounts, 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 my account, 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;

## Section 8: Data Protection Statement (continued)

- 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.

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.