



Treasurer's Account – Change of details

For clubs, societies and charities who opened an account before November 2014

Office use only

Input fields for office use

Santander is able to 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 for more information, ask us in branch or give us a call.

Completing this form

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

Please fill in the form using BLOCK CAPITALS and BLACK INK. Tick any boxes that apply.

Please ensure all applicable sections are fully completed. You should read and complete the checklist in Section 9 and provide all relevant supporting documentation before returning the form.

Operators of the account must be recorded on pages 2, 3 and 4. All committee members/trustees must be recorded on page 5 and 11, 12 and 13 if required. Identification is not required for committee members/trustees that are not account operators. If you require us to change the Individuals on any of your accounts, or change your organisation's details, simply complete the relevant sections below.

To protect your personal data, Santander recommends you return this by post to Santander Business Banking, Bridle Road, Bootle L30 4GB.

Missing information will result in your request not being processed and a new request will be required. If you require assistance with this request please call our contact centre on 0800 731 6666 (Lines open 8am to 9pm Monday to Friday and 8am to 2pm on Saturdays).

1 Organisation

Club/society/charity Name

Input field for Club/society/charity Name

Email Address

Input field for Email Address

Please detail below all accounts to which you would like to make changes (any further accounts to be changed should be listed on a separate page)

Table for account details with columns for Sort code and Account number

2 Declaration of existing board/committee members/trustees

This declaration must be signed by two members of the board/committee trustees.

To support all changes requested in this form you must provide a copy of the board/committee minutes confirming the change signed by two board/committee members/trustees. These minutes should also confirm all current committee members (a 'Personal details' sheet must be completed for anyone we do not currently hold the required information on).

The information contained in this application is true and correct

I/We undertake to advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information contained herein to become incorrect.

We, as existing board/committee members/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.

First board/committee member/trustee

Name in full

Input field for Name in full

Position

Input field for Position

Signature

Input field for Signature

Date signed

Date signed input fields (DDMMYYYY)

Second board/committee member/trustee

Name in full

Input field for Name in full

Position

Input field for Position

Signature

Input field for Signature

Date signed

Date signed input fields (DDMMYYYY)

3 New signatory rules

All new account operators will be added within existing signing rules. If a new instruction is required please indicate below (this will replace any existing signing rule(s)):

Any one signature (allows for full transactions via online banking)

Any two signatures (online banking financial transactions will be restricted to view only)

All signatures (online banking financial transactions will be restricted to view only)

4 Personal details – new account operator and/or new signatories

Account Operator

Title

Mr Mrs Ms Miss

Other (please specify)

First name

Middle name(s)

Surname

Previous surname/other names you're known by or commonly use (not nicknames). Please include title, first name and surname.

Date of birth

Nationality

Second Nationality (if dual nationality)

Country of residence

Country of fiscal residence

Home phone number (including area code)

Mobile phone number

Contact email address

Permanent residential address

Postcode

How long have you lived at this address?

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

Postcode

How long did you live at this address?

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

Sort code

Account number

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 **WOULD NOT** like us to use:

- Email, text, social media and messaging services
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

First new signatory

Is a card required? Yes No

What type of card is required?

Debit card – a debit card will enable you to operate your Treasurer's Current Account and can be linked to any other Business account you hold

Operator card – an Operator card can be provided for all accounts allowing you to make deposits via Santander cash machines

Cash card – allows you to transact via Santander cash machines (only available on instant access deposit accounts)

Cash deposit card – allows you to deposit cash via the Post Office® – if your account allows for this

Do you share a mailbox (e.g. block of flats)? If yes, we'll make special arrangements for you to receive your card and PIN.

Yes No

If Yes, please specify which branch you want us to send your card to:

Branch name

City

If you leave the above empty we will send it by default to the nearest branch to your organisation's postcode

Is Online Banking required? Yes No

Please do not sign this form until you have read the data protection statement in section 8 and decided whether you need the independent advice from a solicitor or accountant.

- I/We agree with the data protection statement.
- I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.
- I/We have received a copy of the FSCS Information Sheet and Exclusions List
- The information contained in this application is true and correct
- I/We undertake to advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information contained herein to become incorrect.

New Account Operator

Date signed

Identification enclosed?

Yes

4 Personal details – new account operator and/or new signatories

Account Operator

Title

Mr Mrs Ms Miss Other (please specify) First name Middle name(s) Surname Previous surname/other names you're known by or commonly use (not nicknames). Please include title, first name and surname. Date of birth Nationality Second Nationality (if dual nationality) Country of residence Country of fiscal residence Home phone number (including area code) Mobile phone number Contact email address Permanent residential address

 PostcodeHow long have you lived at this address? (if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you've had more than one previous address, please use a separate piece of paper).
 PostcodeHow long did you live at this address?

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

Sort code Account number

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 **WOULD NOT** like us to use:

- Email, text, social media and messaging services
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

Second new signatory

Is a card required? Yes No

What type of card is required?

Debit card – a debit card will enable you to operate your Treasurer's Current Account and can be linked to any other Business account you hold

Operator card – an Operator card can be provided for all accounts allowing you to make deposits via Santander cash machines

Cash card – allows you to transact via Santander cash machines (only available on instant access deposit accounts)

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Do you share a mailbox (e.g. block of flats)? If yes, we'll make special arrangements for you to receive your card and PIN.

 Yes No

If Yes, please specify which branch you want us to send your card to:

Branch name City

If you leave the above empty we will send it by default to the nearest branch to your organisation's postcode

Is Online Banking required? Yes No

Please do not sign this form until you have read the data protection statement in section 8 and decided whether you need the independent advice from a solicitor or accountant.

- a) I/We agree with the data protection statement.
- b) I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.
- c) I/We have received a copy of the FSCS Information Sheet and Exclusions List
- d) The information contained in this application is true and correct
- e) I/We undertake to advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information contained herein to become incorrect.

New Account Operator

Date signed Identification enclosed? Yes

4 Personal details – new account operator and/or new signatories (continued)

New Account Operator

Title

Mr Mrs Ms Miss Other (please specify) First name Middle name(s) Surname Previous surname/other names you're known by or commonly use (not nicknames). Please include title, first name and surname. Date of birth Nationality Second Nationality (if dual nationality) Country of residence Country of fiscal residence Home phone number (including area code) Mobile phone number Contact email address Permanent residential address

 PostcodeHow long have you lived at this address? (if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you've had more than one previous address, please use a separate piece of paper).
 PostcodeHow long did you live at this address?

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

Sort code Account number

Marketing preferences

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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 **WOULD NOT** like us to use:

- Email, text, social media and messaging services
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

Third new signatory

Is a card required? Yes No

What type of card is required?

Debit card – a debit card will enable you to operate your Treasurer's Current Account and can be linked to any other Business account you hold

Operator card – an Operator card can be provided for all accounts allowing you to make deposits via Santander cash machines

Cash card – allows you to transact via Santander cash machines (only available on instant access deposit accounts)

Cash deposit card – allows you to deposit cash via the Post Office® – if your account allows for this

Do you share a mailbox (e.g. block of flats)? If yes, we'll make special arrangements for you to receive your card and PIN.

 Yes No

If Yes, please specify which branch you want us to send your card to:

Branch name City

If you leave the above empty we will send it by default to the nearest branch to your organisation's postcode

Is Online Banking required? Yes No

Please do not sign this form until you have read the data protection statement in section 8 and decided whether you need the independent advice from a solicitor or accountant.

- a) I/We agree with the data protection statement.
- b) I/We have received a copy of the Terms and Conditions of the account(s) and I/We agree to be bound by them.
- c) I/We have received a copy of the FSCS Information Sheet and Exclusions List
- d) The information contained in this application is true and correct
- e) I/We undertake to advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information contained herein to become incorrect.

New Account Operator

Date signed Identification enclosed? Yes

5 Board/committee members/trustees and/or signatories to be removed

First individual to be removed

Name in full

Position

Second individual to be removed

Name in full

Position

Third individual to be removed

Name in full

Position

i Where there is a dispute, signatories cannot be removed from the account until we have a letter signed by all signatories to the account that they consent to the removal of the signatory(ies) named in this Section 5.

6 Change of club/society/charity contact details

(a) Do you want to change your club/society/charity name?

Yes No

Current name

New name

(b) Do you want to change your registered/operating address?
(Mark as appropriate).

Yes No

Current registered/operating address

 Postcode

New registered/operating address

 Postcode

(c) Do you want to change your correspondence address?

Yes No

Current correspondence address

 Postcode

New correspondence address

 Postcode

(d) Do you want to change your telephone number?

Yes No

New telephone number(s) – this will replace the existing contact details

1

2

3

PLEASE READ THE DATA PROTECTION STATEMENT AND ENSURE THAT YOU HAVE BEEN THROUGH AND INCLUDED ALL DOCUMENTATION AS OUTLINED IN THE CHECKLIST IN SECTION 9

7 Tax status

Do any of the operators or committee members have a tax obligation in any other country due to residence or citizenship?

Yes No **First new individual**

Name in full

Position

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

Do you have a tax obligation in any other country due to residence or citizenship?

Yes No

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

Country

TIN

Country

TIN

Second new individual

Name in full

Position

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

Do you have a tax obligation in any other country due to residence or citizenship?

Yes No

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

Country

TIN

Country

TIN

Third new individual

Name in full

Position

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

Do you have a tax obligation in any other country due to residence or citizenship?

Yes No

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

Country

TIN

Country

TIN

Fourth new individual

Name in full

Position

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

Do you have a tax obligation in any other country due to residence or citizenship?

Yes No

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

Country

TIN

Country

TIN

If more than 4 operators and committee members/trustees are non-UK tax residents then please provide details on an additional piece of paper.

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 if I become a customer you'll use it to manage the account, policy or service I've applied for. 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 be about me as a personal or business customer and may include:

- Full name and personal details including contact information (e.g. home and business address and address history, email address, home, business and mobile telephone numbers);
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Financial details (e.g. salary and details of other income, and details of accounts held with other providers);
- 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);
- Information from credit reference or fraud prevention agencies, electoral roll, court records of debt judgements and bankruptcies and other publicly available sources as well as information on any financial associates I may have;
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Education and employment details/employment status for credit and fraud prevention purposes; and
- 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:
 - 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.
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 at my home and business address 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) To send me marketing communications and for marketing to me in-branch, including automated decision making relating to this.
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 checks, 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, credit reference agencies, and debt collection agencies when you open my account and periodically during my account or service management;
- Other organisations who use shared databases for income verification and affordability checks and to manage/collect arrears;
- 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.

8 Data protection statement (continued)

International Corridors

Where I may have international business needs, you will share information relating to my company, products and accounts, including transactional information, with Banco Santander S.A., Santander group companies and other partner banks who may be based in other countries, to better support our international operations and decide whether to offer my company other products and services. For more information on who those other Santander group companies or other partner banks are, I can contact my Relationship Team or call you on **0800 731 6666**. The data shared will include information on my company's financial position, its auditable accounts, its directors and shareholders and any information held about the company by Santander, such as information about transactions carried out on my accounts with Santander and information regarding any other products and services that I receive from you. You will do this on the basis of your legitimate interests. **If I do not want you to share my data in this manner I can speak to you.**

Unless I have agreed otherwise, if you believe I may have international business needs you will check whether I have accounts held with other Santander group companies. If there are products or services that you or your group of companies or partner banks think may meet my needs you may tell me about these. I can amend my marketing preferences at any time by contacting you.

Identity verification and fraud prevention checks

The personal data you've collected from me at application 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.

Credit reference checks

If I've applied for a credit product then in order to process my application, you'll perform credit and identity checks on me at my home and business address with one or more credit reference agencies. To do this you'll supply my personal data to the credit reference agencies and they'll give you information about me. When you carry out a search at the credit reference agencies they'll place a footprint on my credit file. A credit search may either be: a) a quotation search where a soft footprint is left. This has no effect on my credit score, and lenders are unable to see this; or b) a hard footprint where I've agreed/requested Santander to proceed with my application for credit. This footprint will be viewable by other lenders and may affect my ability to get credit elsewhere. You'll also continue to exchange information about me with credit reference agencies while I have a relationship with you. The credit reference agencies may in turn share my personal information with other organisations. The personal data shared with the credit reference agencies will relate to me and my business. Details about my application (whether or not it's successful) will be recorded and you'll give details of me, the business and my accounts and how I manage them to credit reference agencies. If I do not repay any debt in full or on time, they'll record the outstanding debt and supply this information to others performing similar checks, to trace my whereabouts and to recover debts that I owe. Records remain on file for 6 years after they are closed, whether settled by me or defaulted. A financial association link between joint applicants or between myself and any named business partner or individual will be created at the credit reference agencies. This will link our financial records (including records of any previous and subsequent names) and be taken into account in all future applications by either or both of us until either of us apply for a notice of disassociation with the credit reference agencies.

If I am a director you will seek confirmation from the credit reference agencies that the residential address that I provide is the same as that shown on the restricted register of directors' usual addresses at Companies House.

The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail in the 'Using My Personal Data' booklet, or via the Credit Reference Agency Information Notice (CRAIN) document which can be accessed via any of the following links:

- experian.co.uk/crain
- equifax.co.uk/crain
- callcredit.co.uk/crain

My marketing preferences and related searches

You'll use my home address, phone numbers, email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact me according to my preferences. I can change my preferences or

unsubscribe at any time by contacting you. In the case of social media messages I can manage my social media preferences via that social media platform. If I'm over 18, you may search the files at credit reference agencies before sending marketing communications or doing marketing in-branch to me about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect my credit rating. You do this as part of your responsible lending obligations which is within your legitimate interests.

If I would prefer not to receive up-to-date information on other products and services, or to be included in market research, I can indicate this in section 4, 'Personal details – new account operator and/or new signatories'.

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.

Other information about me as a business customer

You may also hold all the information I give to you (i.e. name, address, date of birth, nationality) in order to undertake periodic due diligence checks which banks are required to undertake to comply with UK legislation.

Criteria used to determine retention periods (whether or not I become a customer)

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;
- 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.

9 Checklist

It is important that you ensure that you have fully completed the form and enclosed any and all documentation that is required. Please ensure that you review the below checklist before sending in this form, as incomplete forms and insufficient documentation will lead to delays and the form being rejected.

1 Organisation

Have you filled out all fields in Section 1 with all of your club/society/charity details, including all numbers for all accounts that you would like changed? Yes

2 Declaration of existing board/committee members/trustees

Have two members of the board/committee/trustees signed the form? Yes

Have you included board/committee/trustee minutes confirming the agreement to the changes? The minutes must be signed by two board/committee members/trustees and confirm all current committee members/trustees (a 'Personal details' sheet must be completed for anyone we do not currently hold the required information on). Yes

3 New signatory rules

Have you confirmed the new signatory rules? Yes

4 Personal details – new board/committee members/trustees and/or new signatories

Have you completed all fields in Section 4 fully? Yes

Have you included the identification document required for new Account Operators only as detailed below? Yes

5 Card ordering – new signatories

It is essential that you fully understand how the account will operate and what each card gives the new signatories access to. Have you ensured that the correct card has been requested? Yes

6 Declaration of new board/committee members/trustees and/or new signatories

Have all new individuals signed the declaration? Yes

Have all new Account Operators provided identification as outlined in the Identification Requirements in Section 4 – (see below List 1 and List 2)? Yes

Please note insufficient or incorrect identification will lead to delays in processing the changes as requested. Committee members (not Operators) are not required to provide identification.

Please provide two items; one item from List 1, plus a separate item from List 2. Please note, items from the same source cannot be used twice and one must be proof of address.

List 1 Acceptable Documents

- Unexpired passport – UK or EEA (European Economic Area)
- Unexpired passport – non UK or non EEA with a valid visa
- Unexpired UK old style driving licence (not provisional)
- Unexpired UK/EEA or Switzerland Photocard Driving Licence
- EEA or Switzerland National Identity Card
- UK ID card for foreign nationals
- Biometric Residence Permit with valid visa
- Northern Ireland Voters Card
- Notification of entitlement to state/local authority benefit (less than 12 months old)
- Notification of entitlement to tax credit (less than 12 months old)
- Notification of entitlement to pension from the DWP (less than 12 months old)
- Notification of entitlement to educational loan/grant (less than 12 months old)
- Notification of entitlement to other government/local authority grant (less than 12 months old)
- HMRC coding, assessment, statement, tax credit document but not P45/P60s (less than 12 months old)

List 2 Acceptable Documents

- Unexpired UK or EEA or Switzerland photo card driving licence, with an unexpired date of photo and licence
- Unexpired UK old style driving licence (not provisional)
- Utility bill that is less than 3 months old (not mobile phone, satellite or cable TV)
- Notification of entitlement to state/local authority benefit (less than 12 months old)
- Notification of entitlement to tax credit (less than 12 months old)
- Notification of entitlement to pension from the DWP (less than 12 months old)
- Notification of entitlement to educational loan/grant (less than 12 months old)
- Notification of entitlement to other government/local authority grant (less than 12 months old)
- HMRC coding, assessment, statement, tax credit document but not P45/P60s (less than 12 months old)
- Instrument of a court appointment, for example, Probate or Court registered Power of Attorney
- Council tax bill or demand letter that is less than 12 months old
- Bank statement (less than 3 months old)
- Credit Card statement (less than 3 months old)
- Local council rent card or tenancy agreement
- Pension/benefit correspondence from the DWP (less than 12 months old)
- HMRC correspondence including name, address and permanent NI number (less than 12 months old)

9 Checklist (continued)**7 Board/committee members/trustees and/or signatories to be removed**

Have you completed all fields in Section 5?

 Yes **8 Change of club/society/charity contact details**

Where necessary have you fully completed Section 6?

 Yes **9 Data protection statement**

Have all existing and new board/committee members/trustees and/or signatories read and agreed to the data protection statement in Section 8?

Yes **10 Tax Status**

Where necessary have you completed the details for all non-UK tax residents in section 7?

Yes

Once we have received your completed form and supporting documentation, we will aim to complete all requested changes within 5 working days of receipt, subject to the relevant sections being completed and the correct supporting documentation being received.

If you have any questions, please do not hesitate to contact us on 0800 731 6666 (Lines open 8am to 9pm Monday to Friday and 8am to 2pm on Saturdays) and we will be happy to help.

For office use only**Branches and BRMs**

When verifying and validating the customer's identity please record the information using the online Face to Face (Branch) Manual Customer Identification Record and attach to this form.

