

Change of signatory application form

Please read the following guidance note before completing this form

IMPORTANT INFORMATION

This form has been designed for you to notify us of any changes to signatories on your account/s. If you have more than five signatories on your account, please photocopy and complete page 2 and page 5 and securely attach a copy to this form.

There is **no requirement** for outgoing signatories, who may also be an internet user, to sign the form; however your request does need to be signed in accordance with the current mandate we hold. Failure to do so will delay your request being processed.

This form can only be used to change the signatories on an account. If the outgoing signatory is also an internet or telephone banking user, their access will automatically be removed unless we are advised otherwise.

Should you wish to simply remove a signatory or internet user, please complete a *Request to remove a signatory or internet/telephone user* form. This form is available to download from our website **www.unity.co.uk** or you can request a pack by contacting our Customer Services department on **0845 140 1000**.

All sections of this form should be in **BLOCK CAPITALS** and in **black ink**.

- This form will be relied upon by us as evidence of the mandate authority
- You are responsible for notifying all outgoing and continuing signatories of all changes

www.unity.co.uk.

Guidelines on completing the application form

The application process

Most applications will be processed within ten working days.

We need all of the relevant sections to be completed in full. Please check these before you send it to us, as we cannot process your request if the form is partially completed.

There is **no requirement** for outgoing signatories to sign the application form.

What happens next?

When we receive your completed form, we will first check to see that all the necessary information has been completed. If there is any missing information we will try to contact you by phone first, only writing to you if we do not get a response or require a signature. The more contact options that you are able to provide, the easier it will be for us to contact you, reducing unnecessary delays in changing the signatories on your account(s).

If everything is complete we will start to process your application. We will write to you once we have completed your request.

Completing the form

Organisation Details (page 1)

This section gathers the important information about your Organisation.

The Key contact is the person to whom all correspondence and any queries we have in connection with the account will be directed to. However, if this person is not a signatory they must complete a Telephone Banking user form. This is available from our website www.unity.co.uk.

Statements

We will e-mail your statements to you and any other nominated recipients on the date of your choice. Your statements will be available to view for up to six months, although you will be able to save them to your office PC and avoid the need to obtain copy statements.

Prepaid Card

The ALTO MasterCard prepaid card offers you a number of advantages over cash;

Convenience – it allows your organisation to carry out its day to day activities without the need to manage a petty cash or encashment facility.

Expense Management – it can reduce back office administration by tracking expenses through detailed transactional spend, available on-line.

Security – the ALTO card is a safe alternative to cash – it can be stopped if lost or stolen.

Money Management – as this is a prepaid card, not a credit card, the cardholder can only spend up to the amount of the balance you have loaded onto the card and you control how much each employee has loaded onto their individual card.

Paying into your bank account

Cheques – we will send you a supply of Prepaid envelopes to enable you to pay CHEQUES directly into your account.

Petty Cash – we can also provide you with our ALTO prepaid MasterCard® which will enable you to manage most of your office expenses without the need to collect and hold large amounts of petty cash. See the enclosed leaflet or contact Cardholder Services on 0845 155 9876 for more details.

Cash – to pay in cash, we will need to set up a formal agency arrangement with a high street bank of your choice or at any Post Office. You can download either form from our website www.unity.co.uk.

Personal Details of Signatories (pages 2 and 3)

Please only provide details and private addresses of all officials who will be signatories who have not previously supplied their details.

This section should be completed by anyone who you want to have access to your account, and authorise payments by being a signatory of the account(s).

Government regulations, to prevent UK bank accounts from being used by criminals to launder the proceeds of crime, mean that we have to undertake a number of thorough checks on those who have access to your funds. Normally we can undertake these checks electronically. However, we may ask for further documentary evidence over and above that requested on this form.

If the searches are not successful for each signatory, we need to receive some form of personal identity confirmation and evidence of their address. We will tell you if we need this.

Unfortunately, we will not be able to allow you to operate your account until we have been able to establish the identity of all signatories on your account. By completing this form, you are deemed to have read the information on fraud prevention and agree to our searches.

Resolution (page 4)

Please be advised that signatories being removed from the account(s) will automatically be removed from Internet and Telephone access unless we are advised otherwise. There is a box available for you to enter alternative instructions.

It is important for us to ensure that your Organisation has passed the correct resolution authorising the change in signatories. Please ensure that you obtain certification countersigned by your chairperson and the secretary or any other authorised person(s).

You **must** state how many signatories you have on your bank account and **the date** you decided to change the mandated signatories on your account(s). Without this information, your application may be delayed.

Mandate (page 5)

All new and existing signatories must sign this page.

This is a key section of your application form as this is what we use to check and verify the people who are authorised to instruct us to act on behalf of your organisation.

You are firstly asked to provide details of how many signatories you require on the bank account. Signatures are held on our records to validate subsequent transactions on your account so it is important that you sign in black ink and within the signature box.

All signatories will automatically be granted access to our Telephone Banking service. They will receive confirmation of this by letter and will be required to contact us to provide a password for security before accessing the service.

If there is not enough space for all of your signatories, additional copies of this page of the form can be found on our website, or by calling us on **0845 140 1000**.

Please complete in **BLOCK CAPITALS** and **black ink**

Full name of your organisation – please list all accounts on which you require change to signatories. Separate forms are required for each account where signatories differ.

Account number(s)

Key contact – *all communications & bank on-line statements will be sent to the name and address below*

Title Forename Middle Initials

Surname

Daytime phone number (including area code)

Fax number (including area code)

Mobile Telephone number

E-mail address

Website address

House/Flat no. Address line 1

Address line 2

Town

City/County Postcode

As the contact for all communication on this account, we require a contact telephone number prior to making the account fully operational. It is important that a daytime telephone number (this must be a landline, not a mobile phone number) is provided to allow us to contact you. This telephone number will be used for any future communication, should it be required.

Statements

On-line Statements

We will e-mail monthly statements to the nominated 'key contact' for your Organisation. In addition, you can also nominate up to three other people from your Organisation to receive copy statements by e-mail. To do this, please complete their details below:

Full Name	E-mail address

You will receive your on-line statements monthly. Please state your preferred date

Paper Statements

If you prefer, you can receive your statements in paper form. To receive paper statements, please tick this box

Paying into your bank account

Cheques – we will send you a supply of Prepaid envelopes to enable you to pay CHEQUES directly into your account.

Petty Cash – we can also provide you with our ALTO prepaid MasterCard® which will enable you to manage most of your office expenses without the need to collect and hold large amounts of petty cash. See the enclosed leaflet or contact Cardholder Services on 0845 155 9876 for more details.

Cash – to pay in cash, we will need to set up a formal agency arrangement with a high street bank of your choice or at any Post Office. You can download either form from our website www.unity.co.uk.

Prepaid Card

We offer our ALTO MasterCard prepaid card which is ideal as a replacement for petty cash. The ALTO card has a number of other advantages over handling cash including; Convenience, Expense Management, Security and Money Management. For more information, see the guidelines at the front of this application or call 0845 155 9876.

Please list details and private addresses of all officials who will be signatories who **have not** previously supplied their details

Credit Reference: To assist in identifying you, in order to prevent fraud, we may use information from the Electoral Register and we may make searches at fraud prevention agencies. We may also use credit reference agencies who will supply us with credit information and other information. The agencies used will record details of the search type and keep these details on their records for twelve months, whether or not this application is accepted. Any of this information may be used for identification purposes, credit assessment, debt tracing and the prevention of money laundering as well as the management of your account.

Confirming Identity: In common with other financial institutions, Unity Trust is required to follow detailed procedures to validate the identity of all signatories / Directors / Shareholders and day to day contacts held with the Bank. We may ask for further information over and above that on this application form. For each signatory we require personal identity and evidence of address documents (please refer to the Proving Your Identity information). If our requirements are not satisfied and funds are lodged we may suspend operation of the account until we are able to establish identity in line with these requirements.

By completing this form you are deemed to have read the above information and agree to the searches.

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>			Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Position	<input type="text"/>			Nationality	<input type="text"/>
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
Daytime phone number <i>including area code (landline only)</i>	<input type="text"/>			How long have you lived at your current address?	<input type="text"/>
Previous Address (if moved in the last 3 years)	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>			Postcode	<input type="text"/>

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>			Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
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Previous Address (if moved in the last 3 years)	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>			Postcode	<input type="text"/>

DATA PROTECTION AND MARKETING



The information on this form may be used for statistical analysis or for marketing purposes such as identifying other products and services which may be of interest to your Organisation. These products and services may be offered by letter, telephone, e-mail or other reasonable means of communication by the Bank, its associates or carefully selected organisations and companies to the correspondence details on page 1. Personal contact information will not be used for marketing purposes unless it is entered into the main contact section on page 1.

If your Organisation does not want to receive marketing information, please tick this box

Personal Details of Signatories

Please list details and private addresses of all officials who will be signatories who **have not** previously supplied their details

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	Nationality	<input type="text"/>		
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
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	<input type="text"/>				
	<input type="text"/>			Postcode	<input type="text"/>

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Surname	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	Nationality	<input type="text"/>		
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
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	<input type="text"/>				
	<input type="text"/>			Postcode	<input type="text"/>

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Surname	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	Nationality	<input type="text"/>		
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Previous Address (if moved in the last 3 years)	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>			Postcode	<input type="text"/>

To Unity Trust Bank plc.

On behalf of the Organisation/Credit Union/Study or Project Group/Charity or Trust/Company, we confirm that at a properly convened meeting of the Committee/Board/Trustees/Directors, it was resolved that:

1. The Mandate for the operation of the bank account(s) payment instructions and banking services is provided to the Bank and that amendments to the Mandate may be provided by any Committee members, Director or Trustee or any other officer of the organisation who is notified to the Bank as being authorised by the Committee to do so;
2. The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it;
3. The Bank will be notified in writing of any change in Committee members / Directors / Trustees of the Organisation.
4. The Terms and Conditions remain unchanged and in all other respects.

We hereby certify that the above resolutions have been recorded in the minute book on where we confirmed that **there are** **signatories in total to this account(s).**

Please be advised that signatories being removed from the account(s) will automatically be removed from Internet and Telephone access unless we are advised otherwise below:

Please ensure this resolution is signed by two officials – failure to do so will delay your request being processed

Chairperson or authorised person of the Organisation

Title Forename Middle Initials

Surname Position in organisation

Date of signing

Secretary / Treasurer

Title Forename Middle Initials

Surname Position in organisation

Date of signing

