

Changes to Internet Banking

Please read the following guidance note before completing this form

IMPORTANT INFORMATION

Please complete all sections of this form in **BLOCK CAPITALS** and **BLACK INK**.

Please complete all sections of the form in full, as we cannot process your form without this information. Any missing or incomplete details will result in your application being delayed.

Please complete details for each account for which Internet Banking is required. This form can only be used for accounts where all signatories are the same. If you have accounts with different signatories, please contact our customer services team on 0345 140 1000. We will let you know when your Internet Banking Service has been set up.

Resetting your password online

When you first log on to Internet Banking you will be requested to change your password.

We also offer an online reset password facility on our Internet Banking service, so you don't have to call us to reset your password. To use this feature you will need to register your email address. Please do not add a shared email address because we may use this email to communicate any important Internet Banking changes to you. We will not use it for marketing purposes.

Payment Limits – Existing Customers

**Should you have any queries or need help to complete this application
please call us on 0345 140 1000**

www.unity.co.uk

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Conduct Authority's register under number 204570. Registered Office: Nine Brindleyplace, Birmingham, B1 2HB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, quality and monitoring purposes.

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, email or other reasonable means of communication by the Bank, to the correspondence address for your Organisation. Personal contact information will not be used for marketing purposes unless it is entered into the main contact section for your account(s). If your Organisation does not want to receive marketing information please tick this box



**Please send the completed application form and all accompanying documents to:
Freeport BM513, Unity Trust Bank plc, Nine Brindleyplace, Birmingham, B1 2BR.**

Registration Details

Please complete all sections of this form in **BLOCK CAPITALS** and **BLACK INK**.

Account Number(s):

We will automatically grant you the same approval levels to all linked accounts details on your application form unless you tell us differently in writing.

Approval Levels

Please select 'x' one option for each level of approval you require for internal payments and for external payments.

INTERNAL PAYMENTS

Internal payments are transfers made between linked accounts, held by Unity Trust Bank, to which you are authorised.

EXTERNAL PAYMENTS

External payments are Bill Payments, or Standing Order payments

NOTE: It is not recommended that you use this service for salary or high volume payments.

		INTERNAL 'x'	EXTERNAL 'x'
Single	Allows payments to be input and paid by one user	<input type="checkbox"/>	<input type="checkbox"/>
Dual	Allows payments to be made, where one user (VS)* inputs the payment and a second user (VSA)* approves and makes the payment	<input type="checkbox"/>	<input type="checkbox"/>
Triple	Allows payments to be made, where one user (VS)* inputs the payment and two separate users (VSA)* approve and make the payment	<input type="checkbox"/>	<input type="checkbox"/>

Payments authorised by value

Our Internet Banking service also offers you flexible payment authorities/approval levels that can mirror your cheque signing mandate. You can specify the number of people and/or name users that are required to be involved in making payments according to the value of the transaction.

Only complete this section if you need specific authorisation instructions in addition to your 'Approval Levels' selected above.

Specify by number of users:

Payments more than £

Number of users required to make payments

Applied to Internal payments (please tick)

Applied to External payments (please tick)

Specify name of users:

The following table should be completed if you would like to specify the name(s) of users that need to be involved in payments over a specific amount, this cannot be more than 2 named users.

Payments more than £

Require authorisation by:

a) named signatory

b) or, either name signatory or

c) or, both named signatories and

Internal Payments (please tick)

External Payments (please tick)

Should you wish to add more than one tier, please photocopy this page.

External Payments Limits

Internet Banking Payment Limits allow you to set up and control the amount your organisation (and individual users) can pay per transaction / per day via Internet Banking.

To take advantage of this service, please state the name of the user(s) you wish to make your organisations Internet Banking Administrator:

The Administrator has the ability to create/amend payment limits for the organisation and individual users. These limits only apply to those users with VS, VSA, VA, A access levels.

Once we have processed this application the Administrator stated above will be displayed with a new menu option within their Internet Banking called 'Change Payment Limits'.

Access Levels

- A Authorise only** users have access to authorise payments only, they do not have access to view the account
- V View only** allows the user to view accounts
- VS View and Submit** as well as having the same rights as a **V** user, this status allows the user to input payments
- VA View and Authorise** users can access the account and authorise payments, but they cannot setup payments
- VSA View, Submit and Authorise** as well as having the same rights as a **VS** user, this status allows the user to approve and make payments

Internet Security

You will need to register a memorable name (minimum of 3 characters) which will be used for identity purposes when registering your security login details. Please write your memorable name below – this can be changed once your account is open.

User Details *(please list all users)*

Full Name	Memorable Name	Access Level Required (tick appropriate level)
1.		<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> VS <input type="checkbox"/> VA <input type="checkbox"/> VSA
2.		<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> VS <input type="checkbox"/> VA <input type="checkbox"/> VSA
3.		<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> VS <input type="checkbox"/> VA <input type="checkbox"/> VSA
4.		<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> VS <input type="checkbox"/> VA <input type="checkbox"/> VSA
5.		<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> VS <input type="checkbox"/> VA <input type="checkbox"/> VSA
6.		<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> VS <input type="checkbox"/> VA <input type="checkbox"/> VSA

Authorised Signatories *(Please sign in accordance with your bank mandate)*

I/We agree to the use of the Internet Banking service in accordance with the general Terms and Conditions and I/We confirm that I/We have read and accept the Bank's Terms and Conditions and that the details of the individuals listed as nominated users and shown on the enclosed form(s) are correct and certify that these resolutions have been recorded in the minute book. In all other respects our mandate will continue unaffected. Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Title Forename

Surname

Signature

Title Forename

Surname

Signature

Title Forename

Surname

Signature

Authorised Internet Banking User Details

Please list details and the private address of all officials who will be authorised users. Space is provided for 6 users.

Fraud Prevention

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 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 held with the Bank. We may ask for further information over and above that on this application form. For each signatory who has not lived at their current address for more than six months we will require proof of identity and proof of address documentation (please refer to the 'Proving Your Identity' leaflet for further 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 information on fraud prevention and agree to the searches.

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

1. Authorised Internet Banking User 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"/>	<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>					
Postcode	<input type="text"/>	Email	<input type="text"/>			
<small>Please enter an email address personal to you, and one that only you have access to.</small>						
Daytime Telephone Number	<input type="text"/>	When did you move to your current address?	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Previous Address (If you have moved in last 3 years)	<input type="text"/>				Postcode	<input type="text"/>
INTERNET SECURITY: In order to access our Internet Banking service you are required to register a memorable name (minimum of 3 characters) which will be used for identity purposes when registering your security login details. Please write your memorable name below - this is unique to you, and can be changed once your account is open.						
Memorable Name	<input type="text"/>	Signature				
IMPORTANT: You will need to confirm this name when we contact you, then you can change it.						
					Bank Use Only	<input type="text"/>

2. Authorised Internet Banking User 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"/>	<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>					
Postcode	<input type="text"/>	Email	<input type="text"/>			
<small>Please enter an email address personal to you, and one that only you have access to.</small>						
Daytime Telephone Number	<input type="text"/>	When did you move to your current address?	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Previous Address (If you have moved in last 3 years)	<input type="text"/>				Postcode	<input type="text"/>
INTERNET SECURITY: In order to access our Internet Banking service you are required to register a memorable name (minimum of 3 characters) which will be used for identity purposes when registering your security login details. Please write your memorable name below - this is unique to you, and can be changed once your account is open.						
Memorable Name	<input type="text"/>	Signature				
IMPORTANT: You will need to confirm this name when we contact you, then you can change it.						
					Bank Use Only	<input type="text"/>