

# Mandate for General Organisations

## Information Sheet

If you need to change your existing mandate or create a mandate for a new account, you could do this quickly and easily through Business Internet Banking, HSBCnet or by visiting [business.hsbc.uk/account-services](https://business.hsbc.uk/account-services).

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## Which organisations can complete this mandate?

This mandate is suitable for most common organisations including:

- Limited Companies (registered in the UK or overseas)
  - Limited Liability Partnerships (LLPs)
  - Charitable Incorporated Organisations (CIOs)
  - Societies, Clubs & Associations
  - Special organisations including government and public service organisations
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## How should this mandate be completed?

- You can complete on-screen, then print and sign or you can complete entirely by hand.
- If you complete this mandate by hand, please complete in black ink and BLOCK CAPITALS only. The use of correction fluid is not permitted.
- Please make sure that all sections and all pages of this mandate are completed and returned to us.
- All **corrections and deletions** must be initialled by the two persons who sign Part 1 of this mandate. (Where only one person signs Part 1, only that person's initials are required).
- There are Guidance Notes below, which may help you to complete this mandate.

### **Continuation Sheets:**

- You'll need to use a **Continuation Sheet** if you:
    - Apply this mandate to more than 6 accounts;
    - Want more space to describe your specific Signing Rules;
    - Want to include more than 6 signatories; or
    - Want to appoint a corporate signatory.
  - If you use any **Continuation Sheets**, they'll form part of this mandate. Therefore, you must insert the Continuation Sheets into this mandate before this mandate is signed.
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## How should this mandate be returned to us?

Please make sure all pages of the mandate are completed and returned to us via post to: **Freepost HSBC forms**. If you're outside the UK, please send to: **HSBC UK (COP Team), Gate 1, Abbey View, Penfold Drive, Wymondham, Norfolk, NR18 0WZ**

# Guidance Notes

Guidance notes to help you complete this form.

## **Guidance Note 1** (see Part 1 Section 3)

You can provide specific Signing Rules that you want to apply to your Organisation. For example, you may want to include:

- Limits:
  - Payment Limits - e.g. 'any one signatory to authorise cheques up to and including £500'.
  - Other Limits - e.g. 'any two signatories to enter into an agreement for a new product or service'.
- Signing Rules which describe which signatories can sign alone, and which can only sign with other signatories:
  - Named signatories - e.g. 'signatory A can sign alone but signatory B must sign with signatory C'.
  - Signing Groups - e.g. 'signatories in Group A can sign alone, but signatories in Group B must sign with another signatory in Group A or B'. If you set up Signing Groups, you must tell us what the Signing Groups are called and which signatories are in which Signing Group.

If your specific Signing Rule refers to a currency, you must use the currency that your account is held in.

It's your responsibility to check that your specific Signing Rules are permitted by your constitution and any rules and guidance that apply to you.

## **Guidance Note 2** (see Part 1, Section 3 and Section 5)

The role of person(s) who are able to act as an authoriser will depend on your type of Organisation.

<b>Type of Organisation</b>	<b>Role of authoriser(s)</b>
Companies	Directors and / or Company Secretary.
Limited Liability Partnership (LLP)	Members.
Charitable Incorporated Organisation (CIO)	Officers who are authorised by the CIO to sign the mandate and/or provide changes to the lists of signatories (e.g. trustees).
Society, Club or Association	The Member(s) must hold the role of Chairperson, Secretary or Treasurer or an equivalent role.
Special organisations (e.g. government, public or community organisations)	Officers who are authorised by the Organisation to sign the mandate and/or provide changes to the list of signatories. This will usually be a person in a senior role.

# Mandate for General Organisations

By '**You**', '**Your**' or '**Organisation**' we mean the customer who We have agreed to provide a product or service to and whose details are set out in Part 1 below.

By '**We**', '**Us**', '**Our**' or '**Bank**', we mean HSBC UK Bank plc, or any other entity that HSBC UK Bank plc transfers its rights and/or obligations to.

This mandate sets out the instructions which We are authorised to act on in relation to Your accounts (subject to the terms and conditions that apply to those accounts) and the persons who may provide those instructions to Us.

You must complete all parts of this mandate. This mandate consists of:

- Part 1, which contains the authorisation which details your Organisation, the accounts to which this mandate applies, the instructions that can be given on Your behalf and Your authorisation for Us to accept and act on those instructions.
- Part 2, which contains details of the signatories (i.e. persons authorised by You to provide Instructions) and their specimen signatures.
- Continuation Sheets (if required).

**Please note:** Your authorisers are the people who will sign the mandate in Section 5 below and your signatories are the people who are authorised by you to give us instructions on your account (e.g. tell us to make a payment). If you're a small organisation, your authorisers and signatories may be the same people. For example, if you're a Limited Company with two directors and no other employees, then your two directors may be the authorisers and the only signatories.

## Part 1: Authorisation

You'll be bound by anything anyone authorised by You under this mandate instructs Us to do.

### Section 1: Your details

Name of Organisation\*

Registration number (for organisations registered with Companies House, or an equivalent body)

Address\*

\*If you're an incorporated entity (e.g. a company, LLP or CIO), please fill in your registered name and address.

**Please note:** If the details which You provide above are different from the details which we already hold for You, we won't automatically change the details on our records. For example, if you need to change your address, you can obtain the change of the address form by visiting [business.hsbc.uk/account-services](https://business.hsbc.uk/account-services).

## Section 2: Account details

This mandate applies to (please tick one of the following options):

<p><b>Option 1:</b> All accounts opened in Your name now and in the future <input type="checkbox"/></p>												
<p><b>Option 2:</b> The account(s) listed below <input type="checkbox"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></td> <td style="width: 70%;">Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td>Sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></td> <td>Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td>Sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></td> <td>Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td>Sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></td> <td>Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td>Sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></td> <td>Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td>Sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></td> <td>Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> </table> <p>If You want to list more than 6 accounts, please use a Continuation Sheet for Additional Accounts.</p> <div style="background-color: #e0e0e0; 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## Section 3: Resolutions

You confirm that on:           the Organisation passed the following resolutions\*:

\*If the Organisation has a management committee, the resolutions must have been passed by the relevant management committee of the Organisation.

- The Bank is authorised to act on the following agreements/instructions (**Instructions**) entered into or given by those persons specified by the Organisation (each a **signatory** and together **signatories**) for giving those Instructions as follows:

<p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>• instructions to make payments on behalf of the Organisation including signing, issuing or authorising cheques, inter account transfers, standing orders, direct debits and electronic payments irrespective of whether the accounts are in credit or debit (even if the payment causes an account to be overdrawn or exceed any agreed overdrawn limit);</li> <li>• any instruction to stop a payment on any account in accordance with the applicable provisions in the account terms and conditions;</li> <li>• any agreement(s) signed on behalf of the Organisation for or relating to electronic and/or telephone banking services of any kind whatsoever, and the Organisation acknowledges and accepts there's a power to delegate (including the power to sub-delegate) the operation of these services as set out in the terms and conditions governing these services. These services are extensive; for example, they include making payments, administering accounts and applying for new products and services including credit;</li> <li>• enter into any agreement(s) signed on behalf of the Organisation for or relating to debit, credit, charge or any other card facilities of any kind whatsoever, and the Organisation acknowledges and accepts there's a power to delegate (including the power to sub-delegate) as set out in the terms and conditions governing these card facilities;</li> <li>• any agreement(s) signed on behalf of the Organisation for or relating to credit facilities of any kind whatsoever, including borrowing facilities, overdraft facilities and other transactions which have the commercial effect of borrowing;</li> <li>• instructions to deliver any item held on behalf of the Organisation by the Bank in safe keeping; and</li> <li>• any other instructions in respect of any other transactions with the Bank (including administering the accounts (detailed in Part 1 Section 2 of this mandate) and opening or closing additional account(s) or services(s)).</li> </ul>
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Please tick one Signing Rule option:

**Option 1:** Any one signatory **alone**

**Please note:** If selecting “any one signatory **alone**”, it’s Your responsibility to check that Your constitution and any rules or guidance that applies to You (including where applicable Charities Commission guidance which recommends dual authorisation) permits a single signing authority. We will not undertake a review of Your constitutional documents or any guidance that applies.

**Option 2:** Any two signatories **together**

**Option 3:** Other  (If you’ve selected Option 3, please complete both **a)** and **b)** below)

**a) Specific Signing Rules**

Please include a clear description of any specific Signing Rules in the box below.

For example, You may want to include Payment Limits or Signing Groups. See Guidance Note 1 for more information about specific Signing Rules.

If You need more space to provide your specific Signing Rules, please use a Continuation Sheet for Specific Signing Rules.

**b) All Instructions not covered by the specific Signing Rules**

For all other Instructions not specified within the specific Signing Rules above, the Bank is authorised to act on the Instructions of:

Any one signatory **alone**  Any two signatories **together**

- 2) That any two authorisers are authorised by the Organisation to sign this mandate (unless Your Organisation is a company with a sole director and no company secretary, when the sole director is authorised to sign this mandate).

- 3) That the following are authorised by the Organisation to provide changes to the list of signatories, and the Bank may rely on such lists:

**Please tick one option to provide changes to the list of signatories:**

(If you're a **Society, Club or Association** or **special organisation**, you must choose Option 3)

<p><b>Option 1:</b> Any one authoriser <b>alone</b> <input type="checkbox"/></p>
<p><b>Option 2:</b> Any two authorisers <b>together</b> <input type="checkbox"/></p>
<p><b>Option 3:</b> The authoriser(s) role(s) stated below: (Where you select more than one authoriser they must sign <b>together</b>)</p> <p>Authoriser role 1: <input type="text"/> Authoriser role 2: <input type="text"/></p> <p>The role of person(s) who are able to act as an authoriser will depend on your type of Organisation. See Guidance Note 2 for more information.</p> <p><b>Please note:</b> If you want to change the list of signatories at a later date but no one is in the role specified above, you will need to complete a new mandate so that you can change your list of signatories.</p>

- 4) The resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Organisation.

#### Section 4: Instructions, authorisation and signatories

The signatories on the date of this mandate are set out in Part 2.

You confirm that We are authorised to act on any Instruction entered into or given by Your signatories as detailed and provided for in the resolutions in Section 3 above. You will be bound by anything done or authorised by Your signatories (in the manner set out in the resolutions in Section 3 above) under this mandate.

The list of Your signatories may be amended, supplemented or replaced by You as detailed and provided for in the resolutions in Section 3 above. You confirm that We may rely on any amendment, supplement or replacement of the list of signatories given by the persons authorised by You in the resolutions to make such changes.

This mandate will continue until You complete and submit a new mandate and we have completed our checks on that new mandate.

**If this mandate relates to two or more accounts and you later create a new mandate which doesn't cover all the accounts covered by this mandate, you acknowledge that this mandate will continue for those accounts not covered by the new mandate.**

**Please note:** You should be aware of the relationship between this mandate and other mandates or service authorities.

Digital and phone services - Some digital and phone services, such as Business Internet Banking, Business Telephone Banking or HSBCnet, have their own terms and conditions. These determine who's authorised to provide instructions for each type of service. If you want to make changes to the authorities for other products and services, you must make a separate request. For example, you must make a separate request to remove an authorised user from internet banking.

Multiple mandates - If You have multiple mandates and those mandates have different Signing Rules, the highest Signing Rule across all Your mandates will be applied for any non-account specific Instructions received. For example, if you had one mandate which allowed 'Any one signatory **alone**' to sign, and another mandate which required 'Any two signatories **together**' to sign, then we'd require two signatories to sign to open a new account.

# How the Bank will use Your Information

## **Your Information**

We'll use any information you provide about the Organisation or individuals connected to it in accordance with Our Privacy Notice. This can be found at [business.hsbc.uk](https://business.hsbc.uk) or in branch. Before the Organisation (or anyone on its behalf) provides information about any individual to Us or a member of the HSBC Group, it must ensure that it has a legitimate interest, lawful purpose or the agreement of the relevant individual. You must also ensure that those individuals been provided with the Bank's Privacy Notice, which explains the way in which their information will be processed and their rights in relation to their information.

## **Credit Reference Agencies (CRAs) and credit scoring**

We may search for and share information about the Organisation or individuals connected to it with credit reference agencies (CRAs) to process the application, verify identity and assess suitability for products and services. We may also search the Electoral Register and other public sources. We'll use this information to assess whether You can afford to make repayments, help detect and prevent fraud and financial crime, manage accounts with it and trace and recover debts. The CRAs will record details which will form part of Our search in the Organisation's credit file when applications are submitted. If You make several applications within a short period of time, this may temporarily affect Your ability to obtain credit. We may share information with CRAs about Your account and the way it's operated. The information which We provide to the CRAs may be shared with other organisations and used to perform similar checks, including organisations from other countries. We'll continue to exchange information about You with CRAs whilst We have a relationship with You.

Information relating to Your financial associates and individuals connected to the Organisation may also be shared with CRAs for the purpose of verifying their identity and identifying Your suitability for an account. Their personal information, records and history may be shared and updated in the same manner as Your information. CRAs will record details which will become part of their credit histories and similar to the Organisation, their ability to obtain credit may be temporarily affected. If You or others on Your behalf are providing information about financial associates and individuals connected to the Organisation, then You must be sure that You have their agreement to this. We may continue to exchange information about Your financial associates and individuals connected to the Organisation with CRAs while You have a relationship with Us.

## **Fraud Prevention Information**

The information that We collect about You, Your financial associates and individuals connected to the Organisation may be shared with fraud prevention agencies who may use it to prevent fraud and money laundering and to verify identity and the identity of financial associates and individuals connected to the Organisation. If fraud is detected, You, Your financial associates and individuals connected to the Organisation could be refused certain services, finance or employment. For more information on credit scoring, and how the We, CRAs and fraud prevention agencies may use information about You, Your financial associates and individuals connected to the Organisation for these purposes and Your and their data protection rights, see Our 'Guide to Credit Scoring, Credit Reference and Fraud Prevention Agencies' leaflet. A copy can be obtained in any of Our branches or can be requested by contacting Us in your preferred way.

## Section 5: Declarations

Each authoriser confirms that it's authorised and has full power to complete and sign this mandate on behalf of the Organisation, and

On behalf of the Organisation the authoriser(s) confirm that:

- a. The Organisation has considered any regulatory, statutory or other rules or guidance which apply to them and that the Organisation has complied with all relevant requirements and the content of this mandate and the way in which it has been authorised is permitted;
- b. Where (if applicable) the "any one listed signatory alone" Signing Rule has been selected, the constitution of the Organisation has been considered (and in the case of a charity, the charity has considered and taken into consideration the applicable Charities Commission guidance which recommends dual authorisation) and a single signing authority is permitted by the constitution of the Organisation and any rules or guidance that applies to it;
- c. The information and requirements set out in this mandate, including the details of the signatories in Part 2, is correct;
- d. The Resolutions in Part 1 Section 3 above were passed on the date specified in that section and have been entered into the minute book of the Organisation;
- e. Individual signatories have been notified that the Bank may conduct electronic checks on their identities and that these individuals would like the Bank to proceed with such checks; and
- f. The Organisation is entitled to disclose information about the signatories set out in Part 2 of this mandate and acknowledge that the Bank will use the information provided in this mandate as set out in the Privacy Notice.

**If any of Your authorisers are incorporated entities (e.g. a company or LLP), the following paragraph also applies to the corporate authoriser(s) and by signing the below, the corporate authoriser confirms that:**

- g. The person(s) signing below is authorised and has full power to complete and sign this mandate on behalf of the corporate authoriser;
- h. The corporate authoriser has passed an appropriate resolution and that it has been entered into their minute book;

**Please note:** This mandate **must be signed** in accordance with the resolutions set out in Part 1 Section 3 of this mandate.

- Two authorisers must sign this mandate below (unless Your Organisation is a company with a sole director and no company secretary, when the sole director is authorised to sign this mandate).
- The authoriser must be a Director/Company Secretary, LLP Member or have equivalent role. The role of person(s) who are able to act as an authoriser will depend on your type of Organisation - see Guidance Note 2 for further information.

Please complete the box below to confirm how many (if any) Continuation Sheets you've used.

This mandate contains 13 standard pages and  page(s) of Continuation Sheet(s).

Authoriser(s) who are authorised to sign this mandate must sign below:

Signature of authoriser	<input type="text"/>
Print name	<input type="text"/>
Position in Organisation	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
If the authoriser is a corporate authoriser please state the name of the incorporated entity:	<input type="text"/>

Signature of authoriser	<input type="text"/>
Print name	<input type="text"/>
Position in Organisation	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
If the authoriser is a corporate authoriser please state the name of the incorporated entity:	<input type="text"/>



**Please note:** We'll use the above signatures as specimen signatures. If you want to delete your existing specimen signature(s) from our records and replace it with a new specimen signature, please send a letter to your Relationship Manager. If you don't have a Relationship Manager, please send the letter to your local branch.

### Identification of authorisers

The Bank may require verification of the authoriser's(s') identity(ies). If this is required, we'll contact you with instructions on how you can provide us with copies of suitable documents. For example, a full UK Photocard Driving Licence or valid full passport.

## Part 2: Signatories

This part contains details of all of Your **new** and **existing** signatories (person(s) authorised to provide Instructions).

**Please note:** We recommend that at least one of your signatories is a senior member of your organisation. This person should be a Director/Company Secretary, LLP Member, Chairperson/Secretary or have an equivalent role, depending on your type of organisation. This is because we may require them to act as a signatory if your organisation applies for new products or services.

If you need to include more than 6 signatories, please use a Continuation Sheet for Additional Signatories.

**Please note:** If you're a large organisation, occasionally you may want to appoint an incorporated entity as a signatory. To do this, you should provide the details of the corporate signatory below and the corporate signatory should complete a Continuation Sheet for the Signatories of a Corporate Partner/Trustee/Executor/Administrator/Signatory.

Please follow the guidance in the 'How should this mandate be completed?' box on the cover sheet of this mandate.

You must also **strike through unused signatory boxes**. Please tick this box to confirm you've done this

**Please note:** If you want to add or remove a signatory's access to some types of digital and phone services, such as Business Internet Banking, Business Telephone Banking or HSBCnet, you'll need to make a separate request. For example, you must make a separate request to remove an authorised user from internet banking.

### Identification and address verification of signatories

To comply with current regulations, the Bank may require verification of the signatories who are also beneficial owners and key controllers of your Organisation. We can either conduct an electronic identity check or we'll contact you with instructions on how they can provide us with copies of suitable documents.

We'll explain which documents we need to see if we contact you but examples include:

- Full UK Photocard Driving Licence;
- Valid full Passport; and
- Recent correspondence from a Government Department (e.g. Foreign and Commonwealth Office Letter or HMRC Tax Notification).

**Please note:** The information You provide about the signatories will be used solely for the purposes of this mandate. To change a signatory's details and update our records, please use the 'Need Help?' function by visiting [business.hsbc.uk](https://business.hsbc.uk).

**Signatory 1**Full name of signatory Date of Birth         Position in Organisation 

Is this mandate for a new account or is this person a new signatory on this account?

If 'yes' please complete the additional information.

Residential address Post Code  When did the person move in?        Previous address  
(if the person has moved in the last 3 years) Post Code 1) Is this person a national or citizen of the UK? Yes  No 

2) If this person is not a national or citizen of the UK or this person has dual nationality, what is this person's nationality (or dual nationality)? (if dual nationality please list all nationalities including the UK if applicable)

Please provide a specimen signature within this box

**For Bank Use Only**

Customer Identification Number

         **Signatory 2**Full name of signatory Date of Birth         Position in Organisation 

Is this mandate for a new account or is this person a new signatory on this account?

If 'yes' please complete the additional information.

Residential address Post Code  When did the person move in?        Previous address  
(if the person has moved in the last 3 years) Post Code 1) Is this person a national or citizen of the UK? Yes  No 

2) If this person is not a national or citizen of the UK or this person has dual nationality, what is this person's nationality (or dual nationality)? (if dual nationality please list all nationalities including the UK if applicable)

Please provide a specimen signature within this box

**For Bank Use Only**

Customer Identification Number

         

**Please note:** if you want to delete any existing specimen signature(s) from our records and replace it with a new specimen signature please send a letter to your Relationship Manager. If you don't have a Relationship Manager please send the letter to your local branch.

**Signatory 3**

Full name of signatory

Date of Birth

Position in Organisation

Is this mandate for a new account or is this person a new signatory on this account?

If 'yes' please complete the additional information.

Residential address

Post Code

When did the person move in?

Previous address

(if the person has moved in the last 3 years)

Post Code

1) Is this person a national or citizen of the UK? Yes  No 

2) If this person is not a national or citizen of the UK or this person has dual nationality, what is this person's nationality (or dual nationality)? (if dual nationality please list all nationalities including the UK if applicable)

Please provide a specimen signature within this box

**For Bank Use Only**

Customer Identification Number

**Signatory 4**

Full name of signatory

Date of Birth

Position in Organisation

Is this mandate for a new account or is this person a new signatory on this account?

If 'yes' please complete the additional information.

Residential address

Post Code

When did the person move in?

Previous address

(if the person has moved in the last 3 years)

Post Code

1) Is this person a national or citizen of the UK? Yes  No 

2) If this person is not a national or citizen of the UK or this person has dual nationality, what is this person's nationality (or dual nationality)? (if dual nationality please list all nationalities including the UK if applicable)

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**Signatory 5**Full name of signatory Date of Birth         Position in Organisation 

Is this mandate for a new account or is this person a new signatory on this account?

If 'yes' please complete the additional information.

Residential address Post Code  When did the person move in?        Previous address  
(if the person has moved in the last 3 years) Post Code 1) Is this person a national or citizen of the UK? Yes  No 

2) If this person is not a national or citizen of the UK or this person has dual nationality, what is this person's nationality (or dual nationality)? (if dual nationality please list all nationalities including the UK if applicable)

Please provide a specimen signature within this box

**For Bank Use Only**

Customer Identification Number

         **Signatory 6**Full name of signatory Date of Birth         Position in Organisation 

Is this mandate for a new account or is this person a new signatory on this account?

If 'yes' please complete the additional information.

Residential address Post Code  When did the person move in?        Previous address  
(if the person has moved in the last 3 years) Post Code 1) Is this person a national or citizen of the UK? Yes  No 

2) If this person is not a national or citizen of the UK or this person has dual nationality, what is this person's nationality (or dual nationality)? (if dual nationality please list all nationalities including the UK if applicable)

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