Mandate for Society/Club/Association

General notes for completing this mandate

Please read these notes carefully and make use of the checklist tick boxes to help confirm and complete each section.

- Use this mandate for new and existing accounts (if you wish to advise us of changes to the signatories or signing instructions on your account(s)).
- Your signing instructions should be appropriate to your needs and easy to understand.
- If you are opening a new account we will require a copy of the Society/Club/Association rules or a constitution.
- If there has been a change of Chairperson or Secretary since the original mandate was taken, then a copy of the resolution appointing the new Chairperson or Secretary should be provided. If you need to change the address of your bank statements and other correspondence, please ask for a change of address authority form.
- If you are advising us of changes to signatories only, you do not need to provide a copy of your rules or constitution.
- Complete in black ink and BLOCK CAPITALS only.
- The use of correction fluid is not permitted.
- All corrections and deletions must be initialled by any two signatories. Where there is only one signatory, only one initial is required.
- It is important not to post the completed mandate to the Bank (other than when a prepaid envelope is provided) as we may require separate original documents from each individual to confirm their identity and to verify their residential address(es).
- If a prepaid envelope is not provided, please return the completed mandate your Relationship Manager or Corporate Banking Support Team. If you do not have a Relationship Manager, please return to your branch.
- Please ensure that all pages of the mandate are completed and returned to us.

Section 1

To: HSBC Bank plc Date
Name of Society/Club/Association*

The Society/Club/Association* requests you (please tick as appropriate)
to open [ ] (an) account(s) in its name, or continue [ ] (an) existing account(s) in its name.

Section 2

Please tick the box or complete the boxes only
We require this mandate to cover all accounts held now and in the future [ ] (please tick box and move to Section 3)
or

If you wish to limit this mandate to specific account(s) please complete the boxes below:

Sort Code: [ ] - [ ] - [ ]
Account Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Account Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Account Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Please note: If the above boxes are left blank, we will assume your mandate covers all accounts held now and in the future.

Section 3

We attach a copy of the rules/constitution of the Society/Club/Association.*

Section 4

In order that you may credit any interest earned without deduction of tax, we confirm that Society/Club/Association* has a separate identity from its members and that no individual member has the right to be paid, or will directly benefit from any interest earned.

*Delete as appropriate

Important – Checklist

Section 1 completed: Please tick box
Section 2 completed: Please tick box
Section 5

Please complete all sections

“the Bank” means HSBC Bank plc.

“Instructions” means
a) cheques or any other payment instructions signed on behalf of the Society/Club/Association* and any payment instructions which have been duly authorised otherwise than in writing, whether any account of the Society/Club/Association* is in debit or credit;
b) any instructions to stop a payment on behalf of the Society/Club/Association*, received by the Bank in accordance with the applicable provisions in the Business Banking Terms and Conditions at that time;
c) instructions to deliver any item held on behalf of the Society/Club/Association* by the Bank in safe keeping;
d) any other instructions in respect of any other transaction with the Bank (including the opening of additional account(s) and closing of any account(s)).

We set out overleaf a list of all authorised persons, together with specimen signatures and certify that the following resolutions were passed at a meeting of the Committee of Name of Society/Club/Association held on and have been entered in the minute book.

5.1 That a bank account or accounts be opened/continued* and the Bank is authorised to act on any Instructions provided they have been given by those persons named in the Specimen Signature section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows:

Please choose one of the following three options

Any one listed person

Any two listed persons

or

together

or

Other

(for any other instruction and write a brief description, for example ‘any three from the four signatories’, or ‘any one signatory up to £500’ or ‘any two signatories up to £1000’ etc)

Please note in respect of opening additional accounts, if more than one person is authorised and the Society/Club/Association* has allocated individual signing limits, only the individual(s) with the highest limit will be authorised to apply to open additional account(s).

5.2 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

5.3 That the Secretary is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Society/Club/Association*, and that the Bank may rely on such lists.

5.4 That the Society/Club/Association* accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Society/Club/Association*.

5.5 That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Secretary from time to time acting or claiming to act on behalf of the Society/Club/Association*, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

*Delete as appropriate

Signature of Chairperson

who chaired the meeting at which the Resolutions were passed

Signature of Secretary

Important – Checklist

Section 5 completed: Insert the title of the governing body of the Society/Club/Association, eg, ‘Committee’ in the first box, the name of the ‘Society/Club/Association’ in the second box and the date of the meeting at which these matters were resolved. Please tick box

Section 5.1 completed: One option chosen. Please tick box

Section 5 completed: Signed by the Chairperson who chaired the meeting and the Secretary. Please tick box
Specimen Signatures

This section requires you to provide a list of all person(s) authorised to sign. If this mandate is for new accounts all signatories must state their details and complete a signatory box. If this mandate is for existing accounts all signatories must state their details and signatures are only required for new signatories.

All corrections and deletions must be initialled by any two signatories. Where there is only one signatory, only one initial is required. Please rule through all unused boxes.

If you have moved in the past three years, please also give your previous address. Please complete in BLOCK CAPITALS.

Full name of signatory

Residential address

When did you move in? [ ] [ ] [ ] [ ] Date of Birth [ ] [ ] [ ] [ ]

Previous address

Please sign, keeping within the box

Full name of signatory

Residential address

When did you move in? [ ] [ ] [ ] [ ] Date of Birth [ ] [ ] [ ] [ ]

Previous address

Please sign, keeping within the box

Full name of signatory

Residential address

When did you move in? [ ] [ ] [ ] [ ] Date of Birth [ ] [ ] [ ] [ ]

Previous address

Please sign, keeping within the box

The declaration on the following page must be signed. The mandate will not be valid and will be returned to you, if not signed.

Important – Checklist

Please tick the box to confirm all unused signatory boxes have been ruled through.
Specimen Signatures continued

This section requires you to provide a list of all person(s) authorised to sign. If this mandate is for new accounts all signatories must state their details and complete a signatory box. If this mandate is for existing accounts all signatories must state their details and signatures are only required for new signatories.

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If you have moved in the past three years, please also give your previous address. Please complete in BLOCK CAPITALS.

<table>
<thead>
<tr>
<th>Full name of signatory</th>
<th>Residential address</th>
<th>Post Code</th>
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</thead>
<tbody>
<tr>
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When did you move in? [DD MM YYYY]

<table>
<thead>
<tr>
<th>Full name of signatory</th>
<th>Residential address</th>
<th>Post Code</th>
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Previous address

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Please sign, keeping within the box

The declaration below must be signed. The mandate will not be valid and will be returned to you, if it is not signed.

Signature of Secretary authorised to supply lists of authorised signatories:

Signature

Date [DD MM YYYY]

• I confirm that the above including, where applicable, specimen signatures are the signatories authorised by the resolution in Section 5.
IMPORTANT – Checklist

Before submitting this mandate, please ensure you have checked the following:

All corrections and deletions have been initialled by the required number of signatories. Please tick box

The declaration has been signed – the mandate will not be valid and will be returned if unsigned. Please tick box

You must provide us with the rules/constitution of the Society/Club/Association for us to photocopy and return to you. Please confirm copy provided. Please tick box

Identification and address verification of authorised individuals

To comply with current regulations, the Bank must identify and verify the residential address(es) of all signatories to new accounts and new signatories to existing accounts. If the Society/Club/Association* has only one person signing on the account, it will be necessary to identify and verify the residential address of one other principal contact, eg, Treasurer or Chairperson. If required, we will ask for separate original documents to confirm their identity and verify their address(es).

Examples of documents include the following:
– Full UK Driving Licence for either identification or address verification, but not both;
– Valid full Passport for identification; and
– Credit card/utility bill dated within the last four months for address verification (we do not accept online bills).

Upon request, we will provide guidance on other suitable documents.

*Delete as appropriate

For Bank Use Only

<table>
<thead>
<tr>
<th>New account</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Contact for queries</td>
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<tr>
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<td>Internal tel no</td>
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<tr>
<td>Staff number</td>
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<td>Contact for queries based in (please tick as appropriate):</td>
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<tr>
<td>Branch</td>
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<tr>
<td>Commercial Banking Centre</td>
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<tr>
<td>Corporate Banking Support Team, PS02</td>
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Please confirm the number of pages submitted

Mandate reviewed by authorised signatory in accordance with procedures and identification summary form completed

Authorised signatory

Print name

Date

Care – all pages of this mandate are to be forwarded to Banking Operations (formerly known as DSC)