

## 1 Account Mandate - authorised officials

Account name  
the 'account holder'

We request that Close Brothers Limited trading as Close Brothers Savings (the 'Bank') opens / continues to operate accounts in the account holder's name as detailed above and may open such further account(s) as we may request. In connection with all accounts operated in the name of the account holder we set out the below names, specimen signatures and other information of the persons authorised to give instructions ('authorised officials').

**2a**

Name

Position held

Date of birth  
  /   /

Mobile telephone number

Work telephone number

Email address

Current residential address

Postcode

Signature

**2c**

Name

Position held

Date of birth  
  /   /

Mobile telephone number

Work telephone number

Email address

Current residential address

Postcode

Signature

**2b**

Name

Position held

Date of birth  
  /   /

Mobile telephone number

Work telephone number

Email address

Current residential address

Postcode

Signature

**2d**

Name

Position held

Date of birth  
  /   /

Mobile telephone number

Work telephone number

Email address

Current residential address

Postcode

Signature

## Board Minutes

At the meeting of the Board of Directors of

Company/ Charity registration number (if applicable)

Held on

The account holder(s) considered the Close Brothers Limited General Terms and Conditions (The 'General Terms and Conditions') and other documents which Close Brothers Limited has provided and agrees that:

1. The account holder(s) hereby:
  - a. appoints the bank as the account holder's bankers; or
  - b. cancel the account holder's existing mandate(s) to the bank (with the exception of any instructions given by the account holder(s) prior to receipt of this mandate) and replace it/them with the attached.
2. The account holder(s) accept the General Terms and Conditions and confirm such acceptance to the bank by completing the bank's Account Mandate form and the account application form(s) which Close Brothers Limited has provided.
3. The account holder(s)/ Company authorise any person named in this mandate in the section headed 'authorised officials' (an 'authorised official') individually to give instructions relating to the operation of the accounts with Close Brothers Limited, in accordance with the security procedures set out in the General Terms and Conditions

The account holder(s) note that the bank is entitled to act on all instructions given by an authorised official in accordance with the bank's security procedures until the account holder notifies the bank that the authorised official is no longer authorised to act for it.

Instructions to amend customer static data can only be provided to the bank in writing and must be signed by an authorised official. Fax, email or telephone requests will not be accepted. Instructions to make payments on an account can be provided by authorised officials in any way permitted by the General Terms and Conditions.

It is the responsibility of the account holder(s) to advise the bank of any changes to the authorised officials. The authorised officials will remain in place until such time as the account holder(s) updates us and confirm the removal, or addition of authorised officials. Any amendments to authorised officials must be made by providing the bank with an updated Account Mandate form.

In the event of a dispute, we may request an extract from the board minutes of the company approving the appointment of the above persons as authorised officials.

## Protecting your Privacy – how we use your information

This notice provides an overview of what personal data Close Brothers Limited collects about you and why we process it.

The type of personal data we collect may include your own and your representatives' name, address, email address and telephone number, financial and credit card information, employment history, health information, credit history, identification records, qualifications and vehicle or asset details.

You can find further information about how and why we use your personal data and the rights that you have in relation to your data at [www.closesavings.co.uk](http://www.closesavings.co.uk). If you have any questions about this notice, how we process your personal data or your rights over your personal data, please contact our Data Protection Officer at: [dpo@closebrothers.com](mailto:dpo@closebrothers.com) or DPO, Close Brothers, 10 Crown Place, London EC2A 4FT.

### 1. Purposes for which we use your personal data

The core purposes for processing your personal data include:

- a. To verify your identity, assess your suitability for the products and services requested, and to decide whether to enter into an agreement with you. We do this by carrying out checks for criminal proceedings and convictions, anti-money laundering, terrorist financing and fraud prevention, which may include sharing personal data with fraud prevention agencies.
- b. To manage, administer and take decisions regarding your agreement, such as: providing products and services to you, exercising our rights and performing our obligations in connection with the agreement, making payments and recovering monies.
- c. Where it is necessary for our legitimate business interests, such as: improving customer service, market research, quality assurance, training staff, marketing (where we are permitted to send you promotional information), system development and statistical analysis on your personal data even if your application is declined by us or you decide not to complete your application with us.
- d. To meet our legal and regulatory obligations.

### 2. Exchange of information with Fraud Prevention Agencies

Your personal data may be used by us to verify your identity and to allow us to detect and prevent money laundering activity as part of the account opening process for new customers.

You can find further information about how agencies such as Equifax may process your personal data at [www.equifax.co.uk](http://www.equifax.co.uk) or you can contact us to obtain a paper copy of this information.

We may use automated decision making systems to either fully or partially assess your information. The results of this decision may decide whether we provide you with our services or not. If you disagree with the results of an automated decision, you can request a review of your application.

Where you provide us with personal information belonging to a third party, you must ensure you have obtained the necessary consents in order to disclose their information and have provided them with a copy of this notice.

## Certification

We confirm that we have read and accepted the information provided on this form and that the details given by us are correct and will remain in force until such time as you receive notice from us in writing to the contrary, together with any necessary revised documentation required by us.

We certify the above to be a true extract from the minutes and that the specimen signatures recorded on this mandate are correct.

This declaration must be signed by an authorised official(s) of the organisation as follows:

- Companies - two signatures
- Charities - one signature
- Partnerships and unincorporated businesses - two signatures
- Universities, schools, local authorities - two signatures
- Trusts - all trustees

5a

Signature one

Print name

Position held

Date of birth

 /  /    

Signature

5c

Signature three

Print name

Position held

Date of birth

 /  /    

Signature

5b

Signature two

Print name

Position held

Date of birth

 /  /    

Signature

5d

Signature four

Print name

Position held

Date of birth

 /  /    

Signature