

# Barclays Bank PLC

## Appointment of Bankers

### Barclays Business

Fill in this form if:

- You are opening a new business bank account
- You are amending the details of a signatory or appointing or removing a person to the Business/Association account(s)

Please complete the form in BLOCK CAPITALS with a BLACK ballpoint pen and SIGN it. Fields highlighted in BLUE and with an asterisk must be completed to enable us to process the form. Please refer to the information above or against each section for help. If you make an error, please do not use correction fluid, but request a new form from your Barclays Business Mandate Change Team on 0845 366 9205\*.

#### SECTION 1 – YOUR BUSINESS/ASSOCIATION DETAILS – HOW TO COMPLETE

1. Business/Association Name: Please insert the name of your Business or Association that wishes to open an account or add/delete a signatory(s) from the account
  - Decision Date: Please insert the date it was decided to open a business bank account or add/remove a signatory from the Business/Association account
  - Registered Number: Please insert your company registration or registered charity number if applicable (If you are a charitable company please supply a copy of the minutes of this meeting)
2. Account Details
  - UK Sterling (£) Accounts: Please insert the sort code and account numbers for ALL Sterling (£) accounts you have opened for your Business/Association
  - Currency Accounts: Please insert the sort code and account numbers for ALL currency (Euro, Dollars etc) accounts you have opened for your Business/Association

#### Please note:

- If you need more space to write your account numbers, please request a “Continuation Sheet for Account Numbers” from your Barclays Business Mandate Change Team on 0845 366 9205\*.
- It is very important you include ALL account numbers you’ve opened for your Business/Association as accounts not detailed will not be updated with the information you’ve provided on this form.

#### \*1. NAME OF BUSINESS/ASSOCIATION THAT AGREES TO APPOINT BARCLAYS AS BANKERS.

\*DECISION DATE  /  /

\*IF APPLICABLE, PLEASE INSERT THE COMPANY OR REGISTERED CHARITY NUMBER

#### \*2. ACCOUNT DETAILS

##### \*UK STERLING (£) ACCOUNTS

##### \*SORT CODE

-  -

##### \*ACCOUNT NUMBER

##### ACCOUNT NUMBER

##### ACCOUNT NUMBER

##### AND/OR CURRENCY ACCOUNTS (eg. Euro account, US Dollar account, etc)

##### SORT CODE

-  -

##### ACCOUNT NUMBER

##### ACCOUNT NUMBER

##### ACCOUNT NUMBER

I/We considered the Barclays Customer Agreement and other documents which the Bank has provided and resolved that:

1. the Business/Association
  - (a) appoint Barclays Bank PLC (the Bank) as the Business/Association’s bankers; or
  - (b) cancel the Business/Association’s existing mandates to the bank (except in relation to cheques and other instructions given before the Bank receives this resolution);

2. the Business/Association accept the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers;
3. the Business/Association authorise any individual named in Section 2 (an 'authorised person') to:
  - (a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Business/Association from time-to-time; and
  - (b) give instructions concerning the operation of the Business/Association's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
  - (c) register the Business/Association for the Bank's computer and telephone banking services.

I/We noted that if the Business/Association has registered for the Bank's computer and telephone banking services, any of the authorised person(s) acting in accordance with the current approval processes for the services would be responsible for amending the Business/Association's 'customer profile' which (among other things) determines:

- the accounts that can be accessed by computer or telephone;
- security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
- the individuals ('users') allowed to use the service for making payments and other purposes (within any specified limits).

I/We also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the company notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

**SECTION 2 – AUTHORISED PERSONS (Signatures must be fully contained within the box(es) below)**

**Instructions are to be given to the Bank by the authorised persons named below as per the Provision of Instructions set out in Section 3.**

- If you are a Club, Charity (Excluding Charitable Companies), Church or Society, ALL individuals signing this form agree to be individually as well as jointly liable for any money owed to the Bank by the Association and for any other liabilities of the Association, actual or contingent, from time to time.

**\*SURNAME**

<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"/>	<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"/>
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**\*FORENAMES**

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**\*SIGNATURE**

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- Please insert the surname, forenames, position and signature of ALL authorised persons

- **Please ensure that the signature is FULLY CONTAINED within the black box, as the form will become invalid if the signature breaks the outline and a new instruction will need to be completed**

- If more than three authorised persons are required, please complete a "Continuation Sheet for Authorised Persons" which can be obtained by calling 0845 366 9205\*.

- This form must not be used to authorise Third Parties. Please use the form titles 'Authority for Third Parties to Give Instructions Concerning the Account Operation of a Customer's Account', which can be obtained from your Barclays Business Mandate Change Team on 0845 366 9205\*

**\*SURNAME**

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**\*SIGNATURE**

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**\*SURNAME**

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**\*SIGNATURE**

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We may, as we reasonably think appropriate, provide confidential information about your business, charity, club, church, or society as appropriate (or the people behind it), and the accounts, to anyone authorised to act in relation to the accounts. We may also obtain such information from such authorised persons, again as we reasonably think appropriate.



**PLEASE NOTE THAT:**

- For New Business queries, please call your Barclays Business Team on 0845 605 2345\*.
- When this form is replacing an existing mandate, the Bank may require additional information. To ensure all the necessary information is supplied, please refer to your Mandate Change Pack or contact the Mandate Change Team on 0845 366 9205\* for further guidance, any additional forms can be obtained by calling this number.
- The Bank may be unable to accept any instructions from you until we have completed our enquiries.

\*Calls made to 0845 numbers will cost 4.5p per minute, minimum 6.0p, current as at July 2013 for BT customers. The price on non-BT phone lines may be different.

**FOR BANK USE ONLY**

Customer System Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New AOB?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
Replacement AOB?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
Is a Continuation Sheet for Account Numbers (9901608) attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
Is a Continuation Sheet for Authorised Persons (9901606) attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						

**KYC Stamp and Contact Details**

KYC Stamp
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Contact Name: (IN BLOCK CAPITALS)	
Contact Number:	

Barclays Business is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board.

Registered in England. Registered No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

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