

Personal details

Please complete this form in BLOCK CAPITALS using a BLACK ballpoint pen and SIGN it. EVERY member of the business/organisation must complete a form each. Fields highlighted in BLUE and with an asterisk must be completed to enable us to process the form. Please refer to *Your Guide To This Form* overleaf for help in completing the form.

Section 1 – Your Business/Organisation details

*1. Name of your business/organisation:

*2. Sort code:

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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*3. 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"/>
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*4. Position held (Owner/Partner/Director/or Official):

Section 2 – Your Personal details

*Title: Mr Mrs Miss Ms

Other:

*Forenames:

*Surname:

*Date of birth:

Number of dependants:

*Country of residence:

*Nationality:

*Country of birth:

*City/Town of birth:

*Do you have dual/multi nationalities: Yes No

If yes, please state countries of dual/multi nationality:

*Occupation

*Do you hold a Not Ordinarily Resident Declaration: Yes No

*Mother's maiden name:

(please complete for security purposes)

Living status: (i.e. single)

Residential status: Owned mortgage Owned outright

Tenant furnished Tenant unfurnished Other

*Home address:

*Postcode:

*When did you move in: (MM/YYYY)

*Telephone numbers – Day:

Evening: Mobile:

*Best time to contact you:

Personal email address:

*If you have lived there less than three years, please enter previous address(es):

*Postcode:

*When did you move into your previous address:

 (MM/YYYY)

Note: If the combined occupied time for both addresses is less than three years, please detail previous addresses on a separate piece of paper.

If you are an existing Barclays Account Holder please complete the following:

Name of your branch:

Name on your account:

Your sort code:

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Your 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"/>
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Section 3 – Your Authorisation

I confirm that the information given is true and complete.

I confirm my agreement to the contents of the 'Information about you' section of this pack which, amongst other things, describes the checks and searches you will carry out and how you will store and process my personal information.

At Barclays we believe that part of providing an excellent service is to occasionally make you aware of our Group's products and services (and those of specially selected partners). Please tell us if you would prefer we did NOT contact you via:

Mail:

SMS:

Telephone:

Email:

*Name:

*Signature:

*Date: (DD/MM/YYYY)

Please note: We will send you a letter confirming we've completed our checks and searches on you, and that your new mandate is in place. Until you receive this letter, we won't be able to complete any payment instructions or any other changes to the business/organisation instructed by you.

YOUR GUIDE TO COMPLETING THIS FORM

- Please complete this form in BLOCK CAPITALS using 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
- If you make an error, please do not use correction fluid, but request a new form from the Helpdesk on 0845 366 9205*.

PLEASE NOTE THAT:

- All new authorised persons need to complete this form. This applies to all new Barclays customers and anyone new to the Business/Organisation, including the owner, Director, the Chairman or Secretary
- Make sure you keep a copy of the 'Information about you' sheet from within the 'Changing account details' pack
- The Bank may be unable to accept any instructions from you until we have completed our enquiries.

Section 1 – YOUR BUSINESS/ORGANISATION DETAILS

1. Name of your Business/Organisation: Please insert the name of the Business/Organisation
2. Sort code: Please insert your Business/Organisation sort code as it appears on your bank statement
3. Account number: Please insert your Business/Organisation account number as it appears on your bank statement
4. Position held: Please insert your position in the Business/Organisation, i.e. Owner, Partner, Director, Company Secretary, etc

Section 2 – YOUR PERSONAL DETAILS

- Please insert your title, forename, surname, date of birth, country of residence, nationality, and place of birth
- Please insert your mother's maiden name, which will be used for security purposes
- Please insert your address(es) details and the length of time you've lived at each address
- Please insert your branch and account details if you are an existing Barclays Account Holder.

Please note:

- For legal reasons, we have to positively identify all new customers and anyone new to the Business/Organisation in the branch. We'll need one of the following original documents to confirm your identity:
 - Current signed passport
 - Full UK driving licence
 - EU identity card
- We may accept other forms of identification. Please contact your Helpdesk on 0845 366 9205* for more information
- We also need to confirm the current permanent address of each new authorised person. Again, if our records for existing customers don't meet current legislation we may need this information for them too. Please bring in ONE of the following original documents:
 - A utility bill from the past three months (gas, electricity or water)
 - Bank statement from the past three months (other than one of ours)
 - Council tax bill for the current year
 - Full UK driving licence (unless this was used as proof of identity document).

Section 3 – YOUR AUTHORISATION

- Please write your name and sign the form as confirmation that the information you have given are true and complete and that you have read and agreed to the content of the 'Information about you' section of this pack
- Please ensure that the signature is FULLY CONTAINED within the blue box, as the mandate form will become invalid if the signature breaks the outline and a new instruction will need to be completed
- Please insert the date.

*For BT business customers, 0845 calls will cost no more than 4.5p per minute, minimum call charge 6.0p (current at December 2012). The price on non-BT phone lines may be different.