

Your Mandate Variation request

Your instruction to change the signatories on your account and amend Internet Banking access



What you need to do next

Step 1 Print the form

Step 2 Collect the signatures

So that we can complete your request, please make sure this printable form is signed correctly. If you are unsure who can sign this form please contact your Relationship Team. Alternatively call our business management team on 0345 072 5555. We're open Monday to Friday, 8:00am-6.00pm.

Checklist

Section 8 - Your authorisation

Who should sign:

- The form must **always be signed by at least two Full Power signatories** named on the **existing Bank Account** mandate, even if you have currently setup the account to allow any one signatory to authorise transactions.
- If there is only one Full Power signatory named on your existing Bank Account mandate then they should sign.
- Full signatories being removed as part of this form can sign this section.

Please refer to the Definitions section for details on what a Full Power signatory is.

Step 3 Post the signed form to us

**Lloyds Bank,
Business Banking,
BX1 1LT**

Need help?

If you need any help please contact your Relationship Team. Alternatively call our business management team on 0345 072 5555. We're open Monday to Friday, 8:00am - 6:00pm



About this form

- The information you give us on this form tells us to change who has authority to access and manage your accounts, and tells us to update or deregister the users who can access your accounts through Online for Business.
- This form varies your existing Authority with us; it is not a new Authority.
- If you are currently on an account level mandate, this form will replace any existing mandates at a customer level, which means we will make sure that identical signing rules apply across all current and future accounts held in the business name.

Please check all the right sections are completed and signed correctly

- Make sure you get the form signed by the right people and that all signatures are dated
 - refer to the signing guidance provided in Step 2.
- Please make sure that any new signatories or non-signatories being added to the account also sign and date the form in Section 9. We will electronically verify their identity or, if we can't do this, we'll contact them to ask them to visit one of our branches with some identification and proof of their address.

The role of a Full Power signatory

- Full Power signatories are listed on your current bank account mandate and can, amongst others
 - give instructions to the Bank to make payments to or debit from the account(s)
 - open new accounts in the name of the business, and close any such accounts
 - arrange a loan or overdraft.

If you're not able to get all the required signatures

- If you don't think you can collect all of the signatures you may need to complete this form, you'll need to fill in a Board Resolution. Please visit our useful forms page at lloydsbank.com/businessforms for more information.

Getting a copy of your completed form

- We will keep a copy of this form for 28 calendar days and have sent you an email with details of how to retrieve it.

If you notice a mistake on the form

- If you need to make any handwritten changes to the form these must be countersigned by both of the Full Power signatories from Section 8.
- Please do not use correction fluid to alter the form as this will invalidate your request.

Tracking your request

- We will let you know either by letter or email when the changes you've requested have been completed or if we have any questions.
- If you have opted in for SMS progress updates, we'll send these to the UK mobile number you've given us.

Your Mandate Variation request



Your instruction to change the signatories on your account and amend Internet Banking access

1 Requester and Business details

1.1 Requester details

Title Mr Mrs Miss Ms

UK mobile number

07826539743

First name(s)

Joanne

Opt-in to SMS progress updates

Yes No

Surname

Myers

Email address

clerk@milton-pc.gov.uk

1.2 Your Organisation details

Full name of the Organisation

Milton Parish Council

Sort code

3 0 - 1 0 - 0 4

Account number

0 0 6 5 9 9 4 9

Organisation type

Local Authority

Note: these changes will be applied to all of the accounts you have under this name.

1.3 Contact details for your Organisation

Primary contact name for the Organisation

Liz Cruse

Position in the Organisation

Administrator

UK work mobile

07826539743

Organisation email address

clerk@milton-pc.gov.uk

1.4 Operating details

Industry type

Parish Council

2 Change the Organisation mailing address

New mailing address

39 HEATHER ROAD

MILTON

ABINGDON

Postcode OX144EX

United Kingdom

- 3 Change the signing instructions for payments and non-payment tasks
- 4 Additional signatories and non-signatories
- 5 Remove signatories or authorised individuals
- 6 Change the authorising powers of existing signatories





Please read the guidance notes carefully before you sign this printable form in order to help us complete your request quickly. If you are unsure who can sign this form please contact your Relationship Team. Alternatively call our business management team on 0345 072 5555. We're open Monday to Friday, 8:00am-6.00pm.

Who should sign:

- the form must **always be signed by at least two Full Power signatories** named on the **existing Bank Account mandate**, even if you have currently setup the account to allow any one signatory to authorise transactions
- if there is only one Full Power signatory named then they should sign.
- Full signatories being removed as part of this form can sign this section.

Please refer to the Definitions section for details on what a Full Power signatory is.

By signing you confirm that the information given in this form is accurate, that the specimen signatures of all new signatories are correct and that all existing and new signatories are authorised to act on behalf of the Organisation in transactions and when dealing with the Bank. The terms of your most recent Authority to the Bank will apply.

<p>Full name of first existing Full Power signatory</p> <input type="text"/>	<p>Full name of second existing Full Power signatory</p> <input type="text"/>
<p>Signature of first existing Full Power signatory</p> <input type="text"/>	<p>Signature of second existing Full Power signatory</p> <input type="text"/>
<p>Date</p> <input type="text"/>	<p>Date</p> <input type="text"/>

Please return your signed request to Lloyds Bank, Business Banking, BX1 1LT

www.lloydsbank.com/business

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 Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.
 Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS).
 Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.



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Full Powers signatories' authority

Full Power signatories are authorised (subject to the restrictions set out in section the signing instructions) by the Organisation to:

- give instructions to the Bank to pay to or debit from the account(s) (whether in credit or overdrawn or becoming overdrawn as a result) all your cheques, CHAPS and international payments, standing orders, direct debits, drafts, bills, negotiable instruments, documentary credits or other similar instruction in accordance with the Authority and to countermand the same.
- open new accounts in the name of the Organisation, and to close any such accounts.
- arrange advances to the Organisation by way of loan or overdraft.
- approve and authorise the signing on behalf of the Organisation of any indemnities or counter-indemnities which the Bank may require from time to time.
- approve, authorise and execute any agreement with the Bank for the provision of banking services.
- arrange for the granting of any documentary or other credits, guarantees or other undertakings by the Bank or its agents, in the UK or abroad.
- subject to the terms and conditions referred to in the General terms and conditions of the Authority, approve, authorise and execute any agreement (whether committed or optional) with regards to:
 - entering into the purchase, sale or exchange of any foreign exchange and/or securities;
 - entering into any transactions relating to or involving the purchase, sale, exchange, payment or setting off of sums of money determined by reference to present or future interest or currency exchange rates including (without limitation) interest rate and currency swaps, caps, collars and floors, forward rate agreements, forward foreign exchange contracts and options on any such transactions.
 - withdraw, purchase, or sell or otherwise deal with any of the Organisation property or securities lodged with the Bank for safekeeping and to sign any documentation in connection with any such transaction.
 - approve any change to the Authority.
 - discuss with and receive information from the Bank about the account(s).

Signing instructions for Full Power signatories

If you select "Any one" for "payments" in the signing instructions then each of the Full Power signatories has individual authority without any restriction to authorise any payment (up to any financial cap set in the payment instructions). Each will be able to withdraw money from any of your accounts (which may be without your knowledge or the knowledge of the other). If you select "Any one" for "non-payments" then each of the Full Power signatories has individual authority without any restriction to authorise any non-payment transaction listed above. We will not be obliged to make enquiries about the purpose of any transaction or the signatory's authority to conduct them.

Specific terms apply to Internet and Telephone Banking and any of our cards and other services. The above restrictions will no longer apply. For example, if you set a restriction of "any two" to sign for a payment and you apply for Internet Banking, any one of your authorised users for Internet Banking will be able to carry out transactions online and the "any two" restriction will not be applied. We provide a free service called online payment control which enables you to control how payments are authorised for your business within Online for Business. Any one Full access user can change to remove any online payment control. To find out more about online payment control options go to www.lloydsbank.com/businessopc

Limited Powers signatories' authority

Limited Power signatories are authorised (subject to the restrictions set out in section the signing instructions) by the Organisation to:

- give instructions to the Bank to pay to or debit from the account(s) (whether in credit or overdrawn or becoming overdrawn as a result) all your cheques, CHAPS and international payments, standing orders, direct debits, drafts, bills, negotiable instruments, documentary credits or other similar instruction in accordance with the Authority and to countermand the same.
- discuss with and receive information from the Bank about the account(s).

Signing Instructions for Limited Power signatories

If you select "Any one" for "payments" in the signing instructions then each of the Limited Power signatories has individual authority without any restriction to authorise any payment (up to any financial cap set in the payment instructions). Each will be able to withdraw money from any of your accounts (which may be without your knowledge or the knowledge of the other).

We will not be obliged to make enquiries about the purpose of any transaction or the signatory's authority to conduct them. Specific terms apply to Internet and Telephone Banking and any of our cards and other services. The above restrictions will no longer apply. For example, if you set a restriction of "any two" to sign for a payment and you apply for Internet Banking, any one of your authorised users for Internet Banking will be able to carry out transactions online and the "any two" restriction will not be applied. We provide a free service called online payment control which enables you to control how payments are authorised for your business within Online for Business. Any one Full access user can change to remove any online payment control. To find out more about online payment control options go to www.lloydsbank.com/businessopc

Level of access

Full Access (Signatory): User has full access to the Online for Business service for all your accounts. They can make payments, apply for products and loans and can change or remove any online individual payment limit without your knowledge or authorisation.

Delegate Full Access: User has full access to the service including payments and apply for text alerts (but excluding ability to apply for other products and services online).

The Full Access (Signatory) role is reserved for users who are also Full Power signatories on the bank account mandate. In processing this request if the user has not been set up as a Full Power Signatory or Full Power signatories, we will set them up as a Delegate Full Access

Delegate View Only: User can only view accounts and cannot make payments online.

