



## Request to Add and/or Remove Signatories from an Existing Mandate

**Your reference code:** JWX8VR

**Banking indexing code:**

**Thank you for your online request to amend your mandate.**

**Your form has been submitted and your reference code is: JWX8VR**

### Authorising the mandate amendments

- Please now print and complete all pages of this document, signing in black ink where indicated.
- Do not use correction fluid or make any changes to the printed information. Other than to complete the signatory boxes, please do not write on this form as we will not be able to process a form which contains additional written instructions.
- If you need to make a correction to the handwritten information within the signatory boxes, the change must be initialled by any two signatories (where there is only one signatory, just one initial is required).
- If you don't have access to a printer, we can retrieve and print a copy for you at your local branch using the above reference code. Just call us 03457 60 60 60 to arrange a convenient time for you (and any other appropriate signatories) to visit and sign.

### Returning the signed form to us

- Please ensure that all pages of this document are returned to us.
- Return the signed form to: HSBC Banking Ops-Mandates, PO Box 6402, Coventry, CV3 9NA, FREEPOST.
- We will hold your online submission for 45 days until we receive a signed copy of this document. After this time, you will need to submit a new online request.

### After we've received your signed form

- As part of our checking process, we need to verify the identity and address of any new signatories who are beneficial owners or principal controllers, and all new signatories for clubs, societies and associations.
- We may contact you to ask that these individuals upload copies of their identity documents using a smartphone or webcam, or take their original documents to their nearest branch.
- Once we have completed our checks, the mandate changes will take effect.

### Information you provide to us

We will use any information you provide to us as explained in our Privacy Notice. You can find this at [www.business.hsbc.uk](http://www.business.hsbc.uk) or you can ask for a copy in branch.

Before you (or anyone on your behalf) provides information about any individual to us or a member of the HSBC Group you must ensure that you have a legitimate interest, lawful purpose or the agreement of the relevant individual. You must also ensure they've been provided with our Privacy Notice, which explains the way in which their information will be processed and their rights in relation to their information.

### Bank use only

Original signature	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		No correction fluid used	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>										
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**Leave below blank unless authorised by a Business Specialist/Commercial Officer or RM**

Checked by Business Specialist/Commercial Officer or RM	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>					
Name	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		Internal phone number	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		
Staff number	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		Sort Code or Internal address	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		
Mandate reviewed by Business Specialist/Commercial Officer or RM	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>					
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Name of club, society or association

Christ's College Boat Club

I wish to

- ☐ Both add and remove signatories from our existing mandate
- ☒ Add signatories to our existing mandate
- ☐ Remove signatories from our existing mandate

## Please tell us about the signatories you would like to add

We will now ask for details about the signatories you wish to add to the mandate.

You will need to provide us with the full name and contact details of each signatory and their position within the company.

### Signatory 1

Title

Mr

First name/names

Alexander

Surname

Tocher

Preferred phone number

+44

07597662363

Official position in club, society or association

Treasurer

Is this person considered to be of influence in politics, in any way politically exposed, or do they hold a position in the executive, military or judicial sectors of a government?

- ☐ Yes ☒ No

Does this person have any close associates or immediate family members who are considered to be of influence in politics, in any way politically exposed, or who hold a position in the executive, military or judicial sectors of a government?

- ☐ Yes ☒ No

Date of birth

Day

22

Month

Feb

Year

1999

- ☒ UK and Isle of Man
- ☐ British Forces Post Office
- ☐ Overseas
- ☐ Channel Islands

What type of residential address do they hold?

**UK address**

Premises

Building

Street

District (optional)

Town or city

Postcode

Date you moved in (DD/MM/YYYY)

**Previous address type**

- ☒ UK address
- ☐ British Forces Post Office
- ☐ Overseas
- ☐ Channel Islands

**UK address**

Premises

Building

Street

Park House, Croft Bank

District (optional)

Town or city

Malvern

Postcode

WR14 4DX

Date you moved in (DD/MM/YYYY)

01/04/2003

Is this signatory a national or citizen of the UK?

☒ Yes

☐ No

Is this signatory also a national or citizen of any other country?

☐ Yes

☒ No

Does this person have a shareholding of 25% or more in the business?

☐ Yes

☒ No

Signatory signature

Date

/

/

Signatory name

Alexander Tocher

Position

Treasurer

Before this mandate can be made active, we will need to undertake some standard checks, this will include an identity check for all new signatories who are also beneficial owners or key controllers. We can either conduct an electronic identity check or, after we've received your signed form, we will contact you with instructions on how they can upload copies of suitable identity documents using a smartphone or webcam, or show the original documents at their nearest branch.

For societies, clubs and associations, we need to undertake these checks on all new signatories.

Please confirm that you have notified these individuals that we will conduct an electronic check of their identity, and that these individuals would like us to proceed with such a check.

☒ Yes ☐ No

Date and time confirmation to electronic ID&VA given by **Samuel Drury**: Wed Jul 21 16:13:09 BST 2021

**Please note, the mandate changes will not become active until we have confirmed their identity and address.**

The information we have collected about you and your authorised signatories in this mandate will be used to carry out checks with fraud prevention agencies for the purposes of preventing fraud and money laundering, and to verify your identity and the identity of your authorised signatories. We and fraud prevention agencies may also enable law enforcement agencies to access and use your information and that of your authorised signatories to detect, investigate and prevent crime.

If we, or a fraud prevention agency, have reason to believe there's a fraud or money laundering risk we may refuse to provide the services you and your authorised signatories have requested. We may also stop providing existing products and services to you and your authorised signatories.

To find out more about credit and fraud checks, read our [Guide to Credit Scoring, Credit Reference and Fraud Prevention Agencies](#). You can get a copy in any of our branches or you can request a copy by contacting us in your preferred way.

## Signing rules

For Limited Companies, please sign below in accordance with clause 3.3 of your existing mandate

For Limited Liability Partnerships, two members must sign below

For clubs, societies and associations, the secretary must sign below. If the secretary signing this form is not the one listed on your current mandate, please enclose a copy of the meeting minutes showing when they were appointed

Date	/ /
Name	
Position	

Date	/ /
Name	
Position	

**About HSBC**

HSBC UK Bank plc is a company registered and established in England and Wales under registration number 9928412. Our registered office is at 1 Centenary Square, Birmingham, B1 1HQ, United Kingdom. Our VAT registration number is GB365684514.

HSBC UK Bank plc is: authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (our firm reference number is 765112).

**www.hsbc.co.uk/business**

**Issued by HSBC UK Bank plc.**

HSBC UK Bank plc, Customer Information, PO Box 6201, Coventry CV3 9HW

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