



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

Your reference code: 4KQF43

Banking indexing code:

Thank you for your online request to amend your mandate.

Your form has been submitted and your reference code is: 4KQF43

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 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

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No correction fluid used

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Number of pages

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BCIN (where known)

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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

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Name

--

Internal phone number

--

Staff number

--

Sort Code or Internal address

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Mandate reviewed by Business Specialist/Commercial Officer or RM

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Date

/	/
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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	First name/names	Surname
Miss	Catherine	Hurst

Preferred phone number

+44	7900921507
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Official position in club, society or association

Other

Specify the position

Boathouse Manager

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	Month	Year
5	Jul	1981

Bank use only: BCIN

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- ☒ 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)

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

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Date

/ /

Signatory name

Catherine Hurst

Position

Boathouse Manager

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**: Fri Jan 24 17:20:09 GMT 2020

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

/	/
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Name

Position

Date

/	/
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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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