



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

Your reference code: VFM4RN

Banking indexing code:

Thank you for your online request to amend your mandate.

Your form has been submitted and your reference code is: VFM4RN

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 set out in our Privacy Notice. You can find this at www.business.hsbc.uk or you can ask for a copy in branch.

If you provide information about any individual to us you must ensure that that individual has been notified of, and has agreed to, the processing, disclosure and transfer of their information as set out in our Privacy Notice. You must at the same time advise that individual that they have rights of access to, and correction of, their personal data.

Bank use only

Original signature

No correction fluid used

Number of pages

BCIN (where known)

Leave blank unless all checks have been completed

Checked by Business Specialist/Commercial Officer or RM

Name

Internal phone number

Staff number

Sort Code or Internal address

Mandate reviewed by authorised signatory

Date

/

/

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
Mr	ShenZhen	Newman

Preferred phone number

+44	7495077524
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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	Month	Year
2	Sep	1997

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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	/	/
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Signatory name

ShenZhen Newman

Position	Treasurer
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Please tell us about the signatories you would like to remove

Signatory 1

Title	First name/names	Surname
Miss	Miriam	Apsley

Official position in club, society or association

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 of consent to electronic ID & VA given by **Miriam Apsley**: Mon Jun 18 19:53:59 BST 2018

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

The personal information we have collected 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 identity. We and fraud prevention agencies may also enable law enforcement agencies to access and use your personal data 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've requested. We may also stop providing existing products and services to you.

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	Date
/ /	/ /
Name	Name
Position	Position

About HSBC

HSBC Bank plc is a company registered and established in England and Wales under registration number 14259. Our registered office is at 8 Canada Square, London E14 5HQ. Our VAT registration number is GB365684514.

HSBC 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 114216) regulated by the Jersey Financial Services Commission for Banking, General Insurance Mediation and Investment Business licensed by the Guernsey Financial Services Commission for Banking, Insurance, Collective Investment Schemes and Investment Business licensed by the Isle of Man Financial Services Authority.

www.hsbc.co.uk/business

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