

Triodos Bank

Business Banking

Add Account Administrator Mandate Form.

References to "you" and "your" refers to the organisation named as the Account Holder. This form enables you to appoint an Account Administrator (who must be 18+ and UK resident) with authority to manage organisational data, account settings, Account Operators, and permissions on your behalf. Please refer to the Terms and Conditions for Businesses and Charities ("the General Terms and Conditions") for full detail on Account Administrator permissions.

It is your responsibility to tell us whether an Account Administrator may make changes on their own or whether you require approval from two Account Administrators. You may appoint up to three Account Administrators. All permissions must align with your organisation's governing documents or constitution.

In order for this Account Administrator Mandate Form ("the Mandate Form") to be processed the declaration at the end of this form must be signed by Directors/Officers, or equivalent in line with your existing organisation mandate. Please note that individuals signing the form may be subject to identification and verification (ID&V) checks. They must have the requisite authority to sign the Mandate Form on behalf of your organisation and must be verifiable on public registers where applicable.

Please note if your form does not fulfil the requirements outlined within our General Terms and Conditions, we will be unable to complete your request, and your Mandate Form will be returned.

If you require clarification of your existing organisation mandate(s) and/or signing arrangements, please contact us on 0330 355 0355 or via chat in Internet Banking. We recommend doing this before submitting your Mandate Form to help avoid delay

Section 1

Your organisation

Official name of organisation

Account number

Section 2

New Account Administrator details

Complete up to three sections below. Leave unused sections blank.

Account Administrator 1

Title

First name(s) (full legal name)

Surname

Date of birth

/ /

Email address

Telephone number (work)

Telephone number (home)

Residential address

Postcode

Country

Tax resident outside the UK? Yes No

Country and TIN (if yes)

Account Administrator 2

Title

First name(s) (full legal name)

Surname

Date of birth

/ /

Email address

Telephone number (work)

Telephone number (home)

Residential address

Postcode

Country

Tax resident outside the UK? Yes No

Country and TIN (if yes)

Account Administrator 3

Title

First name(s) (full legal name)

Surname

Date of birth

/ /

Email address

Telephone number (work)

Telephone number (home)

Residential address

Postcode

Country

Tax resident outside the UK? Yes No

Country and TIN (if yes)

Section 3 Authority settings

Each Account Administrator may act independently

Two Account Administrators must approve changes

Section 4 Identification

We are required by law to verify the identity of all new and existing customers, Account Administrators, and any Director or Officer who signs this Mandate Form.

By completing and signing this form, you confirm that:

- You have informed each Account Administrator that we will carry out identity and address checks
- You have obtained their permission for us to carry out these checks
- Directors or Officers signing this form consent to identity and verification checks where required

To verify identity and address, we may carry out electronic checks using the information provided on this form. In some cases, we may ask for additional information or documents. We carry out these checks in line with our General Terms and Conditions.

We may ask you to provide documents or details to confirm your tax residency. If you do not provide this information, we may be required to report your account to HMRC. Any information provided on this form will replace the information we currently hold on record.

How we use your personal information

We won't share information provided on this Mandate Form with anyone else without informing you and will only share information provided on this Mandate Form with other organisations required to complete processing necessary to provide our products and services and meet our legal obligations. This may include, for example, the exchange of your business information or data (both within the UK and where appropriate, overseas) with organisations such as fraud prevention agencies, credit reference agencies, debt recovery agencies, law enforcement agencies and other organisations as deemed necessary. For further information about how Triodos Bank use and share your personal information please see our Privacy Statement at www.triodos.co.uk/privacy-statement.

By submitting the Mandate Form, you acknowledge that you have explained this to the Account Administrator, have obtained their consent and that they understand that their personal data will be processed and stored for future reference in accordance with this Privacy Statement.

Internet Banking

A new Account Administrator will receive Internet Banking access provided by means of an individual security device known as a Digipass. For an Account Administrator who already has a Digipass, access to the accounts will be automatically added.

Section 5 Declaration

Submit via:

- If you have Internet Banking, you can send us a secure chat message and attach the completed form.

I confirm that I am authorised to sign on behalf of the organisation in line with the existing organisation mandate.

Authoriser name

Position

Signature

Date

/ /

Authoriser name

Position

Signature

Date

/ /

Once completed please send this form to our freepost address (no stamp required): **Freepost TRIODOS BANK**

Large print, braille and audio versions
available on request.

Telephone: 0330 355 0355 (if calling from the UK) or +44 (0)117 973 9339
(if calling from abroad)
www.triodos.co.uk

Calls to and from Triodos Bank may be recorded for training and monitoring
purposes.

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