

Triodos Bank

Business Banking

Change Permissions or Remove Account Administrator Mandate Form.

References to "you" and "your" refers to the organisation named as the Account Holder. This form allows you to change an Account Administrator's Permissions or remove Account Administrator(s) authorised to manage your organisation's details, account settings, user access, and permissions. New Account Administrators must be 18+ and UK resident. Please refer to the Terms and Conditions for Businesses and Charities ("the General Terms and Conditions").

Where you are changing an Account Administrator's 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 Account Administrator permissions must be consistent with your organisation's constitution and governing documents.

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

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 Change or Remove Account Administrator Mandate Form will be returned.

If you require clarification of your existing account 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 Change Permissions or Remove Account Administrator Mandate Form.

Section 1 Your organisation

Official name of organisation

Account number

Section 2 Type of request

Change Account Administrator Permissions - Complete Section 3

Remove Account Administrator - Complete Section 4

Section 3 Change Account Administrator(s) Permissions

Complete this section for up to three Administrators. Please provide full legal details.

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)

3b Change Account Administrator Permissions (Only if changing authority level)

Change from sole authority to joint authority (a minimum of 2 Account Administrators required)

Change from joint authority to sole authority

Effective date

/ /

**Section 4
Remove Account Administrator**

Complete this section for each Account Administrator being removed

Administrator to Remove-Person 1

First name(s)

Surname

Date of birth

/ /

Type of removal

Remove Administrator access only Remove all access

Reason for removal(optional):

Administrator to Remove-Person 2

First name(s)

Surname

Date of birth

/ /

Type of removal

Remove Administrator access only Remove all access

Reason for removal(optional):

Section 5 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 Change Permissions or Remove Account Administrator 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 further documents or details to confirm your tax residency of your organisation. 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 Change Permissions or Remove Account Administrator Mandate Form with anyone else without informing you and will only share information provided on this Change Permissions or Remove Account Administrator 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 organisation's 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 Change Permissions or Remove Account Administrator 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.

Section 6 Declaration

Submit via:

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

1. 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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