

## Introduction

Please complete the attached Mandate Form when opening a new Non-Personal Savings, Bond or Mortgage account or when changing the authorised signatories on an account. Please ensure the number of signatories required is in accordance with your Trust Deed, Memorandum & Articles of Association, Partnership Deed or Constitution etc. If required please continue on a second sheet.

### For existing accounts

A new "Non-personal Mandate Form" detailing the complete up to date list of authorised signatories must be completed each time a change is made. This mandate will then replace all previous mandates and be applied to ALL accounts, both savings and mortgages, in the name of the organisation unless we exceptionally agree any other arrangements.

These changes will need to be confirmed in accordance with the previous mandate. The minimum number of signatories required from the previous mandate must therefore authorise these changes in the box provided. Please contact us if these signatures are not available. New signatories must NOT sign in this box.

### Verification of Identity

It is necessary for us to verify the personal identity of all signatories using the information you supply on the mandate form. By signing the form, each signatory hereby consents to Kingdom Bank undertaking such enquiries as are considered necessary in order to fulfil its obligations under the Money Laundering Regulations 2007 and the Terrorism Acts, prior to accepting the client or applicant as a customer. Kingdom Bank consequently may decline to accept an applicant as a customer without the need to state reasons for its decision. This also applies to adding new signatories to an account.

We will normally obtain the evidence needed from various data sources, including Credit Reference and Fraud Prevention Agencies as well as the Electoral Roll. The agencies will record the details of the search whether or not your application proceeds. If we are unable to confirm identity from these sources we will write to you asking you to supply us with adequate proof of identity.

The only exception to this may be if the signatory has an existing account with us.

Further, it is mutually agreed that Kingdom Bank may refuse to carry out transactions immediately where it is not satisfied as to the legality of the proposed transaction(s).

### Your Personal Information

At Kingdom Bank we take your privacy very seriously and as data controller have appointed a Data Protection Officer who can be contacted at; [DPO@kingdombank.co.uk](mailto:DPO@kingdombank.co.uk) or Kingdom Bank Ltd, Ruddington Fields Business Park, Mere Way, Ruddington, Nottingham NG11 6JS. The terms and conditions applicable to the account in support of which this form is submitted explain the ways in which Kingdom Bank collects and processes your personal information. We will only use this information for these purposes and never pass your personal details to any other companies. A copy of this statement should be given to all persons named on this form.

From time to time we would like to tell you about our other products and services and those arranged by us with other suppliers such as insurance companies. Any personal information you provide in the process of enquiring/ arranging any of our other products and services is provided in the strictest confidence. We will only use this for the purposes specified in your enquiry and we will never pass your personal details to these third parties or any other companies for any other reason.

Please tell us whether we can contact you with this information and how we should do so by ticking the boxes shown on the form. If you have already provided your consent we will continue to rely on this permission until you request us to stop sending you information.

Data is categorised Personal data and Sensitive personal data, definitions of which can be viewed at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>

In relation to the data we hold, you have the rights to: obtain a copy; rectify any mistakes; request erasure; restrict processing; request data portability; object to processing and automated decision making or profiling.

You may request us to stop sending you information at any time but we will keep you on our mailing list until you request this or until you cease your contract with us. The other circumstance where your personal data may be held is where there is a lawful basis to do so.

If you wish to make a complaint our Complaints Procedure can be found on our website: [www.kingdom.bank](http://www.kingdom.bank)

## Guidance Notes on completing the form

### Full names and address and date of birth of signatories

Insert here the full names and the full address including post code of all the authorised signatories. This information will be used to verify your identity as detailed above. If we are unable to verify you with this information we will need to contact you for documentary evidence of your identity. We will also use the information to provide Telephone Banking information when it is a feature of the type of account the organisation operates.

### Telephone number and Email address

Insert the best telephone number and email address to contact each signatory if required. This will only be used if we need to contact any one of the authorised signatories with regard to a transaction on the account and in accordance with the privacy notice above.

### Signatures

The authorised signatories should sign in the spaces provided.

**Organisation Name**

**Company or Charity No**  if applicable

	Signatory 1				Signatory 2				Signatory 3				Signatory 4			
Full Name																
Home Address																
Telephone																
Date of Birth																
Email																
Signature																
Kingdom Bank	Mail	Email	Phone	Text	Mail	Email	Phone	Text	Mail	Email	Phone	Text	Mail	Email	Phone	Text

I am happy for you to retain my personal information to enable you to contact me with information relating to all the products and services you provide. My preferred method of contact is indicated above.

**We request Kingdom Bank Ltd to open or continue an account/accounts in the above name, and authorise it to accept instructions from a minimum of  of the above signatories out of a total of  authorised signatories**

**Signature**

**by a Charity Trustee/Company Secretary/Director/ Partner/Officer**

**Full name**

**Signature**

**by a Charity Trustee/Company Secretary/Director/ Partner/Officer**

**Full name**

**Date**

### For existing accounts

We confirm that this mandate replaces all previous mandates and applies to all our accounts. If there are Kingdom Bank accounts held by your organisation that this mandate does NOT apply to, please give account numbers below:

**Signed by minimum number of signatories from previous mandate (see section 'For Existing' overleaf):**

**Signature**

**Date**

**Signature**

**Date**