

Third Party Mandate

This Third Party Mandate can only be used for Personal Accounts

Complete this mandate when you wish another person or persons to operate your account(s). The account holder(s) should attend a branch together with their nominated third party(ies) to complete all formalities. If this is not possible, and the completed mandate is posted to the Bank or delivered to the Bank by the third party(ies), then the Bank reserves the right to undertake a security check. The Third Party Mandate will not come into force until the check has been completed.

General Guidelines/Instructions

- ◆ Complete in black ink only.
- ◆ Do not use correction fluid.
- ◆ The account holder(s) must initial any corrections or deletions.
- ◆ The mandate can only be cancelled in writing by the account holder(s).
- ◆ You cannot use this form for sole and joint accounts combined. If you wish another person or persons to operate your joint and sole accounts, please complete a separate Third Party Mandate.
- ◆ This mandate does not cover any future accounts opened with us. A separate Third Party Mandate must be submitted once the account is active.
- ◆ The completed mandate should be returned to your branch.

Identification and Address Verification of Third Party Signatories

To comply with current regulations, the Bank must identify and verify the address(es) of any person(s) that you authorise to operate your account(s). Please note that original documents are required from each third party signatory and we can accept a valid full UK Photocard Driving Licence to confirm both their identity and address. If they don't hold one, we'll require separate documents.

We are required to take copies of any documents supplied and retain these for our records.

Examples of documents include the following:

- ◆ Valid full UK Photocard Driving Licence for identification and address verification.
- ◆ Valid full Passport for identification.
- ◆ Credit card statement or utility bill dated within the last four months for address verification.
- ◆ Upon request, we will provide guidance on other suitable documents.
- ◆ Please note we cannot accept online bills or bank statements.

For Branch action

Complete Bank Use Box on the last page to Authorise this Mandate, before forwarding to DSC.

Third Party Mandate

To: **HSBC UK Bank plc**

Date CIN

For more detail on how we will use your personal information, please read our Privacy Notice at [hsbc.co.uk/privacy-notice](https://www.hsbc.co.uk/privacy-notice). You can also get a copy at one of our branches.

Section 1 – Personal details

Account(s) of

Insert your name as it appears in the title of the account.

Until I/any of us give you notice in writing to the contrary please consider

Insert full name of person(s) you are authorising to act as a third party signatory(ies).

Section 2 – Account details

If you have any existing third party signatories on your account/s, are they to remain?

Yes No Not applicable

I/We require this mandate to cover all accounts held now (Please tick box)

OR if you wish to limit this mandate to specific accounts please complete the relevant account details below:

Sort code - - Account numbers

Sort code - - Account numbers

Note: If section 2 is left blank, we will assume this mandate covers all of your accounts held with us now.

Section 3 – Authority

3(i) Please ensure that you have ticked the appropriate box for each option AND that you (the account holder) have initialled against each option.

A Debit Card can only be issued if the below are ticked YES, a Debit Card can only be requested if there is ONE third party requested.

By providing your third party with a Debit Card, balances of all of your HSBC UK accounts may be visible when the card is used in Express Banking Machines, this includes balances to any Mortgages, Loans and Credit Cards held with us.

The third party/ies are authorised to:

(a) deposit cash on my behalf

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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(b) hold and use a debit card for my bank account(s)

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

(c) obtain information relating to my/our account(s) with the Bank

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

(d) sign cheques and other instructions for payment on my/our behalf whether any account is in debit or credit

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

(e) deal with any other transactions relating to the account(s)

<input type="checkbox"/>	<input type="checkbox"/>
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Only the account holder(s) can: close account(s), open additional accounts, agree to review or increase lending facilities and change the names and address on the account.

Note: This mandate can only be cancelled in writing by the account holder(s).

3(ii) Where the account holder(s) names two or more third party signatories, they can either act individually or jointly when giving instructions to the Bank. Please insert a tick in one of the boxes to indicate your choice.

Any ONE individually

Any TWO together

All to sign together

Note: If you have named more than one third party and section 3(ii) is left blank, we will assume that each third party signatory can sign individually.

Note: Telephone access will only be available to third party signatories if they are authorised to sign individually.

Section 4 – Telephone access

Does the third party require telephone access? (Only applicable if each third party signatory can sign individually and the mandate is unrestricted.)

Yes Please indicate who requires access or No

Note: If section 4 is left blank, we will assume telephone access is not required.

Third Party Signatory/Signatories

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- 1. All third party signatories must complete their details and sign the signatory box below – only new signatories need to sign.
- 2. Each third party signatory must provide the Bank with original documentation to prove their identity and address.
- 3. Unused signatory boxes are to be ruled through.

To be completed for first third party. Please complete in BLOCK CAPITALS

Full name of third party

Address

Postcode

Date moved to this address Date of birth

Signature

For Bank use only

Customer Identification Number

To be completed for second third party. Please complete in BLOCK CAPITALS

Full name of third party

Address

Postcode

Date moved to this address Date of birth

Signature

For Bank use only

Customer Identification Number

To be completed for third third party. Please complete in BLOCK CAPITALS

Full name of third party

Address

Postcode

Date moved to this address Date of birth

Signature

For Bank use only

Customer Identification Number

Account holder(s)

I/We agree that:

(i) any debt owed or other liability incurred to you under this mandate shall be the responsibility of the account holder, jointly and severally where there is more than one, and any debt shall be repayable on demand in accordance with The Personal Banking Terms and Conditions and Charges which applies to my/our account;

(ii) you are under no obligation to ascertain or enquire into the purpose for which any of the above authorities are exercised;

(iii) this mandate, if not revoked by me/us, shall be binding on my/our personal representative until you receive written notice of my death/any of our deaths.

Full names (BLOCK CAPITALS please) and signatures of all account holders

1. Name

Signature

2. Name

Signature

For Bank use only

Branch contact for queries

I confirm that:

- Existing customer's profile is up to date on BMM, including contact details.
- The party/parties signing section 2 of this form are present and have been identified in accordance with current ID and VA procedures (XIDVER header created).
- Profiles have been created for all new parties and relationship linked to existing customer (via maintenance > customer > related customer).
- BIFINF has been created to confirm and instruct back office to add third party's address to customers correspondence address, ONLY if a debit card is to be ordered; and/or include important information of customer vulnerability.
- Mandate has been reviewed in accordance with procedures including identification and verification of the third party/signatories.

Name (BLOCK LETTERS)

Staff number

Internal tel. no.

Sort code **4 0** - -

(where Branch Contact based)

Universal Banker in 'Expert',
Senior Back Office Clerk/
Authorised Deputy or
Manager

Accessibility

To find out more about our accessible services please visit [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility) or ask at any of our branches.

If you'd like this in another format such as large print, Braille or audio, please contact us.

A textphone service is also available for customers with hearing and/or speech impairments.

If you use your own textphone you can call us on **03457 125 563** (+44 207 088 2077 from overseas).

hsbc.co.uk

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