

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.

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 (the account holder) have ticked the appropriate box for 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:

	Yes	No
(a) deposit cash on my behalf	<input type="checkbox"/>	<input type="checkbox"/>
(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"/>

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.

Account holder(s)

I/We agree that:

- (i) any debt 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 in the absence of your written agreement to the contrary, any debt shall be repayable on demand;
- (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	<input style="width: 100%; height: 20px;" type="text"/>
Signature	<input style="width: 80%; height: 40px;" type="text"/>
2. Name	<input style="width: 100%; height: 20px;" type="text"/>
Signature	<input style="width: 80%; height: 40px;" type="text"/>

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 Third Party/Parties Signing this form are present and have been identified in accordance with current ID & VA procedures (XIDVER header created).
- Profiles have been created for all new parties, all required KYC information has been completed and profiles have been linked via Maintenance > Customer > Related Customer > Third Party Holder/Primary 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)	<input style="width: 100%; height: 20px;" type="text"/>	Staff number	<input style="width: 100%; height: 20px;" type="text"/>
Internal tel. no.	<input style="width: 100%; height: 20px;" type="text"/>	Sort code	<input style="width: 20px; height: 20px; text-align: center;" type="text"/> <input style="width: 20px; height: 20px; text-align: center;" type="text"/> <input style="width: 20px; height: 20px; text-align: center;" type="text"/> - <input style="width: 20px; height: 20px; text-align: center;" type="text"/> <input style="width: 20px; height: 20px; text-align: center;" type="text"/> - <input style="width: 20px; height: 20px; text-align: center;" type="text"/> <input style="width: 20px; height: 20px; text-align: center;" type="text"/>

(where Branch Contact based)

Independent 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 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 outside the UK).

BSL Video Relay Service is also available (Monday-Friday 8am-6pm, excluding Bank and Public Holidays) at [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility).

hsbc.co.uk

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Customer Information: PO Box 760, 1 The Forum, Parkway, Fareham PO14 9TE

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