

## Mandate for Maintained School

### General notes for completing this mandate

Please read these notes carefully and make use of the checklist tick boxes on each page to help confirm and complete each section.

- Use this mandate for new and existing accounts (if you wish to advise us of changes to the signatories or signing instructions on your account(s)).
- Your signing instructions should be appropriate to your needs and easy to understand.
- All partners must sign the mandate (for new and existing accounts).
- Complete in black ink and BLOCK CAPITALS only.
- The use of correction fluid is not permitted.
- All corrections and deletions must be initialled by any two signatories.
- It is important not to post the completed mandate to the Bank (other than when a prepaid envelope is provided) as we may require separate original documents from each individual to confirm their identity and to verify their residential address(es).
- If a prepaid envelope is not provided, please return the completed mandate to your Relationship Manager or Corporate Banking Support Team. If you do not have a Relationship Manager, please return it to your branch.
- Please ensure that all pages of the mandate are completed and returned to us.

### Section 1

To: HSBC UK Bank plc Date

Name of Maintained School  (the "School")

The governing body of the School ("the Governing Body") request you

(please tick as appropriate)

to open ☐ (an) account(s) in its name, or continue ☐ (an) existing account(s) in its name.

### Section 2

**Please tick the box or complete the boxes only**

We require this mandate to cover all accounts held now and in the future ☐ (please tick box and move to Section 3)

or

if you wish to limit this mandate to specific account(s) please complete the account boxes below:

Sort Code -- Account Number

Account Number

Account Number

**Please note:** If the boxes above are left blank, we will assume your mandate covers all accounts held now and in the future.

### Important – Checklist

**Section 1 completed:** Insert the full name of the School: Please tick box

**Section 2 completed:** Please tick box

☐  
☐

## Section 3

CIN

Please complete all sections

“the Bank” means HSBC UK Bank plc.

“Instructions” means

- a) cheques or other payment instructions signed on behalf of the Governing Body and any payment instructions which have been duly authorised otherwise than in writing, whether any account of the Governing Body is in debit or credit;
- b) any instructions to stop a payment on behalf of the Governing Body, received by the Bank in accordance with the applicable provisions in the Business Banking Terms and Conditions at that time;
- c) any agreement(s) signed on behalf of the Governing Body for or relating to electronic and/or telephone banking services of any kind whatsoever (“Services”), and the Partnership acknowledges and accepts there is a power to delegate (including the power to sub-delegate) the operation of the Services as set out in the terms and conditions governing the Services;
- d) any agreement(s) signed on behalf of the Governing Body for or relating to debit, credit or charge card facilities of any kind whatsoever (“Card Facilities”), and the Governing Body acknowledges and accepts there is a power to delegate (including the power to sub-delegate) as set out in the terms and conditions governing the Card Facilities;
- e) instructions to deliver any item held on behalf of the Governing Body by the Bank in safe keeping;
- f) any other instructions in respect of any other transaction with the Bank (including the opening of additional account(s) and closing of any account(s))

We set out overleaf a list of governors and other persons authorised to sign, together with specimen signatures; and certify that the following resolutions were passed at a meeting of the Governing Body held on and have been entered in the minute book.

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

- 3.1 That a bank account or accounts be opened/continued\* with the Bank and the Bank is authorised to act on any Instruction provided they have been given by those persons named in the Specimen Signatures section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows:

Please choose one of the following three options

Any one listed person  
**solely**

☐

or

Any two listed persons  
**together**

☐

or

Other

(for any other instruction write a brief description, for example ‘any three from the four signatories’, ‘any one signatory up to £500’ or ‘any two signatories up to £1,000’ etc)

**Please note** in respect of opening additional accounts, making applications for and signing agreements relating to electronic banking and/or telephone banking and debit, credit or charge card facilities, if more than one person is authorised and the Governing Body has allocated individual signing limits, only the individual(s) with the highest limit will be authorised to apply to open additional account(s), make applications and/or sign agreements.

- 3.2 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
- 3.3 That the Head Teacher is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Governing Body, and that the Bank may rely upon such lists.
- 3.4 That the Governing Body accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Governing Body.
- 3.5 The Bank is authorised to disclose from time to time to the Local Education Authority (the ‘LEA’) such information as the LEA shall request concerning the School’s account(s) with the Bank to include providing copies of bank statements.
- 3.6 That these resolutions be communicated to the Bank and remain in force until:-
  - (a) They are changed by a resolution passed by the Governing Body and a copy, certified by the Chairman of the Governing Body and another Governor, is received by the Bank.
  - (b) The Bank receives notice from the LEA that it has (under Section 17 or Section 51 of the School Standards and Framework Act 1998 or any provision which supersedes it) suspended the right of the Governing Body to control its delegated budget (which is deemed to include the operation of its bank account(s)). The Notice shall be signed on behalf of the LEA by the [Director of Education]. The Bank shall be entitled to rely on the Notice as being properly given and as conclusive evidence of the suspension referred to in it. In the event the authority given by these resolutions is determined,

### Important – Checklist

**Date when the Resolutions were passed has been completed:** A Resolution is a written document or statement that records a decision or action made by the Governing Body during a meeting. Please tick box

☐

**Section 3.1 completed:** One option chosen. Please tick box

☐

the LEA shall be entitled to give the Bank an alternative authority and mandate to operate the School's bank account(s).

Signature of the Chairman of the Governing Body

Signature of another Governor

**Section 3 completed:** Signed by the Chairman of the Governing Body and another Governor. Please tick box

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## Specimen Signatures

CIN

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This section requires you to provide a list of all person(s) authorised to sign. If this mandate is for new accounts all signatories must state their details and complete a signatory box. If this mandate is for existing accounts all signatories must state their details and signatures are only required for new signatories.

**All corrections and deletions** must be initialised by any two signatories. **Please rule through all unused boxes.**

Full name of signatory

--

Residential address

--

--

Post Code

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When did you move in?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Previous address

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Post Code

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Official  
Position

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Please sign, keeping  
within the box

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Bank use only  
CIN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Full name of signatory

--

Residential address

--

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Post Code

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When did you move in?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Previous address

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Post Code

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Official  
Position

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Please sign, keeping  
within the box

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Bank use only  
CIN

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Full name of signatory

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Residential address

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Post Code

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When did you move in?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Previous address

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Post Code

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Official  
Position

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Please sign, keeping  
within the box

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Bank use only  
CIN

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## Important – Checklist

Please tick the box to confirm all unused signatory boxes have been ruled through.

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## Specimen Signatures continued

CIN

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This section requires you to provide a list of all person(s) authorised to sign. If this mandate is for new accounts all signatories must state their details and complete a signatory box. If this mandate is for existing accounts all signatories must state their details and signatures are only required for new signatories.

**All corrections and deletions** must be initialised by any two signatories. **Please rule through all unused boxes.**

Full name of signatory

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Residential address

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When did you move in?

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Post Code

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Date of Birth

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Previous address

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Please sign, keeping within the box

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Post Code

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Official Position

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Bank use only  
CIN

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Full name of signatory

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Residential address

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When did you move in?

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Post Code

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Date of Birth

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Previous address

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Please sign, keeping within the box

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Post Code

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Official Position

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Bank use only  
CIN

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Full name of signatory

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Residential address

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When did you move in?

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Post Code

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Date of Birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Previous address

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Please sign, keeping within the box

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Post Code

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Official Position

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Bank use only  
CIN

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**Important – Checklist**

Please confirm each partner has been provided with a copy of the 'Partnership Account Authority (Mandate) – Important Notes.

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Please tick the box to confirm all unused signatory boxes have been ruled through.

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## IMPORTANT – Checklist

**Before submitting this mandate, please ensure you have checked the following:**

**All corrections and deletions have been initialled by the required number of signatories.** Please tick box

☐

**The declaration has been signed – the mandate will not be valid and will be returned if unsigned.** Please tick box

☐

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## Identification and address verification of authorised individuals

To comply with current regulations, the Bank must identify and verify the residential address(es) of at least two persons (if applicable) authorised to operate the account(s). It may also be necessary to identify and verify the residential address(es) of beneficial owner(s) and/or principal controller(s). If required, we will ask for separate original documents to confirm their identity and verify their address(es).

Examples of documents include the following:

- Full UK Driving Licence for either identification or address verification, but not both;
- Valid full Passport for identification; and
- Credit card/utility bill dated within the last four months for address verification (we do not accept online bills).

Upon request, we will provide guidance on other suitable documents.

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## Information you provide to us

We will use any information you provide to us as explained in our Privacy Notice. You can find this at [www.business.hsbc.uk](http://www.business.hsbc.uk) or you can ask for a copy in branch.

Before you (or anyone on your behalf) provides information about any individual to us or a member of the HSBC Group you must ensure that you have a legitimate interest, lawful purpose or the agreement of the relevant individual. You must also ensure they've been provided with our Privacy Notice, which explains the way in which their information will be processed and their rights in relation to their information.

The information we have collected about you and your authorised signatories in this mandate will be used to carry out checks with fraud prevention agencies for the purposes of preventing fraud and money laundering, and to verify your identity and the identity of your authorised signatories. We and fraud prevention agencies may also enable law enforcement agencies to access and use your information and that of your authorised signatories to detect, investigate and prevent crime. If we, or a fraud prevention agency, have reason to believe there's a fraud or money laundering risk we may refuse to provide the services you and your authorised signatories have requested. We may also stop providing existing products and services to you and your authorised signatories.

To find out more about credit and fraud checks, read our "Guide to Credit Scoring, Credit Reference and Fraud Prevention Agencies" leaflet. You can get a copy in any of our branches or you can request a copy by contacting us in your preferred way.

**For Bank Use Only**

New account Yes ☐ No ☐ Customer Identification Number

Contact for queries Print name

Internal tel no  Staff number

Contact for queries based in (please tick as appropriate):

Branch ☐ Commercial Banking Centre ☐ Corporate Banking Support Team, PS02 ☐

Please confirm the number of pages submitted

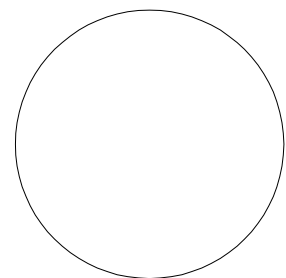
**Mandate reviewed by authorised signatory in accordance with procedures and identification summary form completed**

Authorised signatory

Date

Print name

**Care** – all pages of this mandate are to be forwarded to Banking Operations (previously known as DSC). Code stamp



**hsbc.co.uk**

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