

BUSINESS ACCOUNTS RENEWAL MANDATE FORM

Please ensure you visit caterallen.co.uk to download the FSCS Information Sheet and Exclusions List before completing this renewal mandate. You will be asked to acknowledge receipt of the Information Sheet in the Acceptance section of this renewal mandate.

Please complete this form in BLOCK CAPITALS and black ink and return it in the pre-paid envelope provided to: **Cater Allen Private Bank, 9 Nelson Street, Bradford BD1 5AN**. If you need any help completing this form, please call us on **0800 092 3300** prior to submitting this form.

For action by Intermediary only

Master Account (£) number	<input type="text"/>
Master Account (€) number	<input type="text"/>
Master Account (\$) number	<input type="text"/>

Guidance notes

Applicant(s) to read

This Renewal Mandate will supersede any previous Mandates held in relation to this Account and will only come into force once we have confirmed to you that this Mandate has been accepted. Please note: everyone who wishes to remain a party to this Account (e.g. Directors, Company Secretaries, Authorised Signatories, Major Shareholders/partner (25% or more), Partner, Limited Liability Partner, Sole Traders) as well as all those who are new to the account will need to complete this form.

Please tick to confirm that you are not submitting this mandate from a Credit Union, money service provider, payment service provider or any business that offers related services such as Western Union or MoneyGram

Please tick to confirm this application is for a company which does not have Bearer share arrangements in place

1 Please tell us your organisation's details

Applicant(s) to complete

Please confirm which of the following you are:

Partnership Limited Liability Partnership Public Limited Company Private Limited Company Sole Trader

Publicly listed companies (approved exchange only)

If your company is listed, please specify which exchange

Name of existing account

Please advise as to type of account:

Reserve Account Asset 30

Contact name

Position in organisation

What is the legal name of your organisation? For limited companies, this is the name registered with Companies House.

If you have a trading name, please specify.

What is your industry SIC code? Please provide any additional SIC codes on the Additional Information page. You can provide up to four.

A full list of SIC codes can be found on Gov.uk

 Primary

Please provide a detailed description of what your business does. The description must include information about the goods and/or services you provide and the locations you operate in/from.

Is your company a Joint Venture or a Community Interest Company

In which country is your organisation established / registered / incorporated / formed?

From which country(ies) are payments expected to be made and received?

Please provide all key suppliers and their geographic locations.

Please provide the names and locations of any agents or distributors.

Please provide details of key trading partners and their geographic locations.

If your company is unincorporated, please provide country(ies) of legal agreement.

1 Please tell us your organisation's details (continued)

Applicant(s) to complete

List the location(s) of majority-owned subsidiaries (25%+ ownership), branches and representative offices

Please provide the date of incorporation / formation or registration – whichever date occurs earlier

Date of incorporation / formation

D	D	M	M	Y	Y	Y	Y
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OR

Date of registration

D	D	M	M	Y	Y	Y	Y
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Date started trading

D	D	M	M	Y	Y	Y	Y
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Country of Incorporation/formation

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Principal trading address

Postcode	Country
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If your Registered office address or Address for correspondence differs to that of your Principal trading address, please complete the following address sections.

Registered office address (this information must match Companies House records)

Postcode	Country
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Address for correspondence

Postcode	Country
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Business TIN (where organisation is registered outside the UK)

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Registered number

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Business telephone number

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Mobile

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Email

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Ongoing funds

How much will you be depositing per month

Tell us what sources these credits will come from (select all the apply). Please also indicate the value and country the funds originated from

Personal:

Income from employment
Country

Retirement Income
Country

Property Related Income
Country

Inheritance Related Income
Country

Income from Stocks, Shares, Bonds, Debentures or Managed Investments
Country

Income from legal settlement
Country

Income from divestment/divestiture of assets
Country

Income from ownership/sale of virtual currencies
Country

Income from gifts (more than £10,000)
Country

Income received from another person/entity
Country

Income from savings
Country

Other: please specify

Country

Business:

Accumulated Profit
Country

Intra-group financing (including intra-group loans)
Country

Loans (third party)
Country

Property/Fixed Assets (e.g. rental income)
Country

Income from divestment/divestiture of assets
Country

Income/assets generating funds
Country

Other: please specify

Country

How much will you be withdrawing per month

What is your actual business turnover? per annum

Anticipated number of transactions through this account per annum

Do you have a nominee shareholding agreement in place
Yes No

If Yes, by ticking this box you confirm you have provided an explanation of the nominee shareholding agreement

From which country(ies) are payments expected to be made and received?

Do you anticipate any seasonal variances to your turnover?

What will this account be used for?

Main account (e.g. sole account for all business related activities)	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Secondary bank account (e.g. business expenses, tax payments, employee payroll, etc)	<input type="checkbox"/>	Investing for the purposes of Tier 1 UK VISA (sole traders only)	<input type="checkbox"/>
Pensions	<input type="checkbox"/>	Other	<input type="checkbox"/>

If 'Other', please state

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How many employees does the business have?

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Changes to signatories on this account

We wish to **add** (how many):

Director	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>
Authorised Signatory	<input type="checkbox"/>	Company Secretary	<input type="checkbox"/>
Power of Attorney	<input type="checkbox"/>	25% Shareholder	<input type="checkbox"/>
Executor	<input type="checkbox"/>	Administrator	<input type="checkbox"/>
Partner	<input type="checkbox"/>	Limited Liability Partner	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>	Nominee Shareholder	<input type="checkbox"/>

We wish to **remove** (how many):

Director	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>
Authorised Signatory	<input type="checkbox"/>	Company Secretary	<input type="checkbox"/>
Power of Attorney	<input type="checkbox"/>	25% Shareholder	<input type="checkbox"/>
Executor	<input type="checkbox"/>	Administrator	<input type="checkbox"/>
Partner	<input type="checkbox"/>	Limited Liability Partner	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>	Nominee Shareholder	<input type="checkbox"/>

Name(s) to be added/removed (please delete as appropriate) If you aren't able to complete your full name in the space provided please do this in the 'Additional Information' section

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End date of related party

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End date of related party

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End date of related party

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End date of related party

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End date of related party

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All those who wish to remain/become a party to the account must complete their personal details in section 3 of this Renewal Mandate.

Changes to Visa Debit Card holders

Do you wish to remove from any of the existing card holders from this account?

Yes No

If 'Yes', please detail their names here

Name of first individual card holder to be removed

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Name of second individual card holder to be removed

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Please note a maximum of two cardholders allowed per account, and both must be a signatory on the Account (please see section 8 – Authorised Signatories).

Do you wish to add any new card holders to this account?

Yes No

If you have indicated 'Yes' then we will send you the Visa Debit Card Application Form for Existing Clients with Business Accounts for you to complete and return to us.

Mandatory section for completion by Financial Institutions (FI) only

If you have registered as an FI or as a Sponsored Entity please provide your Global Intermediary Identification Number (GIIN)

<input type="text" value=""/>	–	<input type="text" value=""/>	–	<input type="text" value=""/>	–	<input type="text" value=""/>
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If you are a Sponsored closely held Investment Vehicle please provide the GIIN of the sponsoring entity

<input type="text" value=""/>	–	<input type="text" value=""/>	–	<input type="text" value=""/>	–	<input type="text" value=""/>
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Name of sponsor

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If unable to provide a GIIN, please tick the reason why your organisation does not have a GIIN;

- The Entity has applied, or is going to apply, for a GIIN (but has not yet received it)
- The Entity is an 'Exempt Beneficial Owner' (e.g. certain International Organisations)
- The Entity is or intends to be an "Owner-documented FI" with Cater Allen Private Bank
- The Entity is a 'Certified or otherwise Deemed Compliant FI' (e.g. UK registered charity)
- Other reason (Please specify)

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2 Details about your Introducer

Applicant(s) to complete

When you opened this Account were you introduced by a Financial Adviser or Accountant?

Yes No If 'No' move to section 3

If 'Yes', are they still your Financial Adviser/Accountant?

Yes No If 'Yes' move to section 3

If 'No', do you have a new Financial Adviser/Accountant?

Yes No If 'No' move to section 3

If 'Yes', please complete the details below.

Name of Introducer

Address

Postcode

Country

Contact name

Telephone

Email

3 Personal details

Applicant(s) to complete

In order to ensure that the Bank's information is always up to date, and to comply with Anti-Money Laundering Regulations, we are required to identify and verify all applicants for accounts, as well as certain other parties to the relationship.

In some circumstances we may not be able to process this request without this information.

If this Renewal Mandate does not provide you with enough space for everyone's personal details of all required parties, please print this section of the mandate and complete for each additional person, attaching all relevant pages to this application.

Required parties: Directors, Company Secretaries, Authorised Signatories, Major Shareholders/partners (25% or more), Partner, Limited Liability Partner, Sole Traders.

Please note: 25%+ Shareholders who are not Authorised Signatories on this Account must also sign the acceptance section at the end of this mandate.

First applicant

If you are an existing Cater Allen Client, please provide your Cater Allen account number

What is your relationship to the business?

Director	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>
Authorised Signatory	<input type="checkbox"/>	Company Secretary	<input type="checkbox"/>
Power of Attorney	<input type="checkbox"/>	25% Shareholder	<input type="checkbox"/>
Executor	<input type="checkbox"/>	Administrator	<input type="checkbox"/>
Partner	<input type="checkbox"/>	Limited Liability Partner	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>	Nominee Shareholder	<input type="checkbox"/>

Please tell us your ownership rights percentage: % if applicable

Please tell us your voting rights percentage: % if applicable

Partnerships only: tell us your profits percentage: %

Mr Mrs Ms Miss

Other If 'Other' please state

Forename(s) If you aren't able to complete your full name in the space provided please do this in the 'Additional Information' section.

Middle name(s)

Surname

If applicable, please provide your maiden name

Do you have an alias you are, or have been, formally known by?

Date of birth

Male Female

Nationality

Do you have dual nationality?

Yes No

If 'Yes' please specify which countries

Current residential address. This is the address where your Personal Access Code (PAC) and Internet Banking Password (IBP) will be posted. **C/O and PO Box addresses are not acceptable.**

Postcode

Country

How long have you been at your current residential address?

Years Months

Telephone

Mobile

Second applicant

If you are an existing Cater Allen Client, please provide your Cater Allen account number

What is your relationship to the business?

Director	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>
Authorised Signatory	<input type="checkbox"/>	Company Secretary	<input type="checkbox"/>
Power of Attorney	<input type="checkbox"/>	25% Shareholder	<input type="checkbox"/>
Executor	<input type="checkbox"/>	Administrator	<input type="checkbox"/>
Partner	<input type="checkbox"/>	Limited Liability Partner	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>	Nominee Shareholder	<input type="checkbox"/>

Please tell us your ownership rights percentage: % if applicable

Please tell us your voting rights percentage: % if applicable

Partnerships only: tell us your profits percentage: %

Mr Mrs Ms Miss
 Other If 'Other' please state

Forename(s) If you aren't able to complete your full name in the space provided please do this in the 'Additional Information' section.

Middle name(s)

Surname

If applicable, please provide your maiden name

Do you have an alias you are, or have been, formally known by?

Date of birth

Male Female

Nationality

Do you have dual nationality?
 Yes No

If 'Yes' please specify which countries

Current residential address. This is the address where your Personal Access Code (PAC) and Internet Banking Password (IBP) will be posted.

C/O and PO Box addresses are not acceptable.

 Postcode Country

How long have you been at your current residential address?

Years Months

Telephone

Mobile

Email

Previous residential address if less than three years at address shown within 'Current residential address' field. (If more than one address in the last three years, please provide details of all other addresses on a separate sheet.)

 Postcode Country

How long did you live at this address?

Years Months

Mandatory section for completion by key account parties

Country of birth

What is your occupation?

Country of Fiscal residence (i.e. the country in which you are currently resident and employed)

Tax Identification Number for Country of Fiscal Residence (if not UK)

Do you make a tax contribution in any other country due to residence or citizenship?
 Yes No

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN (Tax Identification Number). Please provide details for up to five additional countries in the Additional Information section of this form.

Country

TIN

Do you share a mailbox? (e.g. block of flats)

Yes No

If 'Yes' we will make special arrangements should you need to receive a chequebook, paying-in book, and other items which should be kept secure, such as identification codes.

4 Internet Banking access

Applicant(s) to complete

I/We would like Internet Banking access (all accounts will appear within Internet Banking):
Please do not tick the following box if you already have Cater Allen Internet Banking access.

First applicant Second applicant

Please note that only fully transactional sterling accounts, requiring a single signature to transact, have full Internet Banking functionality. All other accounts will have 'view only' access.

5 Confirmation of Verification of Identity (CVIC)

FCA Authorised and Regulated Financial Adviser to complete

This section should only be completed by FCA authorised and regulated Financial Advisers – if you do not have an FCA authorised and regulated Financial Adviser, please proceed to section 6.

If you are a FCA authorised and regulated Financial Adviser who has fully verified the identities of your client(s) as listed in section 3 of this form, please read and confirm the following details by completing and signing this section.

Full name of introducing firm

Regulator reference number

First applicant

Full name (including any middle names)

Current residential address

Date of birth

Postcode

Country

Second applicant

Full name (including any middle names)

Current residential address

Date of birth

Postcode

Country

Confirmation

I/We confirm that:

- (a) the information provided in this section was obtained by me/us in relation to the customer;
- (b) where identity has been verified by an electronic identification service, we have met the client face to face.
- (c) the evidence I/we have obtained to verify the identity of the customer(s) (tick only one);

Meets the standard evidence set out within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group ("JMLSG"); or

Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation)

FCA Authorised and Regulated Financial Adviser's Signature

Name

Position

Date

Partnership/Limited Liability Partnership/Public Limited Company/Private Limited Company/Sole TraderI/We,

(the 'Account Holder') being a Partnership/Limited Liability Partnership/Public Limited Company/Private Limited Company/Sole Trader hereby amend and renew the Mandate to operate my/our Account ('the Account') with Cater Allen Private Bank ('the Bank') on the published Terms and Conditions thereof ('the Conditions'), which we acknowledge having received and to which we agree to be bound and any subsequent amendments which the Bank may inform us of from time to time, and in accordance with the Mandate below which shall remain in effect until a new Mandate is executed, and which we understand and accept and hereby request and authorise the Bank:

- (a) To honour and comply with all cheques drawn on our behalf and debit such cheques to the Account;
- (b) To honour and comply with all instructions for withdrawal from the Account; and
- (c) To collect for credit to the Account, all instruments endorsed on behalf of the Account Holder as named above.

Provided that such cheques, instructions or endorsements are signed by our Authorised Signatories as detailed below (please complete and tick the appropriate boxes):

Total number of Authorised Signatories to be held on this account:

(Please write only one number in this box)

Please note that if any Visa Debit Cards are issued on the Account, then the Account must be set up so that only ONE signature is required to authorise any transaction.

You can choose the number of signatories required to authorise any single transaction. Please tick any **one** of the boxes below.

- any one signature
- any two signatures
- more than two signatures, please specify how many

The instructions of the signatories appearing in section 8, when appearing in accordance with the current Mandate to operate the above account, will be honoured whether the Account is in credit or debit.

Provided further that the Bank be furnished with a list giving the full names and specimen signature and documentary proof of name and home address of each of the persons referred to in section 8, certified, where applicable, by the Company Secretary and that the Bank receives notice in writing of any change there may be or any further such list, in each case and the Bank may be assured that any Resolutions have not been amended or revoked until it receives notice in writing thereof.

I/We authorise the Bank to make enquiries and to take up references as it considers appropriate in connection with this application form and this

authorisation is to remain effective until the Bank receives our written notification to the contrary.

I/We agree that any indebtedness or liability incurred to the Bank under this authority shall, in the absence of any express written agreement by the Bank to us, be due and payable on demand.

I/We shall, as and when necessary, supply to the Bank lists of current Directors/Partners/Designated Members and, if applicable, other officials authorised to sign, with specimen signatures in accordance with the current Mandate to operate the above Account.

Upon any Partners/Designated Members/Directors ceasing to be a member of the Company by death or otherwise, the Bank may, in the absence of written notice to the contrary from us treat the surviving continuing Partners/Designated Members/Directors for the time being as having full power to carry on the business of the Company and to deal with its assets as freely as if there had been no change in the Company.

I/We authorise the Bank to disclose details of my/our Account to my/our Financial Adviser as named in this application form, or their successors in title (unless advised to the contrary). I/We acknowledge that my Financial Adviser may receive commission in respect of the Account.

The Bank is hereby authorised to comply with all withdrawal instructions given by facsimile, providing that such instructions are signed in accordance with the current Mandate to operate the above Account. The Bank may act upon such instructions immediately and without further enquiry unless it has cause to be suspicious as to the nature and content of the request.

The above authority shall remain in force until the Bank receives written notice of its revocation, notwithstanding any change in our constitution (or name), and shall apply notwithstanding any change by death, bankruptcy, retirement or otherwise.

Changes to Signatories

The Bank will not accept changes in Authorised Signatories unless detailed on our appropriate Renewal Mandate form.

Closure of Account

The Bank will not accept notification of closure of this Account unless it is authorised by the correct signatories as detailed on the valid Mandate that is in existence at that point in time.

Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. You are Cater Allen Private Bank, the data controller. This data protection statement sets out how you'll use my personal data. I can contact your Data Protection Officer (DPO) at 201 Grafton Gate East, Milton Keynes, MK9 1AN if I have any questions.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

The types of personal data you collect and use

Whether or not I become a customer, you'll use my personal data for the reasons set out below and if I become a customer you'll use it to manage the account, policy or service I've applied for. You'll collect most of this **directly** during the application journey either from me or from my Financial Adviser if I have one. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use about me as a personal or business customer (if I am one) may include:

- Full name and personal details including contact information (e.g. home and/or business address and address history, email address, home, business and mobile telephone numbers);
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Financial details (e.g. salary and details of other income, and details of accounts held with other providers);
- Records of products and services I've obtained or applied for, how I use them and the relevant technology used to access or manage them (e.g. mobile phone location data, IP address, MAC address);
- Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- Information from credit reference or fraud prevention agencies, electoral roll, court records of debt judgements and bankruptcies and other publicly available sources as well as information on any financial associates I may have;
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Education and employment details/employment status for credit and fraud prevention purposes; and
- Personal data about other named applicants. I must have their authority to provide their personal data to you and share this data protection statement with them beforehand together with details of what I've agreed on their behalf.

Providing my personal data

You'll tell me if providing some personal data is optional, including if you ask for my consent to process it. In all other cases I must provide my personal data so you can process my application (unless I'm a customer and you already hold my details).

Monitoring of communications

Subject to applicable laws, you'll monitor and record my calls, emails, text messages, social media messages and other communications in relation to my dealings with you. You'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of your communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when you need to see a record of what's been said. You may also monitor activities on my account where necessary for these reasons and this is justified by your legitimate interests or your legal obligations.

Using my personal data: the legal basis and purposes

You'll process my personal data:

1. As necessary **to perform your contract with me** for the relevant account, policy or service:
 - a) To take steps at my request prior to entering into it;
 - b) To decide whether to enter into it;
 - c) To manage and perform that contract;
 - d) To update your records; and
 - e) To trace my whereabouts to contact me about my account and recovering debt.
2. As necessary **for your own legitimate interests** or those of other persons and organisations, e.g.:
 - a) For good governance, accounting, and managing and auditing your business operations;
 - b) To search at credit reference agencies at my home and/or business address (if I am a business customer) if I'm over 18 and apply for credit;
 - c) To monitor emails, calls, other communications, and activities on my account;
 - d) For market research, analysis and developing statistics; and
 - e) To send me marketing communications, including automated decision making relating to this.
3. As necessary **to comply with a legal obligation**, e.g.:
 - a) When I exercise my rights under data protection law and make requests;
 - b) For compliance with legal and regulatory requirements and related disclosures;
 - c) For establishment and defence of legal rights;
 - d) For activities relating to the prevention, detection and investigation of crime;
 - e) To verify my identity, make credit, fraud prevention and anti-money laundering checks; and
 - f) To monitor emails, calls, other communications, and activities on my account.
4. Based on **my consent**, e.g.:
 - a) When I request you to disclose my personal data to other people or organisations such as a company handling a claim on my behalf, or otherwise agree to disclosures;
 - b) When you process any special categories of personal data about me at my request (e.g. my racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning my health, sex life or sexual orientation); and
 - c) To send me marketing communications where you've asked for my consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

Sharing of my personal data

Subject to applicable data protection law you may share my personal data with:

- The Santander group of companies* and associated companies in which you have shareholdings;
- Sub-contractors and other persons who help you provide your products and services;
- Companies and other persons providing services to you;
- Your legal and other professional advisors, including your auditors;
- Fraud prevention agencies, credit reference agencies, and debt collection agencies when you open my account and periodically during my account or service management;
- Other organisations who use shared databases for income verification and affordability checks and to manage/collect arrears;
- Government bodies and agencies in the UK and overseas (e.g. HMRC who may in turn share it with relevant overseas tax authorities and with regulators e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect my vital interests;
- To protect the security or integrity of your business operations;
- To other parties connected with my account e.g. guarantors and other people named on the application including joint account holders who will see my transactions;
- When you restructure or sell your business or its assets or have a merger or re-organisation;
- Market research organisations who help to improve your products or services;

- Payment systems (e.g. Visa or MasterCard), if you issue cards linked to my account, who may transfer my personal data to others as necessary to operate my account and for regulatory purposes, to process transactions, resolve disputes and for statistical purposes, including sending my personal data overseas; and
- Anyone else where you have my consent or as required by law.

International transfers

My personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

Identity verification and fraud prevention checks

The personal data you've collected from me at application or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify my identity. If fraud is detected, I could be refused certain services, finance or employment in future. You may also search and use your internal records for these purposes. Further details on how my personal data will be used by you and these fraud prevention agencies, and my data protection rights, can be found in the 'Using My Personal Data' booklet.

Credit reference checks (this doesn't apply to the following accounts: Asset 30 Account and Sovereign 30 Account)

If I've applied for a credit product then in order to process my application, you'll perform credit and identity checks on me at my home and/or business address (if I am a business customer) with one or more credit reference agencies. To do this you'll supply my personal data to the credit reference agencies and they'll give you information about me. When you carry out a search at the credit reference agencies they'll place a footprint on my credit file. A credit search may either be: a) a quotation search where a soft footprint is left. This has no effect on my credit score, and lenders are unable to see this; or b) a hard footprint where I've agreed/requested Cater Allen to proceed with my application for credit. This footprint will be viewable by other lenders and may affect my ability to get credit elsewhere. You'll also continue to exchange information about me with credit reference agencies while I have a relationship with you. The credit reference agencies may in turn share my personal information with other organisations. If I am a business customer, the personal data shared with the credit reference agencies will relate to me and my business. Details about my application (whether or not it's successful) will be recorded and you'll give details of me, the business (where applicable) and my accounts and how I manage them to credit reference agencies. If I do not repay any debt in full or on time, they'll record the outstanding debt and supply this information to others performing similar checks, to trace my whereabouts and to recover debts that I owe. Records remain on file for 6 years after they are closed, whether settled by me or defaulted. A financial association link between joint applicants will be created at the credit reference agencies. This will link our financial records and be taken into account in all future applications by either or both of us until either of us apply for a notice of disassociation with the credit reference agencies.

The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail in the 'Using My Personal Data' booklet, or via the Credit Reference Agency Information Notice (CRAIN) document which can be accessed via any of the following links:

- experian.co.uk/crain
- equifax.co.uk/crain
- transunion/crain

My marketing preferences and related searches

You'll use my home address, phone numbers, and email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact me according to my preferences. I can change my preferences or unsubscribe at any time by contacting you. In the case of social media messages I can manage my social media preferences via that social media platform. If I'm over 18, you may search the files at credit reference agencies before sending marketing communications to me about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect my credit rating. You do this as part of your responsible lending obligations which is within your legitimate interests.

From time to time you'd like to contact me about products, services and offers that may interest me or to get my opinion on how you are doing. I understand you won't bombard me and I can choose to stop receiving information at any time by contacting you.

Applicant 1

The boxes I have ticked below indicate the channels I **WOULD NOT** like you to use to contact me, as explained in the Data Protection Statement in section 2 of this form:

- Email
- SMS
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

Applicant 2

The boxes I have ticked below indicate the channels I **WOULD NOT** like you to use to contact me, as explained in the Data Protection Statement in section 2 of this form:

- Email
- SMS
- Phone
- Post
- Market research, including customer satisfaction surveys
- All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

Automated decision making and processing

Automated decision making involves processing my personal data without human intervention to evaluate my personal situation such as my economic position, personal preferences, interests or behaviour, for instance in relation to transactions on my accounts, my payments to other providers, and triggers and events such as account opening anniversaries and maturity dates. You may do this to decide what marketing communications are suitable for me, to analyse statistics and assess lending risks. All this activity is on the basis of your legitimate interests, to protect your business, and to develop and improve your products and services, except as follows; when you do automated decision making including profiling activity to assess lending and insurance risks, this will be performed on the basis of it being necessary to perform the contract with me or to take steps to enter into that contract. Further details can be found in the 'Using My Personal Data' booklet.

Other information about me as a business customer (if I am one)

You may also hold all the information I give to you (i.e. name, address, date of birth, nationality) in order to undertake periodic due diligence checks which banks are required to undertake to comply with UK legislation.

Criteria used to determine retention periods (whether or not I become a customer)

The following criteria are used to determine data retention periods for my personal data:

- **Retention in case of queries.** You'll retain my personal data as long as necessary to deal with my queries (e.g. if my application is unsuccessful);
- **Retention in case of claims.** You'll retain my personal data for as long as I might legally bring claims against you; and
- **Retention in accordance with legal and regulatory requirements.** You'll retain my personal data after my account has been closed or has otherwise come to an end based on your legal and regulatory requirements.

My rights under applicable data protection law

My rights are as follows (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- The **right to be informed** about your processing of my personal data;
- The right to have my personal data **corrected if it's inaccurate** and to have **incomplete personal data completed**;
- The right **to object** to processing of my personal data;
- The right **to restrict processing** of my personal data;

7 Data Protection Statement (continued)

Applicant(s) to complete

- The right **to have my personal data erased** (the "right to be forgotten");
- The right **to request access** to my personal data and information about how you process it;
- The right **to move, copy or transfer my personal data** ("data portability"); and
- Rights in relation **to automated decision making** including profiling.

I have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk.

For more details on all the above I can contact your DPO or request the 'Using My Personal Data' booklet by calling **0800 092 3300** or I can view it online at caterallen.co.uk.

Data anonymisation and aggregation

My personal data may be converted into statistical or aggregated data which can't be used to identify me, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

*Group companies

For more information on the Santander group companies, please see the 'Using My Personal Data' booklet.

8 Authorised Signatories on this Account

Applicant(s) to complete

Any individual who wishes to be able to view and/or transact on this account must be identified as an Authorised Signatory below. If an individual is not identified as an Authorised Signatory then we will not accept their signature as authorisation to carry out a transaction, e.g. on a letter, on a cheque, on a faxed request, etc. This listing of Authorised Signatories will supersede the list currently held with Cater Allen Private Bank.

Individual Authorised Signatories

The following Signatories are authorised to operate this account ("The Account") with Cater Allen Private Bank ("The Bank").

By signing this renewal mandate I/we agree that:

- I/We have read the Declaration and mandate and Data Protection Statement and agree that you can use our information as stated in the Data Protection Statement.
- I/We have received and accept the Terms and Condition of Account (or those Accounts applied for) and agree to also be bound by any subsequent amendments advised to us by the Bank from time to time.
- I/We hereby certify that the information provided in this renewal mandate is, to the best of my knowledge and belief, accurate and complete in all respect.

First signatory

Full name

Position

Signature

Date

Second signatory

Full name

Position

Signature

Date

Impersonation checks/non face-to-face verification

As a means of verifying identity, electronic checks are undertaken by the Bank on all applicants and related parties included within the Personal details section. Specific supporting documents are required for submitting in conjunction to these electronic checks. Additional supporting documentation may be requested upon completion of these electronic checks.

Please read the following sections and complete the tick box if required:

Documentation required for Verification of Business Entity

Specific document requirements for Sole Traders and Partnerships only - from the following table, please supply one item from each of the two lists mentioned below and tick to confirm inclusion accordingly.

	Required documents	Sole Trader	Partnership
List 1	HM Revenue & Customs Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Customs and Excise/VAT Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Business Bank Statement (if less than 3 months old)	<input type="checkbox"/>	
	Letter from an Accountant or Solicitor	<input type="checkbox"/>	
List 2	Recent utility bill or statement in the name of the Business for the Business Premises	<input type="checkbox"/>	<input type="checkbox"/>
	Extract from the Business' official website	<input type="checkbox"/>	
	Current Business Letterhead or Company Letterhead	<input type="checkbox"/>	<input type="checkbox"/>
List 3	If your business is a majority owned and consolidated subsidiary:		
	Confirmation of majority owned status	<input type="checkbox"/>	<input type="checkbox"/>
	Confirmation of consolidated status	<input type="checkbox"/>	<input type="checkbox"/>
List 4	Partnerships must provide the partnership agreement/deed and a list of all current partners.		<input type="checkbox"/>

Private Limited Company and Limited Liability Partnerships

If you are a Private or a Public Limited Company, no documentary evidence relating to the entity is required HOWEVER if the Shareholders/Directors/Company Secretary/Designated Members details have recently changed, please supply copies of the appropriate Companies House forms.

If completed by a custodian / guardian / PoA:

I/We enclose proof and evidence of the nature of legal authority over the principal account holder

Documentation required for Verification of Personal Identity**For clients introduced by an FCA and/or PRA authorised and regulated Financial Adviser**

My/Our FCA authorised and regulated Financial Adviser has completed section 7 (Confirmation of Verification of Identity, 'CVIC') to verify all parties to the Account.

If a CVIC is not being provided

I/We have completed the separate Customer Identification Requirements Sheet (available on caterallen.co.uk) and provided copies of the necessary ID documents that have been certified as "a true copy of the original" by a "professional" (Lawyer, Accountant or Notary) in the UK or an equivalent jurisdiction*. Certification of these documents (via a signature) must include the position and contact details of the certifier. If these documents are not certified by a "professional", then we will be required to carry out additional identity checks.

or:

I/We have completed the separate Customer Identification Requirements Sheet (available on caterallen.co.uk) and provided copies of the necessary ID documents. I/We have enclosed a personal cheque written from an account in my/our name with a bank in the UK or an equivalent jurisdiction for the total amount I/we wish to place on deposit and made payable to the name of the Account. Please note this cheque cannot be written from a Cater Allen account.

Please note: Absence of any of the above required documents will result in delays to the opening of your Account.

This acceptance should be signed by all applicants.

- Sole Traders – the Sole Trader is required to sign
- Partnership – by a minimum of 2 partners
- Limited Liability Partnerships – by a minimum of 2 Designated Members
- Private Limited Company – by 2 Directors or by 1 Director and the Company Secretary, or if there is no Company Secretary and only a Sole Director, or if the Sole Director is also the Company Secretary then the Sole Director must sign. In this instance the Sole Director must sign in the presence of a witness who attests the signature.
- PLC – by a minimum of 2 Directors or 1 Director and the Company Secretary
- 25%+ Shareholders who are not Authorised Signatories on the Account.

By signing this Application Form I/we agree that:

- I/We have completed all relevant sections of this application form
- I/We have read the Declaration and Mandate and Data Protection Statement, and agree that you can use my/our information as stated in the Data Protection Statement
- I/We have received and accept the Terms and Conditions of this Account and agree to also be bound by any subsequent amendments advised to me/us by the Bank from time to time
- I/We confirm the validity of the Authorised Signatories detailed in the Authorised Signatories section of this Renewal Mandate
- Cater Allen Private Bank is duly authorised to operate the Account
- I/We hereby certify that the information provided in this application form is, to the best of my/our knowledge and belief, accurate and complete in all respects
- I/We undertake to advise Cater Allen Private Bank within 30 days of any change in circumstances which affects my tax residency status or causes the information contained herein to become incorrect
- I/We have received a copy of the FSCS Information Sheet and Exclusions List.

Signature of first applicant

Full name

Position

Signature

Date

Signature of second applicant

Full name

Position

Signature

Date

To be completed only by a Witness who is attesting the signature of a Sole Director of a Private Limited Company.

We do not require any personal documentation for you.

Full name

Signature

Date

Permanent residential address

Postcode

Occupation

Signature(s) of 25%+ Shareholders who are not Authorised Signatories on the Account

Signature of first person

Full name

Position

Signature

Date

Signature of second person

Full name

Position

Signature

Date

Please use this section to provide further details of your organisation's business activities; or any other additional information relevant to your application.

Please provide any additional Industry SIC codes here;

Additional TIN and Country answers for Applicant One

Country

TIN

Country

TIN

Country

TIN

Country

TIN

Additional TIN and Country answers for Applicant Two

Country

TIN

Country

TIN

Country

TIN

Country

TIN

Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print, Braille and Audio CD. If you would like to register to receive correspondence in an alternative format please contact us on 0800 092 3300. For the hard of hearing and/or speech impaired please use the Text Relay service. Further details can be found at ngts.org.uk

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