

# SOCIETY, CLUB, ASSOCIATION, CHARITY OR CHURCH BODY/PLACE OF WORSHIP RENEWAL MANDATE

To be completed by Intermediary

Master Account number

**For action by Account holder**

Existing Account number

Please ensure you visit [caterallen.co.uk](http://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**.

## Guidance notes

Applicant 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 as well as all those who are new to the Account will need to complete this form.**

## 1 Account details

Applicant to complete

Please tick which Organisation applies to you:

Society  Club

Association  Charity

Church Body/Place of Worship

Contact name (this should be the same person who signs as Charity Correspondent, if applicable)

Account name

Name of Society/Club/Association/Charity/Church body/Place of Worship

Standard Industry classification (S.I.C) Code

Nature/Purpose of the organisation (please provide a detailed description of the main activities the organisation is involved in).

Registered Charity number (if applicable)

The country of establishment/incorporation if outside the UK

Please provide Business Tax Identification Number (TIN) (where the company is registered outside the UK)

Organisation address. For registered and correspondence addresses only UK and BFPO addresses are acceptable. **C/O and PO Box addresses are not acceptable.**



Town/City

Postcode Country

Registered address. For registered and correspondence addresses only UK and BFPO addresses are acceptable. **C/O and PO Box addresses are not acceptable.**



Town/City

Postcode

Country

Address for correspondence. For registered and correspondence addresses only UK and BFPO addresses are acceptable. **C/O and PO Box addresses are not acceptable.**

Town/City

Postcode

Country

Business telephone

Mobile

Email

Please provide the following information on your business:

How many employees does the business have?

What is the value of your annual balance sheet?

£

Anticipated overall business turnover

£  per annum

Anticipated number of transactions through this bank account

per annum

Anticipated total monthly deposits: £

Anticipated total monthly withdrawals: £

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

## 1 Account details (continued)

Applicant to complete

### Changes to Signatories on this Account

We wish to add (how many)

Other Official of a Church  
Body/Place of Worship

Chairperson

Charity Correspondent

Treasurer

Council Member of a Church  
Body/Place of Worship

Secretary

Authorised Signatory

We wish to remove (how many)

Other Official of a Church  
Body/Place of Worship

Chairperson

Charity Correspondent

Treasurer

Council Member of a Church  
Body/Place of Worship

Secretary

Authorised Signatory

Name(s) to be added/removed (please delete as appropriate)

Name(s) to be added/removed (please delete as appropriate)

**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

Please note that only 2 card holders are allowed on any one account.

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

Yes  No

If **'Yes'**, please detail their names here

First card holder to be removed

Second card holder to be removed

Do you wish to add any new Card Holders to this account?

Yes  No

Please note a Debit Card is only available for Society, Club and Association Accounts.

If **'Yes'**, please detail their names here. Please note, there is a limit of 26 characters here.

First card holder to be added

Second card holder to be added

## 2 Professional Adviser's details

Applicant to complete

When you opened this Account were you introduced by a Professional Adviser?

Yes  No  If **'No'** move to section 3

If **'Yes'**, are they still your Professional Adviser?

Yes  No  If **'Yes'** move to section 3

If **'No'**, do you have a new Professional Adviser?

Yes  No  If **'No'** move to section 3

If **'Yes'**, please complete the details below. If **'No'**, go to section 3.

Name of company

Address

Town/City

Postcode

Country

Telephone

Contact name

Email



**Second applicant**

**Please tick all appropriate boxes:**

Existing customer  New customer

Existing Account number

Other Official of a Church Body/Place of Worship  Chairperson   
 Charity Correspondent  Treasurer   
 Council Member of a Church Body/Place of Worship  Secretary   
 Authorised Signatory

Mr  Mrs  Ms  Miss   
 Other  If 'Other' please state

Forename(s)

Middle name(s)

Surname

Any other name you have been, or are, known by

Nationality

Date of birth

Do you have dual nationality?  
 Yes  No

If 'Yes' please specify which country

Current home address (permanent residential address). For registered and correspondence addresses only UK and BFPO addresses are acceptable. **C/O and PO Box addresses are not acceptable.**

Town/City   
 Postcode  Country

Country of residence

How long have you been at your current home address?

Years  Months

Telephone

Mobile

Email

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

Town/City   
 Postcode  Country

How long did you live at this address?

Years  Months

Country of birth

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

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). If more than one additional country, please provide details of all other countries and TINs on a separate sheet.

Country

TIN

Country

TIN

Country

TIN

**Third applicant**

**Please tick all appropriate boxes:**

Existing customer  New customer

Existing Account number

Other Official of a Church Body/Place of Worship  Chairperson   
 Charity Correspondent  Treasurer   
 Council Member of a Church Body/Place of Worship  Secretary   
 Authorised Signatory

Mr  Mrs  Ms  Miss   
 Other  If 'Other' please state

Forename(s)

Middle name(s)

Surname

Any other name you have been, or are, known by

Nationality

Date of birth

Do you have dual nationality?  
 Yes  No

If 'Yes' please specify which country

Current home address (permanent residential address). For registered and correspondence addresses only UK and BFPO addresses are acceptable. **C/O and PO Box addresses are not acceptable.**

Town/City   
 Postcode  Country   
 Country of residence

How long have you been at your current home address?

Years  Months

Telephone

Mobile

Email

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

Town/City   
 Postcode  Country

How long did you live at this address?

Years  Months

Country of birth

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

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). If more than one additional country, please provide details of all other countries and TINs on a separate sheet.

Country

TIN

Country

TIN

Country

TIN

**Fourth applicant**

**Please tick all appropriate boxes:**

Existing customer  New customer

Existing Account number

Other Official of a Church Body/Place of Worship  Chairperson   
 Charity Correspondent  Treasurer   
 Council Member of a Church Body/Place of Worship  Secretary   
 Authorised Signatory

Mr  Mrs  Ms  Miss   
 Other  If 'Other' please state

Forename(s)

Middle name(s)

Surname

Any other name you have been, or are, known by

Nationality

Date of birth

Do you have dual nationality?  
 Yes  No

If 'Yes' please specify which country

Current home address (permanent residential address). For registered and correspondence addresses only UK and BFPO addresses are acceptable. **C/O and PO Box addresses are not acceptable.**

Town/City   
 Postcode  Country   
 Country of residence

How long have you been at your current home address?

Years  Months

Telephone

Mobile

Email

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

Town/City   
 Postcode  Country

How long did you live at this address?

Years  Months

Country of birth

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

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). If more than one additional country, please provide details of all other countries and TINs on a separate sheet.

Country

TIN

Country

TIN

Country

TIN

**4 Confirmation of Verification of Identity Certificate (CVIC)**

FCA Authorised and Regulated Financial Adviser to complete

**For completion by Financial Conduct Authority (FCA) Authorised and Regulated Financial Advisers only**

If you are an 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

  

FCA reference number

**First applicant**

Full name (including any middle names)

  

Current home address

  

Date of birth

Town/City

Postcode

Country

**Second applicant**

Full name (including any middle names)

  

Current home address

  

Date of birth

Town/City

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) 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)

- (c) where identity has been verified by an electronic identification service, we have met the client face to face.

FCA Authorised and Regulated Financial Adviser's Signature

Name

Position

Date

I/We,  (the 'Account Holder') being a Club, Society, Association, Charity or Church Body / Place of Worship hereby amend and renew the Mandate to operate my/our Account Numbered above ("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.

I/We 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;
- (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)

You can choose the number of signatories you wish to have on your account. Please tick only ONE of the boxes below.

Total number of Authorised Signatories to be held on this account

**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 the Authorised Signatories section of this application, 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 overleaf, certified, where applicable, by the Chairman and 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 maybe 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 Trustees/Officers and, if applicable, other officials authorised to sign, with specimen signatures in accordance with the current Mandate to operate the above Account.

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

I/We authorise the Bank to disclose details of my/our transactions to my/our Professional Adviser as named in this renewal mandate, or their successors in title (unless advised to the contrary) even where they have not been designated as an Authorised Signatory on the Account. I/We acknowledge that my Professional Adviser may receive commission from the Bank in respect of the Account.

I/We understand that the Bank accepts no liability whatsoever in respect of any losses we may suffer as a result of any fraud or negligent misuse of the banking services including telephone banking unless such loss occurs as a result of fraud or negligence on the part of the Bank or its employees or agents.

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

Personal data is data which by itself or with other data available to you can be used to identify me or a named applicant. You are Cater Allen Private Bank, the data controller. This data protection statement sets out how you'll use 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 or this form is being submitted on behalf of a person by a Financial Adviser, 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 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 to 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.

## 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 isn't relevant if you're applying for a savings 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](https://experian.co.uk/crain)
- [equifax.co.uk/crain](https://equifax.co.uk/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 can choose to stop receiving information at any time by contacting you.

#### Applicant 1

I have ticked any box(es) I **WOULD NOT** like you to use:

- 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

I have ticked any box(es) I **WOULD NOT** like you to use:

- 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 3

I have ticked any box(es) I **WOULD NOT** like you to use:

- 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 4

I have ticked any box(es) I **WOULD NOT** like you to use:

- 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):

- 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;
- 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](https://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](https://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.

Anyone who wishes to be able to transact on this account needs to be identified as an Authorised Signatory below. If you are not identified as an Authorised Signatory then we will not accept your signature as authorisation to carry out a transaction, e.g. on a letter, on a cheque, etc.

**The following Authorised Signatories wish to operate this Account ("The Account") with Cater Allen Private Bank ("The Bank").**

**By signing this Renewal Mandate we agree that:**

- We have read the Data Protection Statement, and agree that you can use our information as stated in the Statement.
- We have received and accept the Terms and Conditions of this Account and agree to also be bound by any subsequent amendments advised to us by the Bank from time to time.
- Our personal information contained in section 3 of this Renewal Mandate Form is true and correct.

**First signatory**

Full name

Position

Signature

Date

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

**Second signatory**

Full name

Position

Signature

Date

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

**Third signatory**

Full name

Position

Signature

Date

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

**Fourth signatory**

Full name

Position

Signature

Date

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

**Fifth signatory**

Full name

Position

Signature

Date

D	D	M	M	Y	Y	Y	Y
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**Sixth signatory**

Full name

Position

Signature

Date

D	D	M	M	Y	Y	Y	Y
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**Documentation required for Verification of Organisational Entity**

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. In some instances, specific supporting documents are required for submitting in conjunction to these electronic checks. Please read the following sections and complete the tick box if required:

**Club, Society or Association**

- A copy of your Society, Club or Association's conditions/constitution; or
- signed meeting record authorising account amendment and renewal and listing Operators; or
- a copy of the Articles of Association or equivalent documentation setting out the purposes and objectives of the Club or Society

Please note that in the case of an Investment Club we need details and documentary proof of Identity for all Members.

**Charity**

- Confirmation of your charitable status from the Charities Commission

Applications on behalf of unregistered charities should follow the requirements for Clubs and Societies.

**These documents will be returned to you in due course.**

**Church Body/Place of Worship**

- Certified Building of Worship Certificate from the General Register Office

Applications on behalf of registered Church Bodies/Places of Worship should follow the requirements stated for registered Charities.

**Documentation required for Verification of Personal Identity**

From the Required Documents information provided below, please read the section which is relevant to you and once you are happy that the correct information has been supplied, tick the box provided.

**If you have been introduced by an FCA Authorised and Regulated professional adviser**

- My/our FCA Authorised and Regulated Financial Adviser has completed section 4 (Confirmation of Verification of Identity, 'CVIC') to verify all parties to the Account

**If you do not have a professional adviser or are an introduced client not providing a CVIC**

- I/We have completed the separate Customer Identification Requirements Sheet (available on [caterallen.co.uk](http://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" (as noted in the Customer Identification Requirements Sheet) 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 copy documents are not certified by a "professional", then we will be required to carry out additional identity checks.

**Once you have selected from the relevant option above, please progress to the Acceptance section.**

**This Acceptance should be signed as follows:**

- On behalf of a Charity – by the Chairperson/Treasurer/Secretary/Trustee registered with the Charities Commission
- On behalf of Associations, Clubs and Societies – by two separate Chairmen/Treasurers or a Chairman/Treasurer and a Secretary.
- On behalf of a Church Body/Place of Worship – by Members of the Church Council or other Officers

By signing this Application Form we agree that:

- 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
- We have received and accept the Terms and Conditions of this 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 application form is, to the best of my/our knowledge and belief, accurate and complete in all respects
- Cater Allen Private Bank is duly authorised to operate the Account(s)
- I/We confirm the information contained in the application form is true and correct
- I/We undertake to advise Cater Allen Private Bank within 30 days of any change in circumstances which affects, my/our 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 person**

Full name

Position

Signature

Date

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

**Signature of second person**

Full name

Position

Signature

Date

D	D	M	M	Y	Y	Y	Y
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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 <http://ngts.org.uk/>

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