

## Business Account(s) Mandate

The Business Account Mandate should be completed when appointing new or removing existing Authorised Signatories and Nominated Persons (Account Operators) for Business Customers.

Please use black or blue ink and write clearly in the spaces provided in BLOCK CAPITAL letters. Mark relevant boxes with a clear cross.

### 1. BUSINESS DETAILS

Name of Business/Organisation

GCV Ltd

Metro Bank Corporate Customer Number

(To be completed by Metro Bank)

Apply Mandate rules for Product 1 (Page 2) to all accounts?



Yes



No (if no, please provide mandate rules for each individual account)

### 2. ONLINE BANKING

Please select preferred Online Banking type:



Standard Online Banking



Business Online Plus



Commercial Online Banking

### 2b. BUSINESS ONLINE PLUS PERMISSIONS

For Business Online Plus customers only you can request single/dual authorisation of your online banking payments.



Single



Dual

### 3. MANDATE

Please complete the account specific mandate/s below on how individuals linked to the account can access each account. If you wish to remove any Authorised Signatory(ies) or Nominated Person(s), please tick the "Remove Individual" box and complete the details below.

Completion of this Mandate authorises Metro Bank to accept all instructions given, or acts performed, in accordance with "Our Service Relationship with Business Customers" brochure (Terms and Conditions) and/or this Mandate on behalf of the Business Customer by:

#### Definitions

##### Authorised Signatory

An Authorised Signatory is an Account Operator who can have full access on a Business Account in accordance with the instructions set out in this Mandate. Please refer to section 1.3 of our Terms and Conditions for the definition of an Authorised Signatory.

##### Nominated Persons

A Nominated Person is only allowed to view or request transaction information and account balances. If an individual is added as a Nominated Person, please select 'Information Only' under Signing Rules. If an individual has access to Business Online Plus, please select 'View Only' or 'View and Input'.

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## Business Account(s) Mandate (continued)

### 3. MANDATE (continued)

#### Product 1

Account Number

#### Individual 1

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)

Specific Mandate Instruction  Information Only

Debit Card Permitted?  Yes  No

Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

Online Banking Access  Full  View Only

Business Online Plus only:

Administrator  View only  View and Input  All action except Admin\*

#### Individual 3

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)

Specific Mandate Instruction  Information Only

Debit Card Permitted?  Yes  No

Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

Online Banking Access  Full  View Only

Business Online Plus only:

Administrator  View only  View and Input  All action except Admin\*

**N.B Please complete an additional Mandate Form if you wish to add more than 4 individuals to an account**

\* Please see the important information summary for a definition of each user type

#### Specific Mandate Instruction

#### Individual 2

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)

Specific Mandate Instruction  Information Only

Debit Card Permitted?  Yes  No

Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

Online Banking Access  Full  View Only

Business Online Plus only:

Administrator  View only  View and Input  All action except Admin\*

#### Individual 4

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)

Specific Mandate Instruction  Information Only

Debit Card Permitted?  Yes  No

Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

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## Business Account(s) Mandate (continued)

### 3. MANDATE (continued)

#### Product 2

Account Number

#### Individual 1

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)  
 Specific Mandate Instruction  Information Only

Debit Card Permitted?  Yes  No

Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

Online Banking Access  Full  View Only

Business Online Plus only:

Administrator  View only  View and Input  All action except Admin\*

#### Individual 3

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)  
 Specific Mandate Instruction  Information Only

Debit Card Permitted?  Yes  No

Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

Online Banking Access  Full  View Only

Business Online Plus only:

Administrator  View only  View and Input  All action except Admin\*

**N.B Please complete an additional Mandate Form if you wish to add more than 4 individuals to an account**

\* Please see the important information summary for a definition of each user type

#### Specific Mandate Instruction

**IF POSSIBLE THEN PLEASE PROVIDE SINGLE SIGNING AND APPROVAL (AND USE OF DEBIT CARD) FOR AMOUNTS UPTO £25,000. AND**

**THEN TWO TO SIGN ABOVE THAT OR IF NOT THEN STANDARD BANK TERMS TO BE USED.**

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)  
 Specific Mandate Instruction  Information Only

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Please note that a debit card and **standard** online banking can only be issued to an **Authorised Signatory** who can transact on the account(s) **independently**.

Online Banking Access  Full  View Only

Business Online Plus only:

Administrator  View only  View and Input  All action except Admin\*

#### Individual 4

Please specify your instruction for this Account Operator:

Add individual  Remove individual

Title  Forename(s)

Surname

Personal Customer Number

Position in Business

Relationship Type  Authorised Signatory  Nominated Person

#### Signing Rules

One to Sign (for any amount)\*  Two to Sign (for any amount)  All to Sign (for any amount)  
 Specific Mandate Instruction  Information Only

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## Business Account(s) Mandate (continued)

3. MANDATE (continued)	
<p><b>Product 3</b></p> <p>Account Number <input type="text"/></p>	<p>Specific Mandate Instruction <input type="text"/></p>
<p><b>Individual 1</b></p> <p>Please specify your instruction for this Account Operator:</p> <p><input checked="" type="checkbox"/> Add individual <input type="checkbox"/> Remove individual</p> <p>Title <input type="text" value="MR"/> Forename(s) <input type="text" value="ADAM"/></p> <p>Surname <input type="text" value="VOCE"/></p> <p>Personal Customer Number <input type="text"/></p> <p>Position in Business <input type="text" value="SIGNATORY"/></p> <p>Relationship Type <input checked="" type="checkbox"/> Authorised Signatory <input type="checkbox"/> Nominated Person</p> <p><b>Signing Rules</b></p> <p><input type="checkbox"/> One to Sign (for any amount)* <input type="checkbox"/> Two to Sign (for any amount) <input type="checkbox"/> All to Sign (for any amount)</p> <p><input type="checkbox"/> Specific Mandate Instruction <input type="checkbox"/> Information Only</p> <p>Debit Card Permitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please note that a debit card and <b>standard</b> online banking can only be issued to an <b>Authorised Signatory</b> who can transact on the account(s) <b>independently</b>.</p> <p>Online Banking Access <input checked="" type="checkbox"/> Full <input type="checkbox"/> View Only</p> <p>Business Online Plus only:</p> <p><input type="checkbox"/> Administrator <input type="checkbox"/> View only <input type="checkbox"/> View and Input <input type="checkbox"/> All action except Admin*</p>	<p><b>Individual 2</b></p> <p>Please specify your instruction for this Account Operator:</p> <p><input type="checkbox"/> Add individual <input type="checkbox"/> Remove individual</p> <p>Title <input type="text"/> Forename(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Personal Customer Number <input type="text"/></p> <p>Position in Business <input type="text"/></p> <p>Relationship Type <input type="checkbox"/> Authorised Signatory <input type="checkbox"/> Nominated Person</p> <p><b>Signing Rules</b></p> <p><input type="checkbox"/> One to Sign (for any amount)* <input type="checkbox"/> Two to Sign (for any amount) <input type="checkbox"/> All to Sign (for any amount)</p> <p><input type="checkbox"/> Specific Mandate Instruction <input type="checkbox"/> Information Only</p> <p>Debit Card Permitted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please note that a debit card and <b>standard</b> online banking can only be issued to an <b>Authorised Signatory</b> who can transact on the account(s) <b>independently</b>.</p> <p>Online Banking Access <input type="checkbox"/> Full <input type="checkbox"/> View Only</p> <p>Business Online Plus only:</p> <p><input type="checkbox"/> Administrator <input type="checkbox"/> View only <input type="checkbox"/> View and Input <input type="checkbox"/> All action except Admin*</p>
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**N.B Please complete an additional Mandate Form if you wish to add more than 4 individuals to an account**

\* Please see the important information summary for a definition of each user type

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## Business Account(s) Mandate *(continued)*

### 4. THE VERY IMPORTANT (BUT BORING) STUFF

#### Authorities, Representations and Warranties

Please read and confirm the following:

##### A. In all cases:

1. By signing this Form, the Sole Trader, Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Club, Society, Charity or other Unincorporated Association ("You"):
  - i) authorise Metro Bank to pay and debit, receive and credit to your Business Account(s) all cheques or other orders to pay signed, made, accepted or given by or on behalf of You by the number of Authorised Signatories (and/or Nominated Person(s) where applicable depending on the scope of permission) specified in this Mandate as being required to consent to payments or made payable or endorsed in favour of You, notwithstanding that each such payment or debit may create or increase an instant overdraft (please see Our Service Relationship with Business Customers (Terms & Conditions), together with the Important Information Summary, for more information on instant overdrafts);
  - ii) authorise Metro Bank to act or otherwise rely upon any other instruction, notice or document given or signed by the number of Authorised Signatories (and/or Nominated Person(s) where applicable) if specified for such instruction, notice or document in this Mandate; and
  - iii) authorise Metro Bank to give each account operator access to those facilities that You permit account operators to have in accordance with this Mandate.
2. By signing this Form You represent and warrant that all information set out in this Mandate is true, accurate and complete.
3. By signing this Form, You:
  - i) agree that (if applicable) all individuals nominated in this Mandate as account operators shall be authorised to act in accordance with this Mandate until Metro Bank receives written notification to the contrary (such notification to be provided in accordance with the terms of this Mandate);
  - ii) agree that Metro Bank can rely on all the other information provided in this Mandate unless and until notified otherwise in accordance with the terms of this Mandate; and
  - iii) in consideration of Metro Bank complying with this Mandate (including the authorities conferred by this Mandate) undertake to indemnify Metro Bank against any loss, charge or expense that Metro Bank may suffer or sustain and to absolve Metro Bank of all liability for loss or damage which You may sustain as a result of Metro Bank acting on this Mandate.

### 5. DECLARATION AND SIGNATURES

I/We confirm that the names, residential addresses, dates of birth, official positions and specimen signatures of the Authorised Signatory(ies) and/or Nominated Person(s), as set out in Section 3 and their respective Business Individual Identification & Verification forms (which shall form part of this Mandate), are true and correct.

I/We confirm that the Mandate has been completed, signed and dated under the authority properly conferred by any constitutional documents and (if applicable) by a duly constituted and quorate meeting of; for example, the Board of Directors or Officers of the Association; and that such authority has not been amended or revoked and otherwise remains in full force and effect as at the date indicated below next to my/our signature.

Sole Trader (please circle)

Director/Company Secretary/Member/Partner/Officer of Association (please circle)

Director/Company Secretary/Member/Partner/Officer of Association (please circle)

on behalf of the Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity, Club, Society or Other Unincorporated Association

on behalf of the Limited Company (Private, Public & Limited by Guarantee), Partnership (inc. Limited Partnership), Limited Liability Partnership, Charity, Club, Society or Other Unincorporated Association

Print Name

Print Name

Signature

Signature

Date

Date

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