

Mandate form

Companies and corporate entities

THE POWER TO HELP YOU SUCCEED

For companies, charitable companies and corporate entities

About this form

Fill in this form to tell us who is authorised to give instructions for your account(s).

This form has four sections:

1. Mandate
2. About your existing accounts with Barclays Corporate
3. About the authorised people
4. Declaration

How to fill in this form

- Please use block capitals
- Please tick the boxes that apply like this
- Leave boxes blank if they don't apply to you
- Please do not use green ink
- If you make a mistake please print a fresh page
- **Do not use correction fluid**
- Keep a copy for your records

Please check that you have:

- Answered all the questions that apply to your organisation
- Attached this *Mandate form* to any continuation sheets

You can get this in Braille, large print or audio by calling 0800 400 100* (via Text Relay if appropriate) or by ordering online from [barclays.co.uk/accessibleservices](https://www.barclays.co.uk/accessibleservices)

*Lines are open 7 days a week, 7am to 11pm. To maintain a high quality of service we may monitor or record phone calls. Calls to 0800 numbers are free if made from a UK landline.

Section 1. Mandate

Please insert the name of the Company, Charitable Company or Corporate Entity, delete Ltd/PLC as applicable and insert the date of the meeting.

At the meeting of the Board of Directors of

Ltd/PLC (the Company)

Held on

Company registered number (if applicable)

Registered charity number (if applicable)

The Directors considered the *Barclays Corporate Customer Agreement* and any other documents which the Bank has provided and resolved that:

1. the Company

- (a) appoint Barclays Bank PLC (the Bank) as the Company's bankers; or
 (b) cancel the Company's existing mandates to the Bank (except in relation to cheques and other instructions given before the Bank receives this resolution);

2. the Company accept the terms of the *Barclays Corporate Customer Agreement* and confirm such acceptance to the Bank by completing the Bank's form of Mandate;

3. the Company authorise any individual named in Section 3 (an 'authorised person') either individually or, if relevant with other authorised person(s) in accordance with Section 3 to:

- (a) enter into any transactions or agreements with the Bank whatsoever, subject to the Bank's right to request separate evidence of due authorisation in respect of any specific transactions or agreements as determined by the Bank; and

- (b) give instructions concerning the operation of the Company's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the *Barclays Corporate Customer Agreement*; and


- (c) register the Company for the Bank's computer and telephone banking services.


The Directors noted that if the Company has registered for the Bank's computer and telephone banking services, any of the authorised person(s) acting in accordance with the current approval processes for the services would be responsible for amending the Company's 'customer profile' which (among other things) determines:

- the accounts that can be accessed by computer or telephone;
- security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
- the individuals ('Users') allowed to use the service for making payments and other purposes (within any specified limits).

The Directors also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Company notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

Does your organisation have any existing accounts with Barclays Corporate?

Yes – this is an amendment to our existing mandate:
 Now go to Section 2 

No – this is our first mandate:
 Now go to Section 3 

Section 2. About your existing accounts with Barclays Corporate

Please fill in the sort code and account numbers for all Sterling and currency accounts you want this form to apply to. If you need more space, please ask us for a *Mandate continuation sheet*.

Existing Sterling accounts


Sort code

Account numbers

Existing currency accounts

Sort code

Account numbers

Now go to Section 3 

Section 3. About the authorised people

Authorised person

Full name

Position within the organisation

Signature – please ensure signature remains inside the box

Authorised person

Full name

Position within the organisation

Signature – please ensure signature remains inside the box

Authorised person

Full name

Position within the organisation

Signature – please ensure signature remains inside the box

Authorised person

Full name

Position within the organisation

Signature – please ensure signature remains inside the box

Authorised person

Full name

Position within the organisation

Signature – please ensure signature remains inside the box

Authorised person

Full name

Position within the organisation

Signature – please ensure signature remains inside the box

i If you need more than six authorised people, please ask for a *Mandate continuation sheet*, and attach it to this form.

Please give details of how you would like your authorised people to manage the account(s).

The bank will act on instructions given: (please only tick one box)

- by any one authorised person
- by any two authorised people
- by all of the authorised people
- in line with the specific instructions below ▼

Speak to your Relationship Director before giving details.

If you need more space attach a separate sheet. Please ensure it is signed by the signatory in Section 4 below.

Section 4. Declaration

- i** Any *Mandate continuation sheets* should be signed in accordance with this declaration.
For companies established with one official, the sole director may certify.

We certify the above to be a true extract from the minutes.

- For Charitable Companies, we enclose a copy of the *Memorandum and Articles of Association*

Primary signature (Director)

First name

Last name

Signature

Secondary signature

Please tick the box that applies

- Director **OR** Company secretary

First name

Last name

Signature

For the bank to fill in

Contact name

Contact phone number

KYC stamp