



How to update group account signatories

Your group must pay all funds into a bank account that is part of the MS Society's **cash pooling scheme**.

This **How to** guide will help you complete a **mandate form** to update the authorised signatories on your MS Society bank account.

Before you start

Make sure you have these documents to hand:

- ✓ **Global Banking Authority mandate form v1.3**
- ✓ **Signatory responsibilities**
- ✓ **Signatory declaration forms**

You can download the **LATEST** documents from our volunteer website, <http://volunteers.mssociety.org.uk/finances> or request copies from our **Treasury Officer** at treasurysupport@mssociety.org.uk or on 020 8438 0875.

Who can sign the mandate form?

- A minimum of **three authorised signatories** are required. Signatories must include the **group coordinator**, **finance volunteer** and one other **team member**. All roles need to be members of the MS Society.
- Persons related to a signatory are not allowed to sign the mandate, i.e. siblings or spouses.
- Staff members of the MS Society are not allowed to become signatories.

Important Information

- Use block capitals on the mandate.
- If you make a mistake, please print a fresh page or ensure the error is crossed out and initialled by two signatories.
- Do not use correction fluid.
- Ensure all signatories have read **signatory responsibilities** and have signed a **signatory declaration form**. The form only needs to be completed once by each signatory.

Sections to complete – a step by step guide

Section 1 – Scope of the Global Banking Authority

- ✓ Enter the group name.
- ✓ Enter 07451571 as the customer registration number.

Sections 2-7

- ✓ No details to complete. Go to Section 8.

Section 8 – Account(s) to which this Authority applies

- ✓ Under 'Specific accounts only', enter the group sort code and account number(s).

Section 9 – Authorised Signatories

- ✓ Enter the full name, position held and signature of each team member who is authorised to sign. 'Category' box to remain blank.
- ✓ The group must have a minimum of 3 signatories. All signatories, new and remaining, need to complete their details.

Section 10-11

- ✓ No details to complete. Go to Section 12.

Section 12 - Execution

- ✓ This section will be completed by National Centre signatories.

What to do next

- Keep a copy of the completed mandate for your group records
- Before returning the bank mandate, please ensure that membership of the authorised signatories are up to date
- Return the original **mandate form** and **signatory declaration forms** to MS National Centre, Treasury Section.
- Mandate forms that are completed incorrectly, show unknown team members, or without the relevant declaration forms, will not be processed.
- Photocopy or scanned copies of the mandate will not be accepted.
- The mandate can take up to 10 working days to be processed upon receipt by Barclays.

Contact our **Treasury Officer** at treasurysupport@mssociety.org.uk or on 020 8438 0875 for further support.