



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 v5.0**
- ✓ **Signatory responsibilities**
- ✓ **Signatory declaration forms**

Copies of the **LATEST** documents are available from the Treasury Support team at treasury.support@mssociety.org.uk or on 0208 438 0784 / 0208 438 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 **volunteer**. All signatories must be Coordinating Team members.
- Account signatories must not be related to each other or be members of the same household. Related parties include partners/couples that are not married.
- Staff members of the MS Society are not allowed to become signatories.

Important Information

- Complete in **black** ball point pen and use **BLOCK CAPITALS**.
- If you make a mistake, please print a fresh page.
- Do not use correction fluid. Amendments must be signed in accordance with Section 12.
- 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

Sections 1-7

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

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

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

Section 9 – Authorised Signatories

- ✓ Enter the full name, position held, mobile number, business email address and signature of each team member who is authorised to sign.
- ✓ The group must have a minimum of 3 signatories. All signatories, new and remaining, need to complete their details.

Section 10-12

- ✓ No details to complete.
- ✓ Go to Mandatory Checklist on page 14.

Mandatory Checklist

- ✓ Please confirm the checklist. Return form to Treasury Support.

What to do next

- Keep a copy of the completed mandate for your group records.
- Before returning the bank mandate, please ensure that all signatories are part of the coordinating team and their details on the Portal reflect this.
- Return the original **mandate form** and **signatory declaration forms** to Treasury Support, MS Society, Carriage House, 8 City North Place, London, N4 3FU.
- Old versions of the mandate forms, forms that are completed incorrectly, show unknown team members, or without the relevant declaration forms, will not be processed.
- During this time Barclays can accept scanned copies of all banking documents. **Photos of the mandate will not be accepted.**
- The mandate can take up to 15 working days to be processed upon receipt by Barclays.

For any queries, please contact our **Treasury Support team** at treasury.support@mssociety.org.uk or on 0208 438 0784 / 0208 438 0875.