



Third party application form for PLCs and limited companies

COUTTS ONLINE



Coutts

1. Existing Coutts Online client's details

Enter the business name of the existing Coutts Online client, together with their address, postcode and country details.

2. Third Party details

Enter the name of the Third Party business that is allowing the existing Coutts Online client access to their accounts. This business must be a different legal entity to the one named in Section 1.

3. Accounts to be added

Accounts will be added to the administrators of the existing service with full payment capabilities, including confidential rights, or Read Only depending on the box selected.

Select from the available options:

- All accounts of the Third Party named in Section 2 are to be added, **including** any accounts opened in the future.
- All accounts of the Third Party named in Section 2 are to be added, **excluding** any accounts opened in the future.
- Only the Account(s) detailed – list here the accounts of the Third Party named in Section 2 and only these will be added.

4. Third Party Resolution

Complete the name of the Third Party business, as specified in Section 2, who is allowing the existing Coutts Online client access to their accounts. Enter the date when the resolution was passed and enter the names of the individuals who were nominated at this meeting to sign the Coutts Online Third Party Application Form. These individuals must already be named on the current bank mandate. Insert the business name of the existing Coutts Online client.

5. Declaration

The signatures entered here must be as outlined below to confirm that the resolution in Section 4 was duly passed and entered in the Minute Book of the Company.

- Where the Company has one or more Directors AND a Company Secretary – one Director and the Company Secretary must sign.
- Where the Company has two or more Directors BUT there is **no** Company Secretary – two Directors must sign, one of which must be the Chairman of the meeting.
- Where the Company only has one Director AND there is **no** Company Secretary – one Director and a witness must sign.
- Where the Company only has a sole Director who is also the Company Secretary the same person can sign both boxes.

7. Agreement (to be signed in accordance with the resolution in section 4)

Copies of the Online Service Terms are available at coutts.com/onlineterms or from your Banker.

We would draw your attention to clause 1, paragraph C. (Appointment of User(s) and Administrator(s)), which outlines the responsibilities of the administrator and, in particular, their ability to allocate access to the account(s) to other users. The signature(s) required here are those of the individuals that have already been named in Section 4, and as previously mentioned are already on the Third Party's current bank mandate.

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This Third Party Online Application Form must be completed by any Third Party who wishes to add their accounts to an existing Coutts Online client's service

How to complete this form

This Third Party Mandate must be completed in BLOCK CAPITALS using black ink and where marked * delete as appropriate, by any Third Party who wishes to add their accounts to an existing Coutts Online client. The Online Service Terms are available online for you to read and print. **These are important, please read them.** Please go to coutts.com/onlineterms or alternatively ask your Banker for a copy. The completed form should be returned to: **Coutts Online Team, Coutts & Co, FREEPOST LON20747, Trinity Quay, Bristol BS2 0FA.**

1. Existing Coutts Online client's details

Business name

Business address

Post code

Country

2. Third Party details

Business name

3. Accounts to be added

The Third Party client accepts the Online Service Terms and instructs the Bank to include all account(s)/all future account(s) or only the account(s) detailed below within the existing client's Coutts Online service. All accounts will be added to all administrators with full transaction capability, **including confidential rights**, unless Read Only is selected below.

The Third Party acknowledges that administrators may be subject to change and this is under the control of the existing Coutts Online client. For any changes to these preferences, and/or to add future accounts where this preference has not been selected, the client is required to provide the Bank with confirmation in writing.

All accounts **including** all future accounts opened Read Only Full access

All accounts **excluding** all future accounts opened Read Only Full access

Only the account(s) detailed below:

Account name

Account number Read only Full access

Account name

Account number Read only Full access

Account name

Account number Read only Full access

Account name

Account number Read only Full access

Third party application form for PLCs and limited companies

Account name

Account number Read only Full access

4. Third Party Resolution

Important note – The individual(s) named in the resolution must also be named in the mandate held by the Bank.

• Certificate

I/We* certify that this resolution was duly passed at a meeting of the Board of

(insert full name of Company)

held on

• Resolution

It was resolved that

(Name of individual)

and

(Name of individual)

is/are* authorised to:

- complete and sign the Coutts Online Third Party Application Form for provision of the Coutts Online service; and
- instruct the Bank to disclose information relating to its accounts to

(the existing Coutts Online client)

- accept the Online Service Terms, on behalf of the Company?

5. Declaration

*Where the Company has one or more Directors AND a Company Secretary – One Director and the Company Secretary must sign. Where the Company has two or more Directors BUT there is a NO Company Secretary – two Directors must sign one of who must be the Chairman of the meeting.

Where the Company only has one Director AND there is NO Company Secretary – one Director and a witness must sign.

Where the Company only has a sole Director who is also the Company Secretary the same person can sign both boxes.

I/We* certify that the resolution set out in this document was duly passed and entered in the Minute Book of the Company and duly signed by the Director(s)/Company Secretary, and that the specimen signatures recorded are correct.

Signature of Director

Signature

Date

Name

Signed by the Company Secretary/2nd Director/Witness*

Signature

Date

Name

Third party application form for PLCs and limited companies

Details of Witness (where only one Director and no Company Secretary)

Witness name, Address, Country, Post code

6. Your information

We will use your information in accordance with the clause headed 'Your information' which forms part of the Conditions of Use of your existing Coutts Business Current Account agreement with us.

In the clause above, 'you' and 'your' extends to any individual who has supplied us with personal information in relation to the Account(s).

7. Agreement (to be signed in accordance with the resolution in Section 4)

Any Authorised Persons named below must also be named in the Third Party's mandate held by the Bank.

The Coutts Online client has completed a Coutts Online Application Form for the provision of internet banking services by Coutts.

The Online Service Terms allow the Coutts Online user to include a third party's account(s) within their Coutts Online service and to provide instructions (including payment instructions) in relation to the third party's account(s), where this access has been provided.

We have read and agree the Online Service Terms, a copy of which is available to read and download from the website coutts.com/onlineterms. We note clause 1, paragraph C. (Appointment of User(s) and Administrator(s)), of those Terms which outlines the responsibilities of the administrator and in particular their ability to allocate access to the account(s) to other users and this authority will apply to all future accounts unless we advise you in writing to the contrary.

This Third Party Mandate will continue until the Third Party gives written notice to the Bank cancelling the Mandate.

Signed in accordance with the authority held by the Bank

Signature, Date

Name

Position

Signature, Date

Name

Position

For Coutts Digital Helpdesk use only, Contract number, Initials