Your instruction to Vary your Authority



FRFF 140804

 $\label{thm:polynomial} \mbox{Did you know you can save time by filling in this form using internet banking? You can find help and support \underline{\mbox{here.}}$

Guidance notes

This form can be used to make changes to the Authority of the business/ organisation named below (you). Your Authority is where you told us who has permission to provide instructions to us relating to your accounts and services and to act on behalf of your business/organisation.

You must have the correct signatories to make this change.

If you do not currently have sufficient signatories to authorise this request, you must provide a Board Resolution/Partnership Agreement, or other documentation whichever is relevant to your business to confirm your authority to vary or commence a new mandate.

You can also use this form to tell us about a change to the name of your business/organisation.

When you fill in this form, you are not creating a new Authority. You are making a change to your existing Authority. Other than the changes you ask for, everything about your existing Authority will remain in place.

There are separate forms for where one of your existing signatories has changed their name (e.g. following marriage) or address. Please ask us if you need a copy of one of those forms instead.

The Instruction to vary your Authority has six sections:

- Section 1 gives details of your business/organisation.
- Section 2 tells us what kind of change you want to make.
- Section 3 gives us more details about the change you want to make.
- · Section 4 confirms who has authority to provide instructions to us and take other actions and shows which controls you have set for those people.
- · Section 5 is where you, as a business/organisation, need to approve and sign the Instruction to vary your Authority.
- Section 6 tells you how you can return the form to us.

Please fill in all of the sections below which are relevant to your business/organisation in block capitals.

1 Your details					
Business/organisation's sort code Name of business/organisation Full name of individual filling in the Variation		How would you like be contacted? We will only use your email address and mobile number if we need to contact you to discuss the Variation. Email address Mobile number			
Important: The changes will apply to all of the accounts to any other business/organisation. Type of change	relating to this b	ousiness/organisation. You should complete a separate form for ac	ecounts relating		
Do you want to change the address of the business/ organisation, or the person who the bank should contact? The new bank contact must be a Full Signatory on the account	Yes No	If yes , please complete section 3.1.			
Do you want to change the name of the business/organisation?	Yes No	If yes , please complete section 3.2.			
Do you want to add a new signatory?	Yes No	If yes , please complete section 3.3.			
Do you want to tell us about a new individual who is not a signatory (for example, a beneficial owner, partner, director, trustee or other controlling official)?	Yes No	If yes , please complete section 3.3.			
Do you want to ask us to remove an existing signatory or individual who is not a signatory (for example, a beneficial owner, partner, director, trustee or other controlling official)?	Yes No	If yes , please complete section 3.4.			
Do you want to change the signature of an existing signatory?	Yes No	If yes , please complete section 3.5.			
Do you want to change the signing rules in your Authority?	Yes No	If yes , please complete section 4.			
Important: Section 5 must be completed in all instances where a change is being made.					

3	Details relating to the change you want to make				
3.1	Change of address of the business/organisation or	r the person who the bank should contact			
New o	official address of the business/organisation	The new bank contact must be a Full Signatory on the account. New primary bank contact name (if applicable)			
Postcode New correspondence address of the business/organisation (if different from the official address)		New primary bank contact details (if applicable) Telephone Mobile Email Date the change should apply from (DD MM YYYY)			
	Postcode				
3.2	Change of business/organisation name				
	name of the business/organisation	Has the nature of the business/organisation Yes No changed significantly? If yes, please contact us as you may need a new account.			
Date t	the change should apply from (DD MM YYYY)				
3.3	Addition of signatory or other individual				
busine below	ethorise the people listed in this section to act on behalf of your ess/organisation. Instructions given to us by the people you authorise will be binding, as long as they are in line with the powers that type of ory has and any signing rules you set below.	banking. Changing your Authority does not change any of the permissions and controls you have already set up in internet banking. This is unless you remove a signatory listed in your Authority – if you do that, we'll also remove them as a user in internet banking.			
in you	ection will amend the section covering authorisations and signing rules r existing Authority to include new signatories and signing rules that you le here.	Example: You authorise someone who isn't listed below to give us instructions in internet banking. If you have done that, we'll act on instructions given using internet banking from that person, even though they are not listed below.			
find m	Important: If you use internet banking, you set up separate permissions and controls which may differ from the ones in the Authority. You can note details about those permissions and controls in internet banking. Incourage you to regularly review your permissions and controls in internet	Example: You put a control in place in internet banking which says that an authorised signatory can make payments of £1,500. That limit will only apply when they are using internet banking.			
Wha	at is a Beneficial Owner?				
organi	eficial Owner is an individual who owns or controls the business or isation. Typically, someone who is a shareholder. Or, in the case of a ership, a Senior Partner.	For Trusts , this is any individual who has control over the trust, in whose main interest the trust is set up or operates, or who is entitled to at least 25% of the trust's assets.			
Wha	at is a Full Signatory?				
relatio any sig You m	gnatories have authority to take all actions and give instructions in no to your accounts and services, though they can only act in line with gning rules you set below. ust always have at least one individual who is appointed as a Full cory across all accounts.	Important: Different signing requirements will apply sometimes. For example, a person with personal responsibility to repay any borrowing may need to apply for borrowing, and each person responsible for the borrowing may need to sign the loan documentation. If there are extra or different signing requirements, we'll tell you at the time.			
Wha	at is a Limited Signatory?				

Limited Signatories can make payments, talk to us about your accounts and use internet banking (if you have set them up to use internet banking), though they can only act in line with any signing rules you set below.

3	Details relating to	the chang	e you w	ant to n	nake						
3.3	Addition of signat	tory or oth	er indivi	dual						contin	ued
First	addition					Second add	lition				
Full nan	ne of person you want to a	dd				Full name of pers	son you want to	add			
Role in	the Business/Organisation					Role in the Busin	ness/Organisatio	n			
Will the	person you are adding be	a		Yes	No	Will the person y	you are adding h	ne a		Yes	No
	ial Owner/Shareholder?	u				Beneficial Owne		,c u			
16						16	f				
n yes, p	ercentage of ownership				%	If yes , percentag	e or ownership				%
	vel of signing authority sho		Full	Limited	None	What level of sig			Full	Limited	None
new pe	rson you're adding be given	1?				new person you'	re adding be giv	en?			
Will the	person you're adding requ	iire		Yes	No	Will the person y	ou're adding re	auire		Yes	No
	banking access?					internet banking					
Please	confirm what level of acces	es to Internet Ba	nking you w	ould like to	o give	Please confirm v	what level of acc	ess to Internet F	Sanking you w	ould like to	o give
this per	son and tick the relevant b		inking you w	ould like to	give	this person and t	tick the relevant		pariking you w	odid like to	give
Signat		Delegate Access User	View Only	No Acc	ess	Signatory Level	Full Access User	Delegate Access User	View Only	No Acc	ess
Full						Full					
1::	4					Lincipad					
Limite						Limited					
Non-Si	gnatory					Non-Signatory					
Will the	person you're adding requ	uire a Business D	ehit Card?	Yes	No	Will the person y	vou're adding re	nuire a Business	Debit Card?	Yes	No
vviii circ	person you're adding requ	ine a Basiness B	core cara.			viii the person)	route adding te	quire a Business	Debit cara.		
	addition					Fourth addi		الماسم			
ruii iiaii	ne of person you want to a	laa				ruii name oi pers	son you want to	auu			
5.1.							/0				
Role in	the Business/Organisation					Role in the Busin	iess/Organisatio	n			
	person you are adding be ial Owner/Shareholder?	a		Yes	No	Will the person y Beneficial Owne		e a		Yes	No
If yes , p	ercentage of ownership				%	If yes , percentag	e of ownership				%
What le	evel of signing authority sho	ould the	Full	Limited	None	What level of sig	ning authority s	hould the	Full	Limited	None
	rson you're adding be given		Tull	Lillited	None	new person you'	,		Tun		None
	person you're adding requ banking access?	iire		Yes	No	Will the person y internet banking		quire		Yes	No
	confirm what level of acces son and tick the relevant b		nking you w	ould like to	give	Please confirm w			Banking you w	ould like to	give
Signat		Delegate Access User	View Only	No Acc	ess	Signatory Level	Full Access User	Delegate Access User	View Only	No Acc	ess
Full	Oser	Access User				Full	Oser	Access Oser			
Limite	d					Limited					
Non-Si	gnatory					Non-Signatory					
VAC:II 4 I		dan a Business D	ahia Carala	V	Na	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		nuina a During	Dahis Coulo	Van	NI-
vviii the	person you're adding requ	ine a business D	ebit Card?	Yes	No	Will the person y	ou re adding re	quire a business	Debit Card?	Yes	No

Details relating to the change you want to make 3.4 Removal of signatory or other individual If a signatory is being removed from the account, they will lose all access to Debit Cards, Internet Banking and SMS Text Alerts. Second removal First removal Full name of person you want to remove Full name of person you want to remove What is the person's percentage of ownership What is the person's percentage of ownership % % within the business/organisation? within the business/organisation? If the person that you are removing owns 25% or more of your business they If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory. will remain on the account as a Non-Signatory. Third removal Fourth removal Full name of person you want to remove Full name of person you want to remove What is the person's percentage of ownership What is the person's percentage of ownership % % within the business/organisation? within the business/organisation? If the person that you are removing owns 25% or more of your business they If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory. will remain on the account as a Non-Signatory. Change of signature This is only to be used to change a signature. It cannot be used where there has been a change of name of the signatory (e.g. due to a marriage). Full name of signatory who wants to change their signature New signature Position held Date Confirmation of your authorisations By completing this section you are confirming the signing rules on your account(s). This confirmation will replace your existing Authority in relation to how signatories can operate the accounts. Important: The signing rules don't apply to viewing information or discussing your accounts and services - any Full Signatory can do this acting alone. Important: The signing rules you choose below won't apply when using internet banking. You must set up separate online payment controls in internet banking. Signing rules for Full Signatories (Please note: if this section is left blank the existing signing rules on the mandate will be maintained). Please indicate the combination of Full Signatories that the Bank must receive before carrying out the following transactions on the Business' account(s). Important: If you select "Any one", your Full Signatories will be able to act alone without any restriction and without the knowledge of the other Full Signatories or other directors/partners/members. TRUSTS ONLY: If you are a trust, "All to sign/approve" must be selected unless a solicitors' letter is provided confirming that "Any one" or "Any two" can sign. You choose to put the following Signing rules signing rules in place: All to sign/approve Any two Any one Signing rules for payment instructions Signing rules for nonpayment instructions 4.2 Signing rules for Limited Signatories (where applicable) (Please note: if this section is left blank the existing signing rules on the mandate will be maintained). Please indicate the combination of Limited Signatories that the Bank must receive before carrying out any payments on the Business' account(s). Important: If you select "Any one" then your Limited Signatory will be able to act alone without any restriction and without the knowledge of Full Signatories or other Limited Signatories or other directors/partners/members. TRUSTS ONLY: If you are a trust, "All to sign" must be selected unless a solicitors' letter is provided confirming that "Any one" or "Any two" can sign. You choose to put the following Signing rules signing rules in place: All to sign/approve Any one Any two Signing rules for payment instructions

4.3 Change the authority of existing signatories

Use this section to amend the authority of existing signatories e.g. to change from Full Signatory to Limited Signatory, or from a Limited Signatory to Full Signatory. Please make sure that there are enough Full or Limited Signatories to support the signing rules that are either to be maintained on the account or that have been amended in section 4.1 and 4.2.

Name	Position	Existing Authority Level	New Authority Level

In line with the table below:

- if a Full Signatory is changing to Limited Signatory and they currently have internet banking, we will downgrade their access to Delegate Access User.
- if a Limited Signatory is changing to Full Signatory and they currently have internet banking, we will upgrade their access to Full Access User.
- · if any signatory above currently does **not** have internet banking, we will not make any changes to their access.

Signatory Level	Full Access User	Delegate Access User	View Only	No Access
Full				
Limited				

5 Important information about this Instruction to vary your Authority

Who needs to approve and sign the Instruction to vary your Authority?

New signatories you are adding cannot sign.

Existing Full Signatories you are removing can sign.

Sole traders: The sole trader must sign.

Companies, Limited Liability Partnerships, Partnerships, clubs, charities, societies, non-personal trusts or other non-personal organisations (for example, local authorities, parish councils, schools (state, independent or private) or credit unions: This must be signed in line with the signing instructions in your existing Authority.

For example, if you have "Any two" rules set up on your Authority, two Full Signatories must sign.

If you have "Any one" rules set up on your Authority one Full Signatory must sign.

If you have "All to sign" rules set up on your Authority all Full Signatories must sign.

TRUSTS ONLY: If you are a trust, all trustees must sign unless a solicitors' letter is provided confirming that "Any one" or "Any two" can sign.

By signing you confirm that the information given in this form is accurate, that the specimen signatures of all new signatories are correct and that all existing and new signatories are authorised to act on behalf of the Business in transactions and when dealing with the Bank.

The terms of your most recent Authority to the Bank will apply.

You must have the correct signatories to make this change.

If you do not currently have sufficient signatories to authorise this request, you must provide a Board Resolution/Partnership Agreement, or other documentation whichever is relevant to your business to confirm your authority to vary or commence a new mandate.

5.1 Your Authorisation

This form accepts the insertion of Adobe signatures. If your PDF reader does not support Adobe signatures, please use the draw tool or equivalent to enter your signature in the signature field.

Full name of existing Full Signatory (please print)	Full name of existing Full Signatory (please print)
Signature	Signature
Date	Date

6 Returning this form

Once completed, save a copy of this form and attach it to an email and sending it to: CommercialClientServicingSME@Lloydsbanking.com.

Or the form can be posted back for processing to: Commercial Banking, 2 Bankhead Crossway North, Edinburgh. EH11 4DT.

Please make sure all relevant individuals complete their "Your Key People" form.

Once we receive it, we'll contact you about the status of the Authority using any of the contact details you have given to us.

To help protect you and keep you safe online, please only send what is required and check you have the correct email address to which you are sending details.

Please contact us if you would like this information in an alternative format such as Braille, large print or audio. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales, no. 2065. Telephone: 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278. Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS).

We are covered by the Financial Ombudsman Service (FOS).

Please note that due to FSCS and FOS eligibility criteria not all Business customers will be covered.

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