

- Please complete this form if you are a Business customer and you would like to make changes to your existing mandate.
- Ensure that all relevant sections are completed in **BLOCK CAPITALS** and in black or blue ink.
- If you require help in completing this form please call into your branch or alternatively call our Customer Contact Centre on 0344 809 4258.
- The use of correction fluid / tape is not permitted on this form.
- HBL Bank UK, hereinafter referred to as "the Bank", is the trading name of HBL Bank UK Limited.
- Changes will only come into effect once the Bank has carried out necessary checks and confirmation of such change has been intimated to you in writing.

Please return this form in branch or send to:  
 Centralised Processing Unit  
 HBL Bank UK  
 1st Floor  
 161-163 Commercial Road  
 London, E1 2DA

**1. Type of Entity:**

Sole Proprietorship 
 Partnership 
 Limited Liability Partnership   
 Private Limited Company 
 Public Limited Company 
 Club, Society, Association, Trust

**2. Title of Account / Business Name:**

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**3. Accounts to which you wish to make changes:**

All Accounts

**Or**

Account Numbers

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**4. Signing Authority:**

In relation to matters set out in the current mandate and for the accounts detailed in Section 3, the Bank may act on the instructions of:

Any **One** Authorised Signatory                       Any **Two** Authorised Signatories

**Other**

**5. Add / Remove an Authorised Signatory for accounts detailed in Section 3:**

- Please indicate addition or removal of an authorised signatory by ticking the relevant box.
- If more than 4 authorised signatories are to be changed, please copy this page, complete and attach to this form.
- Please cross through any unused boxes on this section and on any additional sheets.
- For Partnership / Trust accounts, please enclose a copy of the Deed of Appointment / Removal / Amendment. Partners / Trustees being removed must sign below in acknowledgement of their express consent at being removed. If a signature cannot be obtained, then a reason should be provided in the Specimen Signature box, e.g., "Deceased", "Gone Away".
- Please provide a valid photo identification and address verification document for each added authorised signatory.
- By signing below:
  - i. You agree that the Bank may carry out checks as deemed necessary with the issuing authority / credit reference agencies to validate the above documentation; and
  - ii. You agree to abide by the Terms and Conditions governing the conduct of such account(s) which have been provided separately and may be subject to change.

**A.** Add  Remove

Name	Address	Designation	Specimen Signature

**B.** Add  Remove

Name	Address	Designation	Specimen Signature

**C.** Add  Remove

Name	Address	Designation	Specimen Signature

**D.** Add  Remove

Name	Address	Designation	Specimen Signature

**6. Resolution and Certificate:**

This section must be signed as follows:

- By TWO directors **or** ONE director and ONE company secretary for a limited liability company (for sole director companies, only the director’s signature is required); or
- By TWO members for a limited liability partnership; or
- By at least TWO partners / trustees subject to the partnership / trust deed explicitly allowing these two individuals to add / remove partners / trustees – otherwise ALL to sign; or
- By TWO officials for clubs / societies / associations.

There was produced a completed form entitled “Business Customers Mandate Change Form” (the “Form”) from HBL Bank UK Limited. The board of directors / members / partners / trustees\* reviewed and discussed the Form and considered it in the best interest of the company / LLP / partnership / trust\* that the changes stated in the Form be made and that the Form be executed and delivered to the Bank.

**IT WAS RESOLVED THAT:**

- The **Signing Authority** in the current bank mandate, for the account(s) detailed in Section 3 of the Form, be revoked / replaced and/or amended (as applicable) in accordance with Section 4 of the Form.
- Selected **Authorised Signatory(ies)** for the accounts detailed in Section 3 of the Form be added and/or removed in accordance with Section 5 of the Form.
- The Bank be and is hereby empowered to honour cheques, bills of exchange and promissory notes drawn, signed, accepted or made on behalf of the company / LLP / partnership / trust\* by the **Authorised Signatory(ies)** and to act on any instructions given by the person(s) so authorised with regard to the account(s) detailed in Section 3 of the Form whether in credit or overdrawn, or any transaction of the company / LLP / partnership / trust\*.
- These resolutions be communicated to the Bank and shall constitute the company’s / LLP’s / partnership’s / trust’s\* mandate (as amended) to the Bank to remain in force until revoked by notice in writing to the Bank by any director / partner / trustee\* acting or purporting to act on behalf of the company / LLP / partnership / trust\* and for this purpose any instruction varying or purporting to vary the mandate contained in these Resolutions shall be deemed a revocation.

I / We hereby certify that the above is a true extract of the minutes and resolutions of the board of directors /

members / partners / trustees\* of \_\_\_\_\_

(insert correct and full name of the legal entity) passed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

and that

- **Signatures of Authorised Signatories are genuine;**
- **All information given is correct.**

(\* - delete as applicable)

Signature
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Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature
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Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_