

This Authority applies to all existing and future accounts in the name of the customer.

**WARNING:** Please note that the use of correction fluid on any part of this document will render this mandate invalid and will be rejected. Please complete this form in BLOCK CAPITALS and in black ink.

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**1. Customer Checklist** – All parties **must** bring all applicable documentation to meeting for account opening process to be undertaken without delay.

### Simple 1, 2, 3 Steps To Open Account

Tick Box

**Step 1** – All parties gather documentation. See list below of required documentation.

**Step 2** – Once all documentation is gathered, contact the bank to process request.

All new parties will be required to visit the bank in order for the bank to validate documents provided. The bank may ask existing parties to provide up to date documentation – branch will advise if this is required.

We recommend that all parties visit the branch together with valid documentation to prevent any delays to your request.

**Important:** The mandate cannot be updated until all applicable parties have completed the form in full and provided correct documentation.

**Step 3** – The mandate will be updated by our dedicated accounts team. The branch will then contact the Primary Contact, detailed in Section 7, once request completed.

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### Documentation Needed

Tick Box

1. Proof of Identity – Passport or Driving Licence

*All proof of identity must be in date*

2. Proof of Address – e.g. Utility Bill

*All proof of address must be no older than 6 months*

3. An original sighted copy of Constitution / Minutes of committee meeting

**OR**

A written statement signed by the Secretary / signatories stating the following:

- How / why / from where the funds would be generated and used

*This information is required to ensure you are requesting to create/update a mandate of a not for profit organisation.*

4. Completed Club, Society, Church or Unincorporated Body Mandate Form signed by all parties

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## 2. Meanings of words used in this Authority

“**Account**” means an account or accounts held by the Bank in the name of the Organisation

“**Bank**” means Ulster Bank Ireland DAC and its successors, transferees and assignees

“**Instructions**” means:

- (a) cheques or other orders for payment, bills accepted and promissory notes or negotiable instruments made, drawn or given on the Account;
- (b) instructions to countermand payment of cheques, bills of exchange or other orders;
- (c) endorsements on behalf of the Organisation of cheques and other orders, drafts, bills, promissory notes and deposit receipts payable to or in the name of the Organisation;
- (d) standing orders, direct debits, UBAMTS, foreign payments, inter-account transfers and all other means of making payments;
- (e) request for drafts;
- (f) instructions to withdraw securities, documents or articles held by the Bank (whether for safe custody or otherwise);
- (g) indemnities, guarantees and bonds and instructions for the opening of credits or the issue of guarantees, bonds or indemnities by the Bank;
- (h) instructions for discounting inland or foreign bills;
- (i) instructions to withdraw, deliver, dispose of or deal with any property, documents or securities held in the name of the Organisation;
- (j) instructions to open further Account(s) in the name of the Organisation;
- (k) any instruction, request, agreement, undertaking or document necessary for the provision of any of the above purposes or arising in relation to the Account; or otherwise for the provision of banking services or products or any other services or products which the Bank agrees to provide to the Organisation (including, in particular, any agreement for the provision of these products or services by any method, including electronic, internet-based or similar means); or giving of information, as between each of the Bank and the Organisation.

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## 3. Meeting details

Excerpt from Meeting of the \*Members/Committee/ \_\_\_\_\_ of  
\_\_\_\_\_ (the ‘Organisation’)

held at \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_

it was resolved that: Ulster Bank Ireland DAC be requested to act as the bankers of the Organisation

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## 4. Authority

- (i) The Bank is requested to open and/or continue an Account in the name of the Organisation and is requested and authorised to accept Instructions from (Insert the titles of officials authorised to operate on the Account where appropriate. Specify clearly if more than one signature is required and any limits on the authority).

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on behalf of the Organisation, notwithstanding that such Instructions may give rise to placing of deposits, withdrawal of funds, borrowing or cause any of the Account to be overdrawn or any overdraft on the Account to be increased or limit exceeded as a result of the Instructions.

- (ii) The Bank be and is hereby requested and authorised to debit or credit any of the Organisation’s Accounts in respect of the transactions described in this Authority and the Organisation shall at all times accept the debit or credit of the Bank on any of its Accounts in respect of such transactions as conclusive evidence of such Instructions and transactions and the amount involved, provided that such transactions have been duly authorised by the Organisation as provided for in this Authority.
- (iii) Where Instructions to the Bank are given in any format that is not in writing (‘writing’ means for this purpose a document bearing an original written authorised signature(s)) the Bank is entitled to accept them if the Bank is satisfied that the Instruction is genuine. The Organisation accepts that the Bank may require it to enter in to a separate agreement(s) with the Bank and/or comply with any further conditions covering any means of providing the Bank with Instructions that are not in writing.
- (iv) Instructions to close the Account shall only be accepted when given in accordance with the signing rules in Section 4 above.

- (v) Where there is more than one Account holder, we agree that we are all and/or each jointly and severally liable for any debt on the Account.
- (vi) We require separate statements of Account to be sent to (insert names of authorised signatories in Section 4 who will be receiving statements on the Account) \_\_\_\_\_.
- (vii) We confirm that we are authorised to give the Instructions in accordance with the Rules and Regulations of the Organisation.

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## 5. Constitution of the Organisation

- (i) The Bank is to be given:
  - (a) a copy of the Rules and Regulations of the Organisation and any amendments made thereafter, certified as correct by the Secretary;
  - (b) the authorised signatories sheet(s) certified as correct by the Chairperson and Secretary and to be advised of any alterations to the sheet(s); and
  - (c) any other documentation as is required by this Authority and the Terms and Conditions relating to the Account(s) and any other terms and conditions or terms of business (together, the “**Terms and Conditions**”) relating to its affairs and transactions with the Bank which are the subject of this Authority.
- (ii) Resolutions shall be certified by the Secretary.
- (iii) The Bank will be advised of additions to the list by way of certified Resolutions of the \*Members/Committee of the Organisation and will be notified in writing of resignations and retirements of those authorised to give Instructions.
- (iv) This Authority shall be communicated to the Bank and shall, constitute the mandate and authority of the Organisation to the Bank which shall continue until receipt by the Bank of a certified copy of a later Resolution of the \*Members/Committee of the Organisation amending or rescinding this Resolution.

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## 6. Certification

We hereby certify that:

- (i) the above is a true Excerpt from the minutes of the Meeting of the \*Members/Committee of the Organisation at which a quorum entitled to vote was present and that all information in this Authority and the specimen signatures attached are correct.
- (ii) the Organisation has received or accessed and has read and agrees to be bound by the terms of this resolution and the Terms and Conditions.
- (iii) the Organisation has read and understands and consents to the terms relating to the use and disclosure of data and personal information set out below and in the applicable Terms and Conditions. The Organisation warrants that it has the consent of the owners of any personal data given to the Bank with respect to any Accounts, services or transactions provided to the Organisation by the Bank from time to time to so use and disclose this data.

Chairperson's signature

**AND**

Secretary's signature

\*Delete/insert details as appropriate

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**7. Details of authorised signatories** – please sign in the centre of the box(es)

Please cross through any unused boxes in this section and on any additional sheets.

Specimen signature

Full name and official position of authorised signatory

Name (in full) \_\_\_\_\_

Official position \_\_\_\_\_

Name (in full) \_\_\_\_\_

Official position \_\_\_\_\_

Name (in full) \_\_\_\_\_

Official position \_\_\_\_\_

Name (in full) \_\_\_\_\_

Official position \_\_\_\_\_

Name (in full) \_\_\_\_\_

Official position \_\_\_\_\_

Name (in full) \_\_\_\_\_

Official position \_\_\_\_\_

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**8. Confirmation** – The details of the Member and/or authorised signatories are genuine.

Signature of Member (must be one who signed the front of the mandate).

Name (in full) \_\_\_\_\_

Full home address \_\_\_\_\_

\_\_\_\_\_

**9. Confirmation – Bank Only Section**

*Note: By signing this document you are confirming that all **valid documentation** has been collected and form is completed in full.*

Staff signature

Name \_\_\_\_\_

Team/Unit \_\_\_\_\_

Position held \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

ISV number

Contact number

**For Bank use only**

Guidance notes must be detached prior to sending to ISV Team

Sort code

Account number

Account number

Account number

**For Branch or Relationship Manager use - Branch Account Opening Checklist**

**Document Name - All Forms Must Be Completed In Full**

**Tick Box**

Completed Club Society Church or Unincorporated Body Mandate form

- Valid Account Number & Sort Code documented
- Mandate Signed & Dated
- No abbreviations

Valid Proof of ID for each party (if applicable)

Valid Proof of Address for each party ( if applicable)

Signed confirmation letter/memo of new mandate instructions provided by both Chairman & Secretary

**NEW TO BANK CUSTOMERS**

Completed NAS checklist

**RETAIL** Risk Calculator for individual

**EXISTING CUSTOMERS**

V Marker present – Print out of back office screen 04/99/01

No V Marker present – Completed NAS checklist along with valid ID & address verification

**Relationship Codes – Insert Correct Code For Each Party**

Primary Contact

Party 2

Party 3

Party 4

Party 5

Party 6

**Available Relationship Codes**

OB = Owned by PB

CB = Company Secretary

ZB = Settlor

PB = Partner

FB = Treasurer

XB = Controller (use if no other code is appropriate)

DB = Director

WB= Secretary

TB = Trustee

# Guidance Notes

**Use this form when defining or changing the signing rules or signatories for a Club, Society, Church or Unincorporated Body account.**

**A full list of all authorised signatories relating to this mandate must be completed.**

**If additional sheets required, either copy or obtain further mandate.**

**Please ensure all signatories are entirely within the margins of the boxes provided.**

## 2. Meanings of words used in this Authority

“Account” means an account or accounts held by the Bank in the name of the Organisation

“Bank” means Ulster Bank Ireland DAC and its successors, transferees and assignees

“Instructions” means:

- (a) cheques or other orders for payment, bills accepted and promissory notes or negotiable instruments made, drawn or given on the Account;
- (b) instructions to countermand payment of cheques, bills of exchange or other orders;
- (c) endorsements on behalf of the Organisation of cheques and other orders, drafts, bills, promissory notes and deposit receipts payable to or in the name of the Organisation;
- (d) standing orders, direct debits, UBAMTS, foreign payments, inter-account transfers and all other means of making payments;
- (e) request for drafts;
- (f) instructions to withdraw securities, documents or articles held by the Bank (whether for safe custody or otherwise);
- (g) indemnities, guarantees and bonds and instructions for the opening of credits or the issue of guarantees, bonds or indemnities by the Bank;
- (h) instructions for discounting inland or foreign bills;
- (i) instructions to withdraw, deliver, dispose of or deal with any property, documents or securities held in the name of the Organisation;
- (j) instructions to open further Account(s) in the name of the Organisation;
- (k) any instruction, request, agreement, undertaking or document necessary for the provision of any of the above purposes or arising in relation to the Account; or otherwise for the provision of banking services or products or any other services or products which the Bank agrees to provide to the Organisation (including, in particular, any agreement for the provision of these products or services by any method, including electronic, internet-based or similar means); or giving of information, as between each of the Bank and the Organisation.

## 3. Meeting details

Excerpt from Meeting of the \*Members/Committee/ \_\_\_\_\_ of \_\_\_\_\_ (the 'Organisation')

held at \_\_\_\_\_  
on the \_\_\_\_\_ day of \_\_\_\_\_

it was resolved that: Ulster Bank Ireland DAC be requested to act as the bankers of the Organisation

Insert here any alternative to Members or Committee e.g. 'Board of Governors'.

Insert the location of the meeting and the date the Resolution was passed. For example 11th January 2006.

Insert the full name of the Organisation.

Insert the professional or trading name or name of the Firm. Alternatively where a trading name is not used, insert all the names of the Members.

If this mandate is to apply to a specific or limited number of accounts insert the designated titles and account numbers as appropriate eg Office Account only.

## 4. Authority

- (i) The Bank is requested to open and/or continue an Account in the name of the Organisation and is requested and authorised to accept Instructions from (Insert the titles of officials authorised to operate on the Account where appropriate. Specify clearly if more than one signature is required and any limits on the authority).

on behalf of the Organisation, notwithstanding that such Instructions may give rise to placing of deposits, withdrawal of funds, borrowing or cause any of the Account to be overdrawn or any overdraft on the Account to be increased or limit exceeded as a result of the Instructions.

- (ii) The Bank be and is hereby requested and authorised to debit or credit any of the Organisation's Accounts in respect of the transactions described in this Authority and the Organisation shall at all times accept the debit or credit of the Bank on any of its Accounts in respect of such transactions as conclusive evidence of such Instructions and transactions and the amount involved, provided that such transactions have been duly authorised by the Organisation as provided for in this Authority.
- (iii) Where Instructions to the Bank are given in any format that is not in writing ('writing' means for this purpose a document bearing an original written authorised signature(s)) the Bank is entitled to accept them if the Bank is satisfied that the Instruction is genuine. The Organisation accepts that the Bank may require it to enter in to a separate agreement(s) with the Bank and/or comply with any further conditions covering any means of providing the Bank with Instructions that are not in writing.
- (iv) Instructions to close the Account shall only be accepted when given in accordance with the signing rules in Section 4 above.

## Credit reference and fraud prevention agencies

We may obtain information about you from credit reference and fraud prevention agencies to verify your identity. We will check your details with fraud prevention agencies. If you provide false or inaccurate information and we suspect fraud, we will record this.

We and other organisations may use these records to:

Help make decisions about credit and credit related services for you and members of your household. Help make decisions on motor, household, credit, life and other insurance proposals and insurance claims, for you and members of your household. Trace debtors, recover debt, prevent fraud, and to manage your accounts or insurance policies. Check your identity to prevent money laundering, unless you furnish us with satisfactory proof of identity.

If you want to receive details of those fraud prevention agencies from whom we obtain and with whom we record information about you, please contact your branch. You have a legal right to these details.

# Guidance Notes

Please ensure all signatures are entirely within the margins of the boxes provided.

- (v) Where there is more than one Account holder, we agree that we are all and/or each jointly and severally liable for any debt on the Account.
- (vi) We require separate statements of Account to be sent to (insert names of authorised signatories in Section 4 who will be receiving statements on the Account) \_\_\_\_\_.
- (vii) We confirm that we are authorised to give the Instructions in accordance with the Rules and Regulations of the Organisation.

Insert the name and address of the member who is to receive statements on the account.

## 5. Constitution of the Organisation

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  - (b) the authorised signatories sheet(s) certified as correct by the Chairperson and Secretary and to be advised of any alterations to the sheet(s); and
  - (c) any other documentation as is required by this Authority and the Terms and Conditions relating to the Account(s) and any other terms and conditions or terms of business (together, the "Terms and Conditions") relating to its affairs and transactions with the Bank which are the subject of this Authority.
- (ii) Resolutions shall be certified by the Secretary.
- (iii) The Bank will be advised of additions to the list by way of certified Resolutions of the \*Members/Committee of the Organisation and will be notified in writing of resignations and retirements of those authorised to give Instructions.
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- (ii) the Organisation has received or accessed and has read and agrees to be bound by the terms of this resolution and the Terms and Conditions.
- (iii) the Organisation has read and understands and consents to the terms relating to the use and disclosure of data and personal information set out below and in the applicable Terms and Conditions. The Organisation warrants that it has the consent of the owners of any personal data given to the Bank with respect to any Accounts, services or transactions provided to the Organisation by the Bank from time to time to so use and disclose this data.

Chairperson's signature

AND

Secretary's signature

\*Delete/insert details as appropriate

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Check your identity to prevent money laundering, unless you furnish us with satisfactory proof of identity.

If you want to receive details of those fraud prevention agencies from whom we obtain and with whom we record information about you, please contact your branch. You have a legal right to these details.



# Guidance Notes

Please ensure all signatures are entirely within the margins of the boxes provided.

## 7. Details of authorised signatories – please sign in the centre of the box(es)

Please cross through any unused boxes in this section and on any additional sheets.

Specimen signature	Full name and official position of authorised signatory	Details of Full name and Official position are required.
Specimen signature of authorised person. →	Name (in full) _____ Official position _____	←
	Name (in full) _____ Official position _____	
	Name (in full) _____ Official position _____	
	Name (in full) _____ Official position _____	
	Name (in full) _____ Official position _____	
	Name (in full) _____ Official position _____	

## 8. Confirmation – The details of the Member and/or authorised signatories are genuine.

Signature of Member (must be one who signed the front of the mandate).

Name (in full) \_\_\_\_\_

Full home address \_\_\_\_\_

### Credit reference and fraud prevention agencies

We may obtain information about you from credit reference and fraud prevention agencies to verify your identity. We will check your details with fraud prevention agencies. If you provide false or inaccurate information and we suspect fraud, we will record this.

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Help make decisions about credit and credit related services for you and members of your household. Help make decisions on motor, household, credit, life and other insurance proposals and insurance claims, for you and members of your household. Trace debtors, recover debt, prevent fraud, and to manage your accounts or insurance policies.

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