

Relationship Authority

Who should complete this form?

- PLCs
- LTD Co
- DAC
- Unlimited Co
- CLG

Guidance notes

This Relationship Authority sets out how your organisation will give instructions to Ulster Bank Ireland DAC. It is simple to complete, but please make sure you consider the following points for each section:

- Use of correction fluid to amend an error on the Relationship Authority will render the mandate invalid. If an error is made and you wish to correct it please cross the error out and have your Company Secretary/Director initial the amendment.
- Your organisation needs to pass a board resolution containing the text in Section 2.
- The board resolution refers to Specialist Signatories and Account Signatories.
 - o Specialist Signatories and Account Signatories have different powers (the powers of the Specialist Signatories are set out in Sections 2.3 and 2.4, and the powers of the Account Signatories are set out in Section 2.4 only).
 - o The Specialist Signatories do not need to be directors. However, as the Specialist Signatories can undertake activities such as requesting borrowing you should restrict your nominations to senior people within your organisation.
 - o Account Signatories can make payments from your organisation's accounts.
 - o In Section 3 you need to tell us what your organisation's signing rules will be.
- We appreciate that your organisation may need to have different signing rules or different Account Signatories for some of your organisation's accounts. If this is the case and the box provided does not meet your needs then please contact your Relationship Manager.

To avoid any unnecessary delays in getting you set up, please make sure you have completed all of the sections. If you are unsure as to how to complete any parts of the Relationship Authority, your Relationship Manager will be happy to assist.

Relationship Authority For Limited/ Unlimited Companies & PLCs



Please complete this form in BLOCK CAPITALS and in **BLACK INK**. Please mark option boxes with an 'X'.

The Specialist Signatories, Account Signatories and Call Back Contacts that you name in this Relationship Authority have important responsibilities and must be chosen carefully.

1. Customer Details

Company Name

Company Registration Number

New Customer

Existing Customer

IBAN

If existing customer, specify the accounts this Relationship Authority relates to. If a new customer, Bank will complete sort code and account number section below:

Sort Code

Account Number

Account Number

Account Number

2. Board resolution

At a Board meeting it was resolved that:

- 2.1. the Company will maintain a relationship with Ulster Bank Ireland DAC (the "Bank"). The authorities set out in this Resolution apply to all accounts and relationships which the Company may have with the Bank at any time.
- 2.2. the Company authorises the individuals identified as **Specialist Signatories** to exercise the powers set out in paragraphs 2.3 and the signing rules in section 3 and the individuals identified as **Account Signatories** to exercise the powers set out in section 3 only.
- 2.3. **Specialist Signatories** are authorised, on behalf of the Company and in accordance with the Signing Rules in Section 3, to:
 - request and agree any borrowing, credit, bonds, guarantees, indemnities or any other products or facilities from the Bank
 - sign or accept:
 - 1) any product applications or agreements (including for example Your Banking Requirements, Business Cards and Bankline)
 - 2) loan or facility agreements
 - 3) service agreements
 - 4) indemnities to be entered into by the Company with the Bank, as well as any amendments to those documents or ancillary documents

- change the Signing Rules
- authorise individuals as Account Signatories and change or cancel the authority of any existing Account Signatories, by completing and returning the relevant form
- authorise individuals as **Call Back Contacts** and change or cancel the authority of any existing Call Back Contacts, by completing and returning the relevant form
- identify any accounts that are excluded from the authority of the Account Signatories and provide separate signing rules or signatories for these accounts, by completing and returning the relevant form.

The authority of the Specialist Signatories will continue until the Company gives written notice to the Bank of a resolution of the Board cancelling or changing the authorities provided, by completing and returning the relevant form.

- 2.4. **Account Signatories** are authorised, on behalf of the Company and in accordance with the Signing Rules, to:
- generally deal with and give instructions to the Bank, except for those matters set out in paragraph 2.3
 - open and close current and deposit accounts in the name of the Company
 - sign, accept or endorse any negotiable instruments, promissory notes, bills of exchange and deposit receipts
 - request drafts
 - sign, issue and stop cheques
 - deal with or withdraw any property or documents held by the Bank (whether for safe custody or otherwise)
 - provide instructions in relation to Standing Orders, Direct Debits, UBAMTS, foreign payments, inter-account transfers and all other means of making payments.
- 2.5. any two Directors of the Company, or a Director and the Company Secretary, may approve and deliver any security to be given to the Bank to secure the Company's obligations, and any variations or releases of existing security and no security given by the Company under this authority shall be invalid solely by reason of the fact that it was executed under this document without a specific board resolution accompanying. Any guarantee or security for another party's obligations will require a separate Board resolution authorising its execution.
- 2.6. the Company authorises the individuals identified as Call Back Contacts in Section 6 to be contacted by telephone by the Bank to confirm or correct any instructions or information that the Bank has received.
- 2.7. the Bank assumes no liability for delays, loss in transit or errors relating to any **fax messages** and the Company agree to keep the Bank indemnified against any actions which may be brought against it, and any losses which it may sustain, by reason of it having agreed to accept **faxed instructions** even if any such instruction was not duly authorised by the Company (so long as it was not negligent in accepting it as authorised).

3. Signing Rules

Specialist Signatories

In relation to the matters set out in paragraph 2.3 the Bank may act on the instructions of **at least one Specialist Signatory**, without limit.

Account Signatories

In relation to the matters set out in paragraph 2.4 the Bank may act on the instructions of the account signatories stated in section 5:

Insert details of instructions to apply and specify any limits on the authority.

Sample Signing Rules

For example: Any two account signatories to sign	OR	
Any one specialist signatory up to and including €10,000		

Signing Rules

4. Declaration

I certify that:

1. the Board resolution set out above was passed by the Board of Directors of the Company at a meeting held on (DD/MM/YYYY) at which a quorum was present.
2. the Authorised Signatories Section contains the genuine signatures of the individuals named and the information provided is correct.
3. there are no limitations on the powers of the Company under its constitution or otherwise to provide this Relationship Authority to the Bank in order to regulate its future dealings with the Bank.

Total number of Specialist Signatories only in the Authorised Signatories Section

Total number of Account Signatories only in the Authorised Signatories Section

Total number of Call Back Contacts in the Call Back Contacts Section

Signed by the Company Secretary/Director

Name (in full) _____

Date (DD/MM/YYYY) _____

Signed by the Company Director

Name (in full) _____

Date (DD/MM/YYYY) _____

5. Authorised Signatories

Guidance notes

If an individual is a Specialist Signatory, mark the 'Specialist Signatory & Account Signatory' box with a cross. Subject to the signing rules in Section 3, Specialist Signatories are authorised to exercise the range of powers set out in paragraphs 2.3 and 2.4 of the Board Resolution. **You must have at least one Specialist Signatory.**

If an individual is an Account Signatory, mark the 'Account Signatory only' box with a cross. Subject to the signing rules in Section 3, Account Signatories are authorised to exercise the range of powers set out in the signing rules.

Country of Tax Residency

Tax Identification Number (TIN)

Company name _____

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

Official position _____

Account Signatory only

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

Official position _____

Account Signatory only

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

Official position _____

Account Signatory only

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

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Official position _____

Account Signatory only

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

Official position _____

Account Signatory only

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

Official position _____

Account Signatory only

Specimen signature

Specialist Signatory

OR

Print name (in full) _____

Official position _____

Account Signatory only

6. Call Back Contacts

The Bank may occasionally wish to verify by telephone any information or instructions that it has received (e.g. incomplete payment instructions) by contacting one of the individuals named below.

Please specify your **Call Back Contacts** providing their telephone numbers and the order in which attempts to contact them should be made.

If the Bank dials one of the telephone numbers below and the individual who answers the call confirms that they are the Call Back Contact in question, the Bank can assume the individual they are dealing with is indeed the relevant Call Back Contact without further verification of their identity without future verification of their identity.

Contact order	Name of contact		Telephone number
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Office	<input type="text"/>
		Mobile	<input type="text"/>