



Third party application form for company accounts
reporting into a private client's service

COUTTS ONLINE



Coutts

1. Existing Coutts Online private client's details

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

2. Third Party client's details

Enter the name of the Third Party business that is allowing the existing Coutts Online private 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 existing client with full payment capabilities, or as 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 full name of the Third Party, as specified in Section 2, who is allowing the existing Coutts Online private 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 Third Party Application Form; these individuals must already be named on the current bank mandate. Insert the name of the existing Coutts Online private 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 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.

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. 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 private client's details

Client name	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4 OR overseas country	<input type="text"/>
Post code	<input type="text"/> <input type="text"/>

2. Third Party client's details

Company name	<input type="text"/>
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3. Accounts to be added

The Third Party 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 private client's Coutts Online service. Accounts will be added with full transaction capability or Read Only depending on the box selected below.

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	<input type="text"/>
Account number	<input type="text"/> Read Only <input type="checkbox"/> Full access <input type="checkbox"/>
Account name	<input type="text"/>
Account number	<input type="text"/> Read Only <input type="checkbox"/> Full access <input type="checkbox"/>

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Account name	<input type="text"/>	
Account number	<input type="text"/>	Read Only <input type="checkbox"/> Full access <input type="checkbox"/>
Account name	<input type="text"/>	
Account number	<input type="text"/>	Read Only <input type="checkbox"/> Full access <input type="checkbox"/>
Account name	<input type="text"/>	
Account number	<input type="text"/>	Read Only <input type="checkbox"/> Full access <input type="checkbox"/>

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.

We certify that the Resolutions set out in this document were 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

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. If you require a copy of that clause, please contact your Banker.

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 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.

The Online Service Terms are available online for you read and print. These are important, please read them. To access these go to coutts.com/onlineterms or alternatively please ask your Banker for a copy.

This Third Party Mandate will continue until the Third Party gives written notice, signed by the Company Secretary, to the Bank cancelling the mandate.

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The Third Party makes the following declaration:

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. This authority will apply to all future accounts unless we advise you in writing to the contrary.

Signed in accordance with the authority held by the Bank

Signature Date

Name

Position

Signature Date

Name

Position

If you would like this document in another format such as Braille, large print or audio, please let us know.

For Coutts Digital Helpdesk use only

Contract number Initials