



Third party application form for private  
accounts reporting into a company

# COUTTS ONLINE



*Coutts*

**1. Existing Coutts Online client's details**

Enter the business name of the existing Coutts Online client, together with their address and company registration number.

**2. Third Party private client details**

Enter the name of the Third Party private client allowing the existing Coutts Online client access to their accounts. This client must be a different legal entity to the one named in Section 1.

**3. Accounts to be added**

Accounts will be added to the administrators of the existing service with full payment capabilities, **including confidential rights**, or 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.

**5. Account holder declaration and signature(s)**

Copies of the Online Service Terms are available at your attention to paragraph C. Appointment of User(s) and your attention to clause 1, paragraph C. (Appointment of User(s) and Administrator((s)), which outlines the responsibilities of the administrator and, in particular, their ability to allocate access to the account(s) to other users. The signatures required here are those of the account holder(s) of the account(s) to be registered online.

Third party application form for private accounts reporting into a company

COUTTS ONLINE

This Third Party Online Application Form must be completed by any private client who wishes to add their accounts to an existing LLP, PLC or Limited Company client's Coutts Online 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 LLP, PLC or Limited Company client's Coutts Online Service. 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](http://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 client's details**

Company/ Partnership name	<input type="text"/>
Registered office 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"/>
Company Registration Number	<input type="text"/>

**2. Third Party private client 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"/>

**3. Accounts to be added**

The Third Party private client 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 LLP, PLC or Limited Company client's Coutts Online service. All accounts will be added to all administrators with full transaction capability, **including confidential rights**, or Read Only depending on the box selected below.

The Third Party acknowledges that administrators may be subject to change and this is under the control of the existing Coutts Online client. 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 <b>including</b> all future accounts opened	Read Only <input type="checkbox"/>	Full Access <input type="checkbox"/>
All accounts <b>excluding</b> all future accounts opened	Read Only <input type="checkbox"/>	Full Access <input type="checkbox"/>

# Third party application form for private accounts reporting into a company

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"/>
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. Your information

Please note that we will use your information in accordance with the clause headed 'Your information' which forms part of the Important Information document. If you require a copy, please ask your Banker.

#### 5. Account holder declaration and signature(s)

Please ensure that all signatories to the account(s) you have requested to be available online have signed this form.

I/We\* have read and agree to the Online Service Terms, a copy of which is available to read and download from the website [coutts.com/onlineterms](http://coutts.com/onlineterms). I/We note clause 1, paragraph C. (Appointment of User(s) and Administrator(s)), of those terms which outlines the responsibilities of the administrator and in particular, their ability to allocate access to the account(s) to other users and this authority will apply to all future accounts unless I/we\* advise you in writing to the contrary.

#### Account holder

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

#### Joint account holder (if applicable)

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

#### For Coutts Digital Helpdesk use only

Contract number	<input type="text"/>	Initials	<input type="text"/>
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