Your application for a

Keycard

BANK OF SCOTLAND

Before you begin: It's best to save this form to your computer and open it using Adobe Acrobat Reader. Doing this will allow you to fill in the PDF and upload signatures. You can get the latest version of Adobe Acrobat Reader by visiting https://get.adobe.com/reader/

Guidance notes

You can fill in this form online. Use the toolbar to save your progress.
Complete any fields marked with an *

Upload an image of your signature in the signatories' section once you have completed your application. You can also print this form and complete it by hand.

1 Business details

Account title

Full name of business *

(the Business)

Business type:

Partnership ☐ Limited Liability Partnership ☐ Sole Trader ☐ Limited Company ☐

Other (please specify)

Your sort code *

Your account number *

Business address

Postcode

Business contact numbers and area dialling codes *

Home

Mobile

Work

2 Delivery details

Any Keycard issued to the Authorised User(s) will be despatched to the business address held on our files unless indicated opposite.

I will collect the card(s) from

branch

3 Declaration and authorisation (for Business Keycard applications across all customer types)

I/We request you to issue a Keycard ("the Card") to the individuals whose details are set out in Section 5. I/We acknowledge that the Card will be issued subject to the Keycard terms and conditions, as listed below and as amended from time to time.

- Bank of Scotland Debit Card Additional Conditions (applicable for all customer types)
- Bank of Scotland Business General Conditions (applicable only for Your Agreement customers)
- Bank of Scotland Account Charges and Processing Times (applicable only for Your Agreement customers)
- Relationship Terms & Conditions (applicable only for Core Banking Agreement customers)
- General Information on Payments, Charges & Contacts (applicable only for Core Banking Agreement customers)

1. I/We authorise you to take from the account detailed above all amounts due in connection with the Cards. This includes Card transactions, any interest due and any fees for issuing or renewing the Cards. You may take these amounts whether or not this causes the account to become overdraft. I/We are responsible for repaying any overdraft and any interest charged on it.
2. Applicable to Partnerships (other than limited liability partnerships) only: I/We agree that Clause 2 above in this Section shall remain in force notwithstanding any change in the constitution or name of the firm by death, bankruptcy, retirement or otherwise or the admission of any new partner or partners.
3. I/We understand that you can make checks, use and disclose our information as outlined in Section 4 of this form: Personal and Business Information and Lloyds Banking Group.

This declaration should be signed in accordance with your account authority or a Resolution, in the case of a Limited Company or Limited Liability Partnership.

Please ensure that this form is signed by the correct number of signatories, in accordance with the signing instructions set out in your mandate. If you are unsure of your current signatories please contact your service team. By signing, you confirm that the information on this form is accurate.

There are **two** ways to add signatures to the form:
1. Upload an image of your signature
2. Print and sign with a pen.

To upload an image:
- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

Once you're satisfied, please sign and return the form to us (see details below).

Please note: signatures must match the signatures held on your mandate.

First authoriser's name *

First authoriser's signature *

Date: LOCK SIGNATURE

Second authoriser's name (if required)

Second authoriser's signature (if required)

Date: LOCK SIGNATURE

Third authoriser's name (if required)

Third authoriser's signature (if required)

Date: LOCK SIGNATURE

Fourth authoriser's name (if required)

Fourth authoriser's signature (if required)

Date: LOCK SIGNATURE

For and behalf of (Business name) *

Your signature *

Date: LOCK SIGNATURE & FORM

For bank use only

Date (DD MM YYYY)

Checked by

4 Personal and Business Information and Lloyds Banking Group

4.1 Use of Business Information

When businesses apply for, or hold, products or services provided by us, we may acquire and process information relating to the business as well as personal data of individuals associated with the business. More information about how we use business information is available at www.bankofscotland.co.uk/businessprivacy

4.2 Privacy Notice

Who looks after your personal information

Your personal information will be held by Bank of Scotland plc which is part of the Lloyds Banking Group. More information on the Group can be found at www.lloydsbankinggroup.com

How we use your personal information

We will use your personal information:

- to provide products and services, manage your relationship with us and comply with any laws or regulations we are subject to (for example the laws that prevent financial crime or the regulatory requirements governing the products we offer).
- for other purposes including improving our services, exercising our rights in relation to agreements and contracts and identifying products and services that may be of interest.
- To support us with the above we analyse information we know about you and how you use our products and services, including some automated decision making. You can find out more about how we do this, and in what circumstances you can ask us to stop, in our full privacy notice.

Who we share your personal information with

Your personal information will be shared within Lloyds Banking Group and other companies that provide services to you or us, so that we and any other companies in our Group can look after your relationship with us. By sharing this information it enables us to better understand our customers' needs, run accounts and policies, and provide products and services efficiently. This processing may include activities which take place outside of the European Economic Area. If this is the case we will ensure appropriate safeguards are in place to protect your personal information. You can find out more about how we share your personal information with credit reference agencies below and can access more information about how else we share your information in our full privacy notice.

Where we collect your personal information from

We will collect personal information about you from a number of sources including:

- information given to us on application forms, when you talk to us in branch, over the phone or through the device you use and when new services are requested.
- from analysis of how you operate our products and services, including the frequency, nature, location, origin and recipients of any payments.
- from or through other organisations (for example card associations, credit reference agencies, insurance companies, retailers, comparison websites, social media and fraud prevention agencies).
- in certain circumstances we may also use information about health or criminal convictions but we will only do this where allowed by law or if you give us your consent.

You can find out more about where we collect personal information about you from in our full privacy notice.

Do you have to give us your personal information

We may be required by law, or as a consequence of any contractual relationship we have, to collect certain personal information. Failure to provide this information may prevent or delay us fulfilling these obligations or performing services.

What rights you have over your personal information

The law gives you a number of rights in relation to your personal information including:

- the right to access the personal information we have about you. This includes information from application forms, statements, correspondence and call recordings.
- the right to get us to correct personal information that is wrong or incomplete.
- in certain circumstances, the right to ask us to stop using or delete your personal information.
- the right to receive any personal information we have collected from you in an easily re-usable format when it's processed on certain grounds, such as consent or for contractual reasons. You can also ask us to pass this information on to another organisation.

You can find out more about these rights and how you can exercise them in our full privacy notice.

Other individuals you have financial links with

We may also collect personal information about other individuals who you have a financial link with. This may include people who you have joint accounts or policies with such as your partner/spouse, dependents, beneficiaries or people you have commercial links to, for example other directors or officers of your company.

We will collect this information to assess any applications, provide the services requested and to carry out credit reference and fraud prevention checks. You can find out more about how we process personal information about individuals with whom you have a financial link in our full privacy notice.

How we use credit reference agencies

In order to process your application we may supply your personal information to credit reference agencies (CRAs) including how you use our products and services and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We may also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time, information on funds going into the account, the balance on the account and, if you borrow, details of your repayments or whether you repay in full and on time. CRAs will share your information with other organisations, for example other organisations you ask to provide you with products and services. Your data will also be linked to the data of any joint applicants or other financial associates as explained above.

You can find out more about the identities of the CRAs, and the ways in which they use and share personal information, in our full privacy notice.

How we use fraud prevention agencies

The personal information we have collected from you and anyone you have a financial link with may be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our full privacy notice.

Our full privacy notice

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read our full privacy notice, which you can find at www.bankofscotland.co.uk/businessprivacy or you can ask us for a copy.

How you can contact us

If you have any questions or require more information about how we use your personal information please speak to your usual bank contact in the first instance.

If you feel we have not answered your question Lloyds Banking Group has a Group Data Privacy Officer, who you can contact on **0345 721 3141** (+**44 131 337 4218** from outside the UK) and tell us you want to speak to our Data Privacy Officer.

Version control

This notice was last updated in August 2025.

Other information

Help and information

If you have any queries about your Business Debit Card, please contact your client servicing team or relationship management team. The Business Card Terms and Conditions can also be found on our website at: business.bankofscotland.co.uk/business-debit-card

Our Service Promise

Please let us know if you have a problem – we're here to help. See our complaints process on our 'Help & Support' page at: business.bankofscotland.co.uk/help/account-management/make-a-complaint

5 Authorised User details

There are **two** ways to add signatures to the form:
1. Upload an image of your signature
2. Print and sign with a pen.

To upload an image:
- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

We strongly recommend you send the form to any other approvers and/or people who've been added to sign first.
Once you're satisfied, please sign and return the form to us (see details below).

5.1 First Authorised User

Title * Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Your full name *

Your date of birth (DD MM YYYY) *

Your home address

Postcode

Your telephone numbers and area dialling codes *

Home

Mobile

Work

Your position in the Business

Your mother's previous name (for security reasons) *

I understand that the Business named in Section 1 of this form has requested that a Keycard be issued to me and has authorised me to use any Keycard issued to me. I have read and understood the Conditions of Use.

I understand that any Keycard issued to me may not be used for the purposes of cheque guarantee or cheque encashment. I undertake to advise you of any change of name and/or address.

I understand that I may be issued with a PIN (Personal Identification Number) to use on this account, which allows me to use my Card to take out money from a cash machine. This is a security measure, designed to protect unauthorised access to the Business account. My PIN will only be known by me and this number will not have been revealed to anyone else or be known by any member of bank staff.

I understand that you can make checks, use and disclose my information as outlined in the notice in Section 4 of this form: Personal and Business Information and Lloyds Banking Group.

Your signature *

Date: LOCK SIGNATURE & SECTION

5.2 Second Authorised User

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Your full name

Your date of birth (DD MM YYYY)

Your home address

Postcode

Your telephone numbers and area dialling codes

Home

Mobile

Work

Your position in the Business

Your mother's previous name (for security reasons)

I understand that the Business named in Section 1 of this form has requested that a Keycard be issued to me and has authorised me to use any Keycard issued to me. I have read and understood the Conditions of Use.

I understand that any Keycard issued to me may not be used for the purposes of cheque guarantee or cheque encashment. I undertake to advise you of any change of name and/or address.

I understand that I may be issued with a PIN (Personal Identification Number) to use on this account, which allows me to use my Card to take out money from a cash machine. This is a security measure, designed to protect unauthorised access to the Business account. My PIN will only be known by me and this number will not have been revealed to anyone else or be known by any member of bank staff.

I understand that you can make checks, use and disclose my information as outlined in the notice in Section 4 of this form: Personal and Business Information and Lloyds Banking Group.

Your signature

Date: LOCK SIGNATURE & SECTION

Information is available in large print, audio and Braille on request.

www.business.bankofscotland.co.uk

Bank of Scotland plc. Registered office: The Mound, Edinburgh EH1 1YZ. Registered in Scotland no. SC327000.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 169628.
Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS).
Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.
The Lloyds Banking Group includes Bank of Scotland plc and a number of other companies using brands including Lloyds Bank, Halifax and Bank of Scotland, and their associated companies.

5 Authorised User details continued

There are **two** ways to add signatures to the form:
1. Upload an image of your signature
2. Print and sign with a pen.

To upload an image:
- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

We strongly recommend you send the form to any other approvers and/or people who've been added to sign first.
Once you're satisfied, please sign and return the form to us (see details below).

5.3 Third Authorised User

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Your full name

Your date of birth (DD MM YYYY)

Your home address

Postcode

Your telephone numbers and area dialling codes

Home

Mobile

Work

Your position in the Business

Your mother's previous name (for security reasons)

I understand that the Business named in Section 1 of this form has requested that a Keycard be issued to me and has authorised me to use any Keycard issued to me. I have read and understood the Conditions of Use.

I understand that any Keycard issued to me may not be used for the purposes of cheque guarantee or cheque encashment. I undertake to advise you of any change of name and/or address.

I understand that I may be issued with a PIN (Personal Identification Number) to use on this account, which allows me to use my Card to take out money from a cash machine. This is a security measure, designed to protect unauthorised access to the Business account. My PIN will only be known by me and this number will not have been revealed to anyone else or be known by any member of bank staff.

I understand that you can make checks, use and disclose my information as outlined in the notice in Section 4 of this form: Personal and Business Information and Lloyds Banking Group.

Your signature

Date: LOCK SIGNATURE & SECTION

5.4 Fourth Authorised User

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Your full name

Your date of birth (DD MM YYYY)

Your home address

Postcode

Your telephone numbers and area dialling codes

Home

Mobile

Work

Your position in the Business

Your mother's previous name (for security reasons)

I understand that the Business named in Section 1 of this form has requested that a Keycard be issued to me and has authorised me to use any Keycard issued to me. I have read and understood the Conditions of Use.

I understand that any Keycard issued to me may not be used for the purposes of cheque guarantee or cheque encashment. I undertake to advise you of any change of name and/or address.

I understand that I may be issued with a PIN (Personal Identification Number) to use on this account, which allows me to use my Card to take out money from a cash machine. This is a security measure, designed to protect unauthorised access to the Business account. My PIN will only be known by me and this number will not have been revealed to anyone else or be known by any member of bank staff.

I understand that you can make checks, use and disclose my information as outlined in the notice in Section 4 of this form: Personal and Business Information and Lloyds Banking Group.

Your signature

Date: LOCK SIGNATURE & SECTION

Return by post

This form and additional copies you may have needed, can be posted together for processing to:
Lloyds Bank, Business Banking, The Green Building, Kirkstall Road, LEEDS, LS78 1LB