Your instruction to Vary your Authority



You can also use this form to tell us about a change to the name of your

a change to your existing Authority. Other than the changes you ask for,

There are separate forms for where one of your existing signatories has

changed their name (e.g. following marriage) or address. Please ask us if you

everything about your existing Authority will remain in place.

need a copy of one of those forms instead.

When you fill in this form, you are not creating a new Authority. You are making

FREF 140801

Did you know you can save time by filling in this form using internet banking? You can find help and support here.

Guidance notes

This form can be used to make changes to the Authority of the business/ organisation named below (you). Your Authority is where you told us who has permission to provide instructions to us relating to your accounts and services and to act on behalf of your business/organisation.

You must have the correct signatories to make this change.

If you do not currently have sufficient signatories to authorise this request, you must provide a Board Resolution/Partnership Agreement, or other documentation whichever is relevant to your business to confirm your authority to vary or commence a new mandate.

The Instruction to vary your Authority has six sections:

- Section 1 gives details of your business/organisation.
- Section 2 tells us what kind of change you want to make.
- Section 3 gives us more details about the change you want to make.
- Section 4 confirms who has authority to provide instructions to us and take other actions and shows which controls you have set for those people.
- Section 5 is where you, as a business/organisation, need to approve and sign the Instruction to vary your Authority.
- Section 6 tells you how you can return the form to us.

Please fill in all of the sections below which are relevant to your business/organisation in block capitals.

1 Your details					
Business/organisation's sort code Business/organisation's account number			How would you like be contacted? We will only use your email address and mobile number if we need to contact you to discuss the Variation.	Email	SMS
Name of business/organisation			Email address		
Full name of individual filling in the Variation			Mobile number		
	elating to	this bus	iness/organisation. You should complete a separate form for account	nts relatir	ng to
any other business/organisation.					
2 Type of change					
Do you want to change the address of the business/ organisation, or the person who the bank should contact?	Yes	No	If yes , please complete section 3.1.		
The new bank contact must be a Full Signatory on the account			ii yes , piease complete section 3.1.		
Do you want to change the name of the	Yes	No			
business/organisation?			If yes , please complete section 3.2.		
Do you want to add a new signatory?	Yes	No			
	X	X	If yes , please complete section 3.3.		
	V	N			
Do you want to tell us about a new individual who is not a signatory (for example, a beneficial owner, partner, director,	Yes	No	If yes , please complete section 3.3.		
trustee or other controlling official)?					
Do you want to ask us to remove an existing signatory or individual who is not a signatory (for example, a beneficial	Yes	No	If yes , please complete section 3.4.		
owner, partner, director, trustee or other controlling official)?			• • • • • • • • • • • • • • • • • • • •		
Do you want to change the signature of an existing signatory?	Yes	No	K		
			If yes , please complete section 3.5.		
Do you want to change the signing rules in your Authority?	Yes	No			
			If yes , please complete section 4.		
_					
Important: Section 5 must be completed in all instances	where a cl	hange is	being made.		

3 Details relating to the change you want to make Change of address of the business/organisation or the person who the bank should contact 3.1 New official address of the business/organisation The new bank contact must be a Full Signatory on the account. New primary bank contact name (if applicable) New primary bank contact details (if applicable) Postcode Telephone New correspondence address of the business/organisation (if different from the Mobile official address) **Email** Date the change should apply from (DD MM YYYY) Postcode 3.2 Change of business/organisation name New name of the business/organisation Has the nature of the business/organisation changed No If yes, please contact us as you may need a new account. Date the change should apply from (DD MM YYYY) 3.3 Addition of signatory or other individual You authorise the people listed in this section to act on behalf of your business/ banking. Changing your Authority does not change any of the permissions and organisation. Instructions given to us by the people you authorise below will be controls you have already set up in internet banking. This is unless you remove binding, as long as they are in line with the powers that type of signatory has a signatory listed in your Authority - if you do that, we'll also remove them as a and any signing rules you set below. user in internet banking. This section will amend the section covering authorisations and signing rules **Example:** You authorise someone who isn't listed below to give us instructions in your existing Authority to include new signatories and signing rules that you in internet banking. If you have done that, we'll act on instructions given using provide here. internet banking from that person, even though they are not listed below. Important: If you use internet banking, you set up separate permissions Example: You put a control in place in internet banking which says that an and controls which may differ from the ones in the Authority. You can authorised signatory can make payments of £1,500. That limit will only apply find more details about those permissions and controls in internet banking. We when they are using internet banking. encourage you to regularly review your permissions and controls in internet What is a Beneficial Owner?

A **Beneficial Owner** is an individual who owns or controls the business or organisation. Typically, someone who is a shareholder. Or, in the case of a Partnership, a Senior Partner.

For **Trusts**, this is any individual who has control over the trust, in whose main interest the trust is set up or operates, or who is entitled to at least 25% of the trust's assets.

What is a Full Signatory?

Full Signatories have authority to take all actions and give instructions in relation to your accounts and services, though they can only act in line with any signing rules you set below.

You must always have at least one individual who is appointed as a Full Signatory across all accounts.

Important: Different signing requirements will apply sometimes. For example, a person with personal responsibility to repay any borrowing may need to apply for borrowing, and each person responsible for the borrowing may need to sign the loan documentation. If there are extra or different signing requirements, we'll tell you at the time.

What is a Limited Signatory?

Limited Signatories can make payments, talk to us about your accounts and use internet banking (if you have set them up to use internet banking), though they can only act in line with any signing rules you set below.

3

3.3 Addit	tion of signator	y or other indivi	dual							contin	ived
First addit	ion erson you want to	add				Second add Full name of pers		add			
Role in the Bus	siness/Organisatio	n				Role in the Busin	ess/Organisation	١			
	n you are adding b ner/Shareholder?	pe a		Yes	No	Will the person y Beneficial Owner		e a		Yes	No
If yes , percenta	age of ownership				%	If yes , percentage	e of ownership				%
	signing authority sl ou're adding be giv		Full	Limited	None	What level of sign			Full	Limited	None
Will the persor	n you're adding re ng access?	quire		Yes	No	Will the person y internet banking		quire		Yes	No
	what level of acce d tick the relevant	ess to Internet Bank box:	ing you wo	uld like to	give	Please confirm w this person and t		ss to Internet Banki oox:	ing you wo	uld like to	give
Signatory Lev	rel Full Access User	Delegate Access User	iew Only	No Acc	ess	Signatory Level	Full Access User	Delegate Access User	iew Only	No Acc	ess
Limited		\boxtimes				Limited		\times			
Non-Signator	у		X			Non-Signatory			X		
Will the persor	n you're adding re	quire a Business De	ebit Card?	Yes	No	Will the person y	ou're adding red	quire a Business De	bit Card?	Yes	No
Third addi	ition erson you want to	add				Fourth addi		add			
Role in the Bus	siness/Organisatio	n				Role in the Busin	ess/Organisation	ı			
	n you are adding b ner/Shareholder?	oe a		Yes	No	Will the person y Beneficial Owner		e a		Yes	No
If yes , percenta	age of ownership				%	If yes , percentage	e of ownership				%
	signing authority sl ou're adding be giv		Full	Limited	None	What level of signew person you'			Full	Limited	None
Will the persor internet bankir	n you're adding re ng access?	quire		Yes	No	Will the person y internet banking		quire		Yes	No
	what level of acce d tick the relevant	ess to Internet Bank box:	ing you wo	uld like to	give	Please confirm w this person and t		ss to Internet Banki oox:	ing you wo	uld like to	give
Signatory Lev	rel Full Access User	Delegate Access User	iew Only	No Acc	ess	Signatory Level	Full Access User	Delegate Access User	iew Only	No Acc	ess
Full	\boxtimes			X		Full	\boxtimes			\boxtimes	
Limited		\boxtimes		\boxtimes		Limited		\times		\boxtimes	
Non-Signator	у	\times	X	X		Non-Signatory		\times	X	X	
Will the persor	n you're adding re	quire a Business De	ebit Card?	Yes	No	Will the person y	ou're adding red	quire a Business De	bit Card?	Yes	No

3 Details relating to the change you want to make 3.4 Removal of signatory or other individual If a signatory is being removed from the account, they will lose all access to Debit Cards, Internet Banking and SMS Text Alerts. First removal Second removal Full name of person you want to remove Full name of person you want to remove What is the person's percentage of ownership What is the person's percentage of ownership % % within the business/organisation? within the business/organisation? If the person that you are removing owns 25% or more of your business they will If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory. remain on the account as a Non-Signatory. Third removal Fourth removal Full name of person you want to remove Full name of person you want to remove What is the person's percentage of ownership within What is the person's percentage of ownership % % the business/organisation? within the business/organisation? If the person that you are removing owns 25% or more of your business they will If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory. remain on the account as a Non-Signatory. 3.5 **Change of signature** This is only to be used to change a signature. It cannot be used where there has been a change of name of the signatory (e.g. due to a marriage). Full name of signatory who wants to change their signature New signature Position held Date 4 **Confirmation of your authorisations** By completing this section you are confirming the signing rules on your account(s). This confirmation will replace your existing Authority in relation to how signatories can operate the accounts. Important: The signing rules don't apply to viewing information or discussing your accounts and services - any Full Signatory can do this acting alone. Important: The signing rules you choose below won't apply when using internet banking. You must set up separate online payment controls in internet banking. Signing rules for Full Signatories (Please note: if this section is left blank the existing signing rules on the mandate will be maintained). Please indicate the combination of Full Signatories that the Bank must receive before carrying out the following transactions on the Business' account(s). Important: If you select "Any one", your Full Signatories will be able to act alone without any restriction and without the knowledge of the other Full Signatories or other directors/partners/members. TRUSTS ONLY: If you are a trust, "All to sign/approve" must be selected unless a solicitors' letter is provided confirming that "Any one" or "Any two" can sign.

You choose to put the following signing rules in place:

	Signing rules			
	Any one	Any two	All to sign/approve	
Signing rules for payment instructions	\boxtimes	\boxtimes	\boxtimes	
Signing rules for non- payment instructions	\boxtimes	\boxtimes	\boxtimes	

4.2 Signing rules for Limited Signatories (where applicable)

(Please note: if this section is left blank the existing signing rules on the mandate will be maintained).

Please indicate the combination of Limited Signatories that the Bank must receive before carrying out any payments on the Business' account(s).



Important: If you select "Any one" then your Limited Signatory will be able to act alone without any restriction and without the knowledge of Full Signatories or other Limited Signatories or other directors/partners/members.

TRUSTS ONLY: If you are a trust, "All to sign" must be selected unless a solicitors' letter is provided confirming that "Any one" or "Any two" can sign.

You choose to put the following signing rules in place:

	Signing rules		
	Any one	Any two	All to sign/approve
Signing rules for payment instructions	\boxtimes	\boxtimes	\boxtimes

4.3 Change the authority of existing signatories

Use this section to amend the authority of existing signatories e.g. to change from Full Signatory to Limited Signatory, or from a Limited Signatory to Full Signatory. Please make sure that there are enough Full or Limited Signatories to support the signing rules that are either to be maintained on the account or that have been amended in section 4.1 and 4.2.

Name	Position	Existing Authority Level	New Authority Level

In line with the table below:

- if a Full Signatory is changing to Limited Signatory and they currently have internet banking, we will downgrade their access to Delegate Access User.
- if a Limited Signatory is changing to Full Signatory and they currently have internet banking, we will upgrade their access to Full Access User.
- · if any signatory above currently does not have internet banking, we will not make any changes to their access.

Signatory Level	Full Access User	Delegate Access User	View Only	No Access
Full				
Limited				

5 Important information about this Instruction to vary your Authority

Who needs to approve and sign the Instruction to vary your Authority?

New signatories you are adding cannot sign.

Existing Full Signatories you are removing can sign.

Sole traders: The sole trader must sign.

Companies, Limited Liability Partnerships, Partnerships, clubs, charities, societies, non-personal trusts or other non-personal organisations (for example, local authorities, parish councils, schools (state, independent or private) or credit unions: This must be signed in line with the signing instructions in your existing Authority.

For example, if you have "Any two" rules set up on your Authority, two Full Signatories must sign.

If you have "Any one" rules set up on your Authority one Full Signatory must sign.

If you have "All to sign" rules set up on your Authority all Full Signatories must sign.

TRUSTS ONLY: If you are a trust, all trustees must sign unless a solicitors' letter is provided confirming that "Any one" or "Any two" can sign.

By signing you confirm that the information given in this form is accurate, that the specimen signatures of all new signatories are correct and that all existing and new signatories are authorised to act on behalf of the Business in transactions and when dealing with the Bank.

The terms of your most recent Authority to the Bank will apply.

You must have the correct signatories to make this change.

If you do not currently have sufficient signatories to authorise this request, you must provide a Board Resolution/Partnership Agreement, or other documentation whichever is relevant to your business to confirm your authority to vary or commence a new mandate.

5.1 Your Authorisation

This form accepts the insertion of Adobe signatures. If your PDF reader does not support Adobe signatures, please use the draw tool or equivalent to enter your signature in the signature field.

Full name of existing Full Signatory (please print)	Full name of existing Full Signatory (please print)
Signature	Signature
Date / /	Date / /

6 Returning this form

Once completed, save a copy of this form and attach it to an email and sending it to: businessbankingservicing@lloydsbanking.com.

Or the form can be posted back for processing to: PO BOX 1984, Andover. SP10 9GZ.

Please make sure all relevant individuals complete their "Your Key People" form.

Once we receive it, we'll contact you about the status of the Variation using any of the contact details you have given to us.

To help protect you and keep you safe online, please only send what is required and check you have the correct email address to which you are sending details.

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.
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.