

# Your instruction to Vary your Authority

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.

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

When you fill in this form, you are not creating a new Authority. You are making a change to your existing Authority. Other than the changes you ask for, everything about your existing Authority will remain in place.

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 need a copy of one of those forms instead.

## 1 Your details

Business/organisation's sort code Business/organisation's account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of business/organisation

Full name of individual filling in the Variation

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

<input type="checkbox"/>	<input type="checkbox"/>
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Email address

Mobile number

 **Important:** The changes will apply to all of the accounts relating to this business/organisation. You should complete a separate form for accounts relating 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
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 3.1.

The new bank contact must be a Full Signatory on the account

Do you want to change the name of the business/organisation?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 3.2.

Do you want to add a new signatory?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 3.3.

Do you want to tell us about a new individual who is not a signatory (for example, a beneficial owner, partner, director, trustee or other controlling official)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 3.3.

Do you want to ask us to remove an existing signatory or individual who is not a signatory (for example, a beneficial owner, partner, director, trustee or other controlling official)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 3.4.

Do you want to change the signature of an existing signatory?


Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 3.5.

Do you want to change the signing rules in your Authority?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If **yes**, please complete section 4.

 **Important:** Section 5 must be completed in all instances where a change is being made.



### 3 Details relating to the change you want to make

#### 3.3 Addition of signatory or other individual

continued

##### First addition

Full name of person you want to add

Role in the Business/Organisation

Will the person you are adding be a Beneficial Owner/Shareholder?

Yes  No

If **yes**, percentage of ownership

 %

What level of signing authority should the new person you're adding be given?

Full  Limited  None

Will the person you're adding require internet banking access?

Yes  No

Please confirm what level of access to Internet Banking you would like to give this person and tick the relevant box:

Signatory Level	Full Access User	Delegate Access User	View Only	No Access
Full	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Limited		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Non-Signatory		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Will the person you're adding require a Business Debit Card? Yes  No

##### Third addition

Full name of person you want to add

Role in the Business/Organisation

Will the person you are adding be a Beneficial Owner/Shareholder?

Yes  No

If **yes**, percentage of ownership

 %

What level of signing authority should the new person you're adding be given?

Full  Limited  None

Will the person you're adding require internet banking access?

Yes  No

Please confirm what level of access to Internet Banking you would like to give this person and tick the relevant box:

Signatory Level	Full Access User	Delegate Access User	View Only	No Access
Full	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Limited		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Non-Signatory		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Will the person you're adding require a Business Debit Card? Yes  No

##### Second addition

Full name of person you want to add

Role in the Business/Organisation

Will the person you are adding be a Beneficial Owner/Shareholder?

Yes  No

If **yes**, percentage of ownership

 %

What level of signing authority should the new person you're adding be given?

Full  Limited  None

Will the person you're adding require internet banking access?

Yes  No

Please confirm what level of access to Internet Banking you would like to give this person and tick the relevant box:

Signatory Level	Full Access User	Delegate Access User	View Only	No Access
Full	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Limited		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Non-Signatory		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Will the person you're adding require a Business Debit Card? Yes  No

##### Fourth addition

Full name of person you want to add

Role in the Business/Organisation

Will the person you are adding be a Beneficial Owner/Shareholder?

Yes  No

If **yes**, percentage of ownership

 %

What level of signing authority should the new person you're adding be given?

Full  Limited  None

Will the person you're adding require internet banking access?

Yes  No

Please confirm what level of access to Internet Banking you would like to give this person and tick the relevant box:

Signatory Level	Full Access User	Delegate Access User	View Only	No Access
Full	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Limited		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Non-Signatory		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Will the person you're adding require a Business Debit 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

Full name of person you want to remove

What is the person's percentage of ownership within the business/organisation?

%

If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory.

##### Second removal

Full name of person you want to remove

What is the person's percentage of ownership within the business/organisation?

%

If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory.

##### Third removal

Full name of person you want to remove

What is the person's percentage of ownership within the business/organisation?

%

If the person that you are removing owns 25% or more of your business they will remain on the account as a Non-Signatory.

##### Fourth removal

Full name of person you want to remove

What is the person's percentage of ownership within the business/organisation?

%

If the person that you are removing owns 25% or more of your business they will 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

Position held

New signature

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.

#### 4.1 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signing rules for non-payment instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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)

Signature

Date / /

Full name of existing Full Signatory (please print)

Signature

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](mailto: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.

[business.bankofscotland.co.uk](https://business.bankofscotland.co.uk)

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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.

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