



Mandate valid from:

Valid to:

Our ref:

THIRD PARTY MANDATE

Name of Account Holder(s)

Savings Account No.(s)

Please list all account numbers to be covered by this mandate

- 1. Until the Society receives notice in writing to the contrary from the above named Account Holder during the mandate validity period, the Account Holder authorises the Society:
 - 1.1 To honour all instructions authorising payment signed on the Account Holder’s behalf by the Third Party and in accordance with the account terms.
 - 1.2 To release any passbook(s) held by the Society on the Account Holder’s behalf, upon written request or signed receipt from the Third Party.
- 2. The Account Holder AGREES that any indebtedness or liability incurred by or to the Society under this MANDATE shall be the responsibility of the Account Holder (jointly and severally if more than one) and in the absence of any express written agreement by the Society to the contrary will be due and payable on demand and in the meantime the Account Holder indemnifies the Society against all claims, demands and liabilities arising hereunder.
- 3. This Mandate is only valid for a maximum period of twelve months from its date of issue. Renewal confirmation will be required every twelve months.
- 4. This authority should be extended to any additional accounts opened.*
- 5. The account holder and third party(ies) have read and accept the Third Party Mandate Conditions, overleaf.

Signature(s) of Account Holder(s)

Third party’s details

Title Mr/Mrs/Miss/Ms/.....

Surname

Forenames

Full permanent residential address

Postcode

Date of birth

Telephone Day.....Evening.....

* Delete if not required.

Third Party Mandate Conditions

- The Society will require to confirm the identity of all third parties. To do this, we will make searches about you at a credit reference agency that will supply us with information, including information from the Electoral Register. The searches will not be seen or used by lenders to assess your ability to obtain credit. If we are unable to verify your name and address by this method, we will advise you of the additional documentation required.
- This mandate covers transactions only and does not authorise the third party to amend any account details, an example of this would be amendments to the account address.
- The loss or theft of the account passbook must be reported by the account holder. Reports of this kind will not be accepted by the third party.
- Transaction requests by post made by the third party will be processed in accordance with the instructions received and will be despatched to the account holders registered address unless we receive instructions to the contrary.
- Transaction requests made by the third party's personal visit to our branch office will be returned to the third party.

Consent and Confirmation

- By signing the Third Party Mandate form you are confirming that you have read the 'Third Party Mandate Conditions' and that you consent to your personal information being used to check your identity for money laundering purposes.

Signature of third partyDate.....
Number of third parties to be recorded**

** If two or more parties are authorised to act and are permitted to act individually, please add this notification after the names. Please note, separate forms are required for each third party.

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Please retain this copy for your information