

# Corporate Treasury Deposit Account Application Form For:

Local Authority/Council/University/School

Please complete this form in BLOCK CAPITALS and then return to Aldermore Corporate Treasury, 6th Floor, The Monument Building, 11 Monument Street, London, EC3R 8AF. All fields are mandatory, unless otherwise stated. We may have to return incomplete or incorrectly filled forms which may delay the processing of your application. If you have any questions regarding your application, please contact Aldermore Corporate Treasury on 0207 330 3030.

## 1. About your organisation

Please use BLOCK CAPITALS

Are you an existing or previous customer?  Yes  No Existing customer number (if applicable):

Account holder name (Please note that the account holder name must be the same as the attached bank statement):

Nature of organisation:

## 2. Primary authorised official's contact details

The personal details of all individuals authorised to give instructions must be provided on the attached Mandate form.

FAO: Contact number:

Correspondence address:

Postcode:

## 3. Nominated UK bank account for sterling repayments

All repayments will only be sent to your nominated bank account which must be held in the 'Account holder name'.

Nominated UK bank account:

Bank name and address:

Sort code:    -    -    Account number:

Roll number:

## 4. Account requirements

Account type:	Deposit amount:	Term of deposit:				Initial deposit method:	Rate quoted*:	Date quoted:
		1 yr	2 yr	3 yr	Other			
						Electronic payment		

Example:

Fixed term deposit	£1,000,000	X				X	1.55%	14-11-2017
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\*Please note, rates quoted are indication rates only and are subject to market variation. We reserve the right to requote when we receive cleared funds.

Sterling deposits may be made by:

- Bank transfer direct to Aldermore Bank PLC: Account number 43087085, Sort code 20-19-90.

Please note that we are unable to accept funds until our account opening process has been completed and we have advised you that your account has been opened.

- Please note that initial deposits must originate from your nominated UK bank account as detailed in Section 3: Nominated UK bank account for sterling repayments.

## 5. Financial information

Please describe how the funds for your initial deposit were acquired (e.g. sale of asset):

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## 6. Documentation checklist

To complete our account opening formalities, **please forward the following documents with your completed application form.** (All original documentation may be retained for our records).

- A copy of a bank statement dated within the last 3 months or alternatively a certified copy of your Standard Settlement Instructions (SSI's) confirming the nominated account for repayments as detailed in Section 3.
- A current full list of your Authorised Officials (with their signatures).
- If you can provide constitutional documents, please do so.

## 7. Privacy Notice

### A summary of how we use your personal data

#### About us

In this notice we provide examples of how personal data is collected and how it is used. More information on this can be found by reviewing our **full privacy policy**. You can also contact our Data Protection Officer if you have any questions about this notice, would like further information about the points raised or to exercise any of your rights.

From time to time, and in particular when you provide us with additional personal information or add additional products, we may also provide you with additional service specific information about the use of your personal data which should be read alongside this notice.

#### Our full privacy policy

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 policy**, or you can ask us for a copy.

[www.aldermore.co.uk/legal/privacy-policy](http://www.aldermore.co.uk/legal/privacy-policy)

### Data protection statement – please note

#### What personal data do we collect from you and how do we collect it?

We may collect certain personal data which (either on its own or when combined with other information we hold about you) allows us to identify you as an individual and which is about you. You can see details of the types of personal data we may collect about you in our **full privacy policy**.

We will generally collect your personal data directly from you, or via third parties such as brokers or intermediaries. However, we may also collect data from and/or combine your personal data with information from other sources such as Credit Reference Agencies (CRAs) or fraud prevention agencies, and publically available sources such as social media and Companies House. You can see details of such other sources in our **full privacy policy**.

#### What do we do with your data and who might we share it with?

We process your data to provide you with the product or service you are using, in accordance with our contract, or to take steps to enter into a contract in respect of a product or service you have requested. We may also use your personal data to comply with our legal obligations, such as detecting and monitoring fraud and other financial crime, and complying with our regulatory obligations.

Some of our processing of your personal data is done on the basis that it is necessary for our legitimate interests in running an efficient and effective bank, including administration, records keeping and governance, improving our products and services and for marketing research and developing statistics, as well as some profiling and automated decision making. We also process your personal data for matters of substantial public interest, such as protecting vulnerable customers or detecting and preventing fraud.

These activities may include sharing your personal data with third party service suppliers such as payment service providers. Other uses of personal data will be to ensure that we can meet our legal and regulatory obligations (and the regulator's expectations) such as meeting audit requirements. We share your information within the Aldermore Bank Group and our contracted third parties who either provide a service to us or you.

We may also, from time to time, ask you for your consent for other purposes, which we will explain to you at the time. Much of what we do with your personal data is not based on your consent and is instead based on other legal grounds. However, for processing that is based on your consent, you have the right to revoke that at any time.

More details about why we use your personal data, who we share it with and how and when you can withdraw your consent can also be found in our **full privacy policy**.

#### 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, guarantors or people you have commercial links to, for example beneficial owners, directors, shareholders, employees and officers of your company.

We will collect this information to assess any applications, provide the services requested and to carry out Anti – Money Laundering 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 policy**.

#### Transferring data abroad?

We will only send your data outside of the European Economic Area (EEA) to follow your instructions, comply with a legal duty or work with our agents and advisers who we use to help run your accounts and services. Safeguards that we put in place include contractual obligations imposed on the recipients of your personal data to require them to protect your personal data to the standard required in the EEA. More information on this can be found in our **full privacy policy**.

#### How we use credit reference and other agencies

As part of your banking relationship with us we are required by law to check your identity and verify your address details to satisfy the current regulations. We may do this electronically, and in doing so we may supply your personal information to appropriate external agencies. We only do this to automatically verify your identity as part of our banking relationship with you.

As these checks are only undertaken to validate your identity they do not have any impact on your credit record. You can find out more about the identities of the credit reference agencies, and the ways in which they use and share personal information here: [www.experian.co.uk/crain/index.html](http://www.experian.co.uk/crain/index.html)

#### How we use fraud prevention and law enforcement 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 policy**.

### Use of your personal information

#### What are your rights over your personal data?

You have a number of rights in relation to your personal data. You can find more information in our **full privacy policy** or by contacting us if you wish to exercise any of the following rights.

- to request access to your personal data and to obtain information about how we process it
- to object to the processing of your personal data
- to restrict processing of your personal data
- to have your personal data erased
- to have your personal data corrected if it is inaccurate and to have incomplete data completed;
- to move, copy or transfer your personal data
- Rights in relation to automated decision making including profiling

The right to complain to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)) who regulates the processing of personal data in the UK.

#### Marketing

We will keep you informed about our products and services similar to those you already have, although you can opt out of receiving this at any time by logging on to your account where online access is provided, writing to us or emailing us at any of the contacts published on our website.

#### Contact us

Data Protection Officer,  
Aldermore,  
1st Floor, Block B,  
Western House,  
Lynch Wood,  
Peterborough  
PE2 6FZ

Email [DPO@aldermore.co.uk](mailto:DPO@aldermore.co.uk)

## 8. Acknowledgement and confirmation

### Important information

All deposits with Aldermore Bank PLC are subject to the Terms and Conditions which cover the opening and operation of all Aldermore Corporate Treasury accounts and together with the product literature and the Tariff of Charges, form the basis of the contract between you and us.

For your own benefit and protection you should read the Terms and Conditions carefully before agreeing to them by returning this application form. If you do not understand any point please ask for further information. Copies of the Terms and Conditions are available upon request by telephoning our Corporate Treasury team on 0207 330 3030 (opening times: 9am– 5pm, Monday to Friday).

I/We apply to open the account(s) as indicated on this application form. I/We accept the Terms and Conditions and any additional conditions contained in this application form (as previously notified by us), or any other marketing material previously sent to us and confirm that the details given by us are correct and will remain in force until such time as you receive notice from us in writing to the contrary, together with any necessary revised documentation required by you

### Tax residency

I undertake to advise Aldermore Corporate Treasury promptly of any change in my tax residency and to provide Aldermore Corporate Treasury with an updated declaration within 30 days of such a change in circumstances.

I am aware that in certain circumstances Aldermore Corporate Treasury will be obliged to share this information with UK tax authorities, who may pass it on to other tax authorities.

### The Deposit Guarantee Scheme

Your deposits are protected by the Financial Services Compensation Scheme (FSCS). It is important that all parties to the account read and retain a copy of the FSCS information sheet and exclusions list, which is available on our website. Please acknowledge receipt of the information by ticking the box(es) below.

#### 1st Authorised Official

I have been provided with a copy of the FSCS information sheet

#### 2nd Authorised Official (if applicable)

I have been provided with a copy of the FSCS information sheet

For and on behalf of the Account holder  
1st Authorised Official signature:

For and on behalf of the Account holder  
2nd Authorised Official signature (if applicable)

Print name:

Print name:

Position:

Position:

Date:

Date:

## For office use only

Customer administration

TS checked:

Industry Codes:

Initial deposit from nominated account:

Yes

No

Tax to be deducted:

Yes

No

Documents complete:

Yes

No

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# Corporate Treasury

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## Account Mandate – Local Authority/Council/University/School

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Account name:

(the 'Account holder')

We request that Aldermore Bank PLC trading as Aldermore Corporate Treasury (the 'Bank') opens/continues to operate accounts in the Account holder's name as detailed above and may open such further account(s) as we may request. In connection with all accounts operated in the name of the Account holder we set out below the names, specimen signatures and other information of the persons authorised to give instructions ('Authorised Officials').

### Authorised Officials

Name:	Position held:
Work telephone number:	Mobile telephone number:
Email address:	
Workplace address (as applicable):	
	Postcode:
Period of time in current position held:	Signature:
Date of birth:	

Name:	Position held:
Work telephone number:	Mobile telephone number:
Email address:	
Workplace address (as applicable):	
	Postcode:
Period of time in current position held:	Signature:
Date of birth:	

Name:	Position held:
Work telephone number:	Mobile telephone number:
Email address:	
Workplace address (as applicable):	
	Postcode:
Period of time in current position held:	Signature:
Date of birth:	

Name:	Position held:
Work telephone number:	Mobile telephone number:
Email address:	
Workplace address (as applicable):	
	Postcode:
Period of time in current position held:	Signature:
Date of birth:	

## Account Mandate

Board minute:

Account name

At the meeting of the Board of Directors/Governors/Trustees of:

Registration number:

held on:

A copy of the minutes is not required but may be requested in the event of a dispute.

The Account holders/Directors/Governors/Trustees considered the Aldermore Bank PLC Terms and Conditions and other documents which Aldermore Bank PLC has provided and agrees that:

1. The Account holder hereby:
  - a. appoints the Bank as the Account holder's bankers; or
  - b. cancel the Account holder's existing mandate(s) to the Bank (with the exception of any instructions given by the Account holder prior to receipt of this mandate) and replace it / them with the attached.
2. The Account holder accept the terms of the Terms and Conditions and confirm such acceptance to the Bank by completing the Bank's Account Mandate form and the account application form(s) which Aldermore Bank PLC has provided.
3. The Account holder authorise any person named in this mandate in the section headed 'Authorised Officials' (an 'Authorised Official') individually to give instructions relating to the operation of the organisation's accounts with Aldermore Bank PLC, in accordance with procedures set out in the Terms and Conditions.

The Account holder(s)/Director(s)/Governors/Trustees note that the Bank is entitled to act on all instructions given by an Authorised Official in accordance with the Bank's security procedures until the Account holder notifies the Bank that the Authorised Official is no longer authorised to act for it.

Instructions to amend customer static data can be provided to the Bank by having an Authorised Official contact us. We will carry out identity checks and can only make changes after identity has been verified. Instructions to make payments on an account can be provided by Authorised Officials in any way permitted by the Terms and Conditions.

It is the responsibility of the Account holder to advise the Bank of any changes to your Authorised Officials. The Authorised Officials will remain in place until such time as you update us and confirm the removal, or addition of Authorised Officials. Any amendments to Authorised Officials must be made by providing the Bank with an updated Account Mandate form.

We may ask you to provide us with documents to confirm identity and addresses of Authorised Officials. If, as part of your appointment of Aldermore Corporate Treasury as your bankers, you provide us with information about another person, you are also confirming that you have told them about this Account Mandate, that they agree to the use of their personal data in accordance with our privacy policy and that we may contact those officials and verify their identity and address. The Bank reserves the right to refuse individuals to be Authorised Officials on any account operated by you. Information may be shared across Aldermore Bank PLC in order to effectively administer your accounts.

## Password

**Please provide us with a suitable password which is easy to remember and difficult to guess. This password will be used as part of our identification process for authorised individuals.**

Password:

(minimum of 5 characters and maximum of 10 characters without spaces)

## For Local Authorities/Councils/Universities/Schools only

We certify the above to be a true extract from the Minutes and that the specimen signatures recorded on this Mandate are correct.

**TWO SIGNATURES MUST BE PROVIDED ON BEHALF OF THE ORGANISATION.**

**For and on behalf of the Account holder  
(Appointed Officer/Director/Company Secretary/Trustee)**

**For and on behalf of the Account holder  
(Appointed Officer/Director/Company Secretary/Trustee)**

Print name:

Title:  Appointed Officer  Director  
 Governor  Trustee

Date:

Print name:

Title:  Appointed Officer  Director  
 Governor  Trustee

Date:

# Aldermore

Aldermore Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. (Financial Services Register number:204503).  
Registered Office: 1st Floor, Block B, Western House, Lynch Wood, Peterborough, PE2 6FZ. Registered in England. Company No. 947662.

Aldermore Corporate Treasury documentation is available in Braille, large print and audio versions.