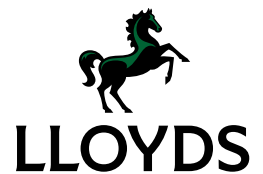


Your instruction to set up Complex signing rules

Panels and Specific Instructions



FREF 141132

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

This is not a stand-alone form. This form should be used once you have first completed "Your instruction to Vary Your Authority" form and chosen to set up complex signing rules: panels and specific signing instructions in Section 4.1, for the business / organisation named below (you)

Your instruction to set up Complex signing rules: panels and specific signing instructions has five sections:

- **Section 1** gives details of your business/organisation.
(this allows us to link this form with Your Instruction to Vary Your Authority form should they become separated)
- **Section 2** tells us who you want on your panel/s.
- **Section 3** gives you information on assigning a panel to a rule
- **Section 3.1** tells us how you want your panel/s to be used for non -payment signing rules.
- **Section 3.2** tells us how you want your panel/s to be used for payment signing rules.
- **Section 4** is where you as a business/ organisation need to approve and sign the Instruction to set up Complex rules.
- **Section 5** tell you how and where to return a copy of this form alongside your "Instruction to Vary Your Authority" form.

Please fill in all of the sections which are relevant to your business/organisation using capital letters and crossing the boxes.

1 Your details

Business/organisation's sort code	Business/organisation's account number	How would you like be contacted?	Email	SMS
<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"/> <input type="text"/> <input type="text"/>	We will only use your email address and mobile number if we need to contact you to discuss the Variation.	<input type="checkbox"/>	<input type="checkbox"/>
Name of business/organisation	Email address			
<input type="text"/>	<input type="text"/>			
Full name of individual filling in the Variation	Mobile number			
<input type="text"/>	<input type="text"/>			

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.

This space has been left intentionally blank. Form continues on the following page

2 Create a panel

This section can be used if you would like to create groups of people (panels) for your signing rules.

- You can create up to five panels.
- You must name your panels in sequence: **A, B, C, D, E**.
- Each panel should have between one and ten signatories.
- Panels for **payment instructions** can have Full and Limited Signatories.
- Panels for **non-payment instructions** can only have Full Signatories.
- Once you have created a panel, you can assign it to a rule.

Example scenario:

I would like to create two panels, A and B. Panel A includes Mark Jones and Jane Smith, Panel B will be for Joe Bloggs on his own.

Full name of signatory	Type of signatory:		Panel name (one per signatory):				
	Full	Limited	A	B	C	D	E
MARK JONES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JANE SMITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOE BLOGGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please create your panel(s)

Full name of signatory	Type of signatory:		Panel name (one per signatory):					Year of birth (if two signatories have the same name)
	Full	Limited	A	B	C	D	E	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

If you are completing this form **by hand** and need to add more signatories, please print or photocopy this page and attach it to the completed form.

If you are completing this form **online** and need to add more signatories, please open a second copy of the form, **complete Section 1 only**, and email both completed forms together.

3 Assigning a rule to a panel

You can use up to three panels for each rule.

- Choose “Any 1 to sign”, “Any 2 to sign”, “Any 3 to sign” or “All to sign” from a panel.
- Then link the panels using either the “AND” or the “OR” condition.
- You **can't** use different conditions in the same rule e.g. “Any 1 to sign” from Panel A **AND** “Any 1 to sign” from Panel B **OR** “Any 1 to sign” from Panel C.
- If either signing rules for non-payment or payment instructions is left blank, the existing signing rules for that instruction on the mandate will be maintained.

Example

Using one panel: “Any 2 to sign” from Panel A.

Using two panels: “Any 1 to sign” from Panel A **OR** “Any 1 to sign” from Panel B.

Using three panels: “Any 1 to sign” from Panel A **AND** “Any 1 to sign” from Panel B **AND** “Any 1 to sign” from Panel C.

3.1 Creating non-payment signing rules



Important: Non-payment signing rules are used for opening accounts, changing who can access your business accounts or applying for new products and services.

Important: Panels for non-payment instructions can only have Full Signatories.

Important: Your choice of signing rule should also be in line with the number of people in the panel selected.

Example Scenario:

I would like non-payment instructions to be signed by Any 1 Full Signatory from Panel A and Any 1 Full Signatory from Panel B.

1st Panel			Optional 2nd Panel			Optional 3rd Panel
Choose “Any 1”, “Any 2”, “Any 3” or “All to sign”	From Panel - choose a Panel name e.g. A	Condition AND or OR	Choose “Any 1”, “Any 2”, “Any 3” or “All to sign”	From Panel - choose a Panel name e.g. A	Condition AND or OR (same as previously selected)	Choose “Any 1”, “Any 2”, “Any 3” or “All to sign” From Panel - choose a Panel name e.g. A
<input type="text" value="ANY 1"/>	<input type="text" value="PANEL A"/>	<input type="text" value="AND"/>	<input type="text" value="ANY 1"/>	<input type="text" value="PANEL B"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

Please create your non-payment signing rule.

1st Panel			Optional 2nd Panel			Optional 3rd Panel
Choose “Any 1”, “Any 2”, “Any 3” or “All to sign”	From Panel - choose a Panel name e.g. A	Condition AND or OR	Choose “Any 1”, “Any 2”, “Any 3” or “All to sign”	From Panel - choose a Panel name e.g. A	Condition AND or OR (same as previously selected)	Choose “Any 1”, “Any 2”, “Any 3” or “All to sign” From Panel - choose a Panel name e.g. A
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

Would you like the instructions for cheques and in branch payments (i.e. all payments not made from online banking) to be the same as your non-payment instructions?

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

If yes please go to Section 4.1.

3.2 Creating payment signing rules



Important: Payment signing rules are used for cheques and in-branch payment signing instructions

Important: Your choice of signing rule should also be in line with the number of people in the panel selected.

- You can choose a rule for all payments. Or, you can choose different rules for up to 5 payment levels.
- You can use up to three panels for each rule.
- Enter sequential amounts to the nearest £0.01 (for example £0 to £1,000.00, £1,000.01 to £5,000.00).
- The final entry should be “Unlimited” to prevent issues when setting up direct debits. (“Unlimited” refers to the maximum daily transaction limit set by the bank).

Example scenario:**Up to £10,000.00, I would like:**

1 signatory (Full or Limited) from Panel A or 1 signatory (Full or Limited) from Panel B.

From £10,000.01 to Unlimited amount, I would like:

2 signatories (Full or Limited) from Panel A and 1 signatory (Full or Limited) from Panel B.

Payment Level 1

Amount from

£ 0.00

Amount to

£ 10,000.00

1st Panel

Choose “Any 1”,
“Any 2”, “Any 3”
or “All to sign”

From Panel -
choose a Panel
name e.g. A

ANY 1

PANEL A

Condition
AND or OR

OR

Optional 2nd Panel

Choose “Any 1”,
“Any 2”, “Any 3”
or “All to sign”

From Panel -
choose a Panel
name e.g. A

ANY 1

PANEL B

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose “Any 1”,
“Any 2”, “Any 3”
or “All to sign”

From Panel -
choose a Panel
name e.g. A

Payment Level 2

Amount from

£ 10,000.01

Amount to

£ UNLIMITED

1st Panel

Choose “Any 1”,
“Any 2”, “Any 3”
or “All to sign”

From Panel -
choose a Panel
name e.g. A

ANY 2

PANEL A

Condition
AND or OR

AND

Optional 2nd Panel

Choose “Any 1”,
“Any 2”, “Any 3”
or “All to sign”

From Panel -
choose a Panel
name e.g. A

ANY 1

PANEL B

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose “Any 1”,
“Any 2”, “Any 3”
or “All to sign”

From Panel -
choose a Panel
name e.g. A

3 Assigning a rule to a panel

3.2 Creating payment signing rules

continued

Please create your payment signing rules.

The final entry should be "Unlimited" to prevent issues when setting up direct debits. ("Unlimited" refers to the maximum daily transaction limit set by the bank).

Payment Level 1

Amount from

£

Amount to

£

1st Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR

Optional 2nd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Payment Level 2

Amount from

£

Amount to

£

1st Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR

Optional 2nd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Payment Level 3

Amount from

£

Amount to

£

1st Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR

Optional 2nd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Payment Level 4

Amount from

£

Amount to

£

1st Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR

Optional 2nd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Payment Level 5

Amount from

£

Amount to

£

1st Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR

Optional 2nd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

Condition
AND or OR
(same as
previously
selected)

Optional 3rd Panel

Choose "Any 1",
"Any 2", "Any 3"
or "All to sign"

From Panel -
choose a Panel
name e.g. A

