

**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/>

1	Third Party details	
	<p>Contact name</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <p>Company name</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <p>Daytime contact telephone number and dialling code</p> <div style="border: 1px solid #ccc; height: 25px;"></div>	<p>Address (where response will be sent)</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px; display: flex; justify-content: flex-end; padding-right: 5px;">Postcode</div> <p>Date of request</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">D</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">D</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">M</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">M</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">Y</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">Y</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">Y</div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center;">Y</div> </div>
2	Details of the subject of the enquiry	
	<p>I/We request your opinion as to the means and standing of:</p> <p>Account name</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px;"></div> <p>Sort code</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> </div> <p>Account number</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div> </div>	<p>Purpose (nature of commitment e.g. rent, lease, credit limit etc)</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <p>Amount of payments</p> <div style="display: flex; align-items: center;"> <div style="font-size: 1.2em; margin-right: 5px;">£</div> <div style="border: 1px solid #ccc; width: 150px; height: 25px;"></div> </div> <p>Frequency of payments</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px;"></div>
3	How you wish to pay for the enquiry?	
	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input type="checkbox"/> I/We enclose a cheque for the payment of your fee         </div> <div style="width: 45%;"> <input type="checkbox"/> Debit Lloyds Bank customer account (quoted in Section 2)         </div> </div>	
4	Lloyds Bank customer's consent	
	<p>To be completed by the customer named in Section 2 and signed in accordance with their bank mandate held by the bank.</p>	
4.1	Approvers signatures	
	<p>There are <b>two</b> ways to add signatures to the form:</p> <ol style="list-style-type: none"> <li>1 Upload an image of your signature</li> <li>2 Print and sign with a pen.</li> </ol> <p><b>To upload an image:</b></p> <ul style="list-style-type: none"> <li>▪ Save the form to your device</li> <li>▪ Open the form in <b>Adobe Acrobat Reader</b></li> <li>▪ Select the signature field to upload your image.</li> </ul>	<p>We strongly recommend you send the form to any other approvers and/or people who've been added to sign first.</p> <p>Once you're satisfied, please sign and return the form to us (see details below).</p>
	<p>I consent to my bank providing a reference on me to the person/company named in Section 1. I also consent to the charge being debited from our account (if applicable, see Section 3).</p> <p>Full name</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <p>Signature</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px;"></div>	<p>I consent to my bank providing a reference on me to the person/company named in Section 1. I also consent to the charge being debited from our account (if applicable, see Section 3).</p> <p>Full name</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div> <p>Signature</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px;"></div>

Please return completed form to: **MPC, 2 Bankhead Crossway North, Sighthill, Edinburgh, EH11 4DT**

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