## SEPA Digital Identity Service Smart Card Renewal



#### **Guidance notes**

Please note:

This form is only to be used to renew a Smart Card. To request a new contact to be added to the service, please complete an additional contacts application (form number 12591), available from your Relationship Manager

Please complete and return this form in accordance with the instruction in the covering e-mail.

Please write clearly in the white spaces with capital letters or cross the boxes as appropriate.

Telationship Managet.				
1 Creditor details				
Creditor identifier				
Creditor name (The name which best represents your organisations use of Lloyds Bank Euro Service)				
Your organisation's account held with us:				
Branch sort code Branch account number Account Name				
2 Details of expiring card				
Contact's first name (maximum 25 characters)				
Contact's surname (maximum 25 characters)				
Contact ID (maximum 18 characters)				
Card holder name (maximum 30 characters)				
Please complete Smart Card issuance address (the Smart Card must be delivered directly to the named card holder).				
First line of address				
Second line of address				
Third line of address				
Tillid line of address				
City or Town				
County Post code				
Contact e-mail address (maximum 30 characters)				

#### Data Privacy Notice and Applicant sign off

#### 3.1

#### **Data Privacy Notice**

#### Who we are

When your business applies for products provided by us, or banks with us, we may acquire personal information about you. This personal information will be held by Lloyds Bank plc which is part of the Lloyds Banking Group. More information on the Group can be found at www.lloydsbankinggroup.com/our-group

#### How we share your information with Group companies

Your personal information will be shared within Lloyds Banking Group to enable us to better understand your business needs, run your accounts, and provide products in the efficient way that you expect.

#### Using your information for fraud prevention

We may share your personal information from your application with fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, details of this fraud will be passed to these agencies to prevent fraud and money laundering. Further details explaining how information held by the fraud prevention agencies may be used can be obtained by reading the privacy notice at www.lloydsbankcommercial.com/privacy-statement

#### Undertaking credit searches

We may obtain information about you and your business from credit reference agencies and Lloyds Banking Group records to check your credit status. The credit reference agency enquiries may be seen by other companies making their own enquiries and may affect your ability to obtain credit elsewhere.

#### Undertaking credit searches on a joint applicant

If you are making this application with other individuals (for example a business partner or other directors) you are giving us permission to search and record information in respect of you all, and create a link between your financial records at credit reference agencies which will remain until you successfully apply for a "notice of disassociation" at these agencies.

#### Checking your identity

We may ask you to provide physical forms of identity verification or search the files of credit reference agencies which will keep a record of our search, whether or not your application proceeds. This is not seen or used by lenders to assess your ability to obtain credit.

#### Undertaking Anti-Money laundering checks

To comply with money laundering regulations, there are times when we need to confirm (or reconfirm) the name and address of our customers including directors and key account parties. This information may be shared with other Group companies.

#### How we manage sensitive personal information

In certain limited circumstances we may be required to process some 'sensitive' personal information about you. We will only do so if it is required to allow us to manage your accounts or meet any legal or regulatory requirements. We will ensure that our use of your 'sensitive' personal information is consistent with the requirements of the Data Protection Act and, wherever possible, we will ask for your explicit consent before we use any sensitive data.

#### Further information

For further information please contact Commercial Data Privacy, Lloyds Banking Group, 1st Floor East, Tower House, Charterhall Drive, Chester CH88 3AN.

#### Your consent to process your information

To understand how the personal information you give us will be used, we strongly advise that you read our Privacy Statement, which you can find at **www.lloydsbankcommercial.com/ privacy-statement** By signing this application you agree to your personal and your business information being used in the ways we describe. Please contact us at the above address if you have any questions.

#### 3.2 Applicant sign off

I wish to continue using the Digital Identity Service on behalf of the company/organisation in compliance with the prevailing terms and conditions at: www.lloydsbankcommercial.com/Corporate-terms/Lloydsbank/

Applicant signature		
Date		

### Signing authority Please check the information provided in this form is correct. By signing this form you Further copies of the Core Banking Agreement are available on our Website $confirm\,receipt\,of\,the\,Product\,\&\,Services\,Terms\,\&\,Conditions\,and/or\,other\,relevant\,terms$ www.lloydsbank.com/corebankingagreement or on request from your relationship team. and conditions or instructional material, including the PKI agreement and agree to be bound Further copies of other terms and conditions are available on our Website by these, together with the Relationship Terms & Conditions and General Information On www.lloydsbank.com/business or on request from your relationship team. Payments, Charges & Contacts (as applicable). This form is signed in accordance with the Electronic Banking clause of your Bank Mandate or in accordance with a specific Electronic Banking board resolution. Please contact your relationship team if you require a specimen Electronic Banking Board Resolution. I authorise the above applicant to act on behalf of the previously noted Company/Organisation in Section 2. First Bank Mandate signature Date Title Miss Other (please specify) First name Last name I authorise the above applicant to act on behalf of the previously noted Company/Organisation in Section 2. Second Bank Mandate signature Date Other (please specify) Title Mrs Miss Ms First name Last name

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

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