

Please use this mandate where Individuals are acting as Managing or General trustees and a company acting as a Professional or Independent trustee. For the purpose of this mandate the individuals will be referred to as the 'Individual Trustees' and the company referred to as the 'Corporate trustee' together the 'Scheme Trustees'.  
 The Resolution set out in section 3 needs to be passed.  
 Each entity will have important responsibilities and must be chosen carefully.  
 All Trustees must sign in section 5  
 Please note - when filling out this form please use the tab and arrow keys to move between the relevant fields.  
 Ensure you do not use the return or enter keys. Please complete this form in **BLOCK CAPITALS**.  
 The individuals signing the Certificate in section 6 must initial all corrections.

**1. Trust details**

The Trustees named in section 5 as trustees of:

Name of Trust	<input style="width: 95%;" type="text"/>	}	
	<input style="width: 95%;" type="text"/>		
Corporate Trustee	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		

(the "Scheme")

Please insert name of Trust as stated on Trust Deed and Corporate Trustee

**2. Application to accounts**

Please insert details in either section 2.1 or 2.2 by putting a cross in the relevant box below.

**EITHER:**

2.1  This mandate applies to all existing and future **accounts** of the Scheme

Account number  Sort code

Please specify the main operating account

**New accounts**  
If unknown please leave boxes blank

**OR**

2.2  This mandate only applies to the **accounts** of the Scheme detailed below:

Account numbers	Sort code	Account numbers	Sort code	
<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	}
<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 60%;" type="text"/>	

**New accounts**  
If unknown please leave boxes blank  
If there are more than 12 accounts, please detail on a separate sheet and attach to this mandate

Total number of accounts

Please insert total number of accounts detailed in this section 2.2 and on any separate sheets

### 3. Resolution

This Resolution must be passed at a meeting of the board of directors of the Company acting as the Corporate Trustee

The Trustees, all of whom have signed this Mandate, agree, and it was resolved that:

- a banking relationship will be maintained with The Royal Bank of Scotland plc (the **Bank**) in accordance with this Mandate and that:
- the Corporate Trustee and the Individual Trustees in this Mandate (together the **Authorised Signatories**) may, in accordance with the **Signing Rules**, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit
- any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same **Signing Rules** and **Authorised Signatories**; closing accounts; or other banking services or products including releasing items held in security or safe custody in the names of the Corporate Trustee and the Individual Trustees
- the Trustees' liabilities to the Bank are joint and several save that, in the absence of fraud or negligence on the part of the Corporate Trustee, the liability hereunder of the Corporate Trustee shall not be personal but shall be limited to the extent of the assets of the Scheme but without prejudice to the full personal joint and several liability of the Individual Trustees.
- If appropriate the Scheme Trustees wish the Account to be included in The Royal Bank of Scotland (the **Bank**) electronic services "Bankline". The Scheme Trustees refer to the electronic services registration mandate for Bankline between: the Scheme Trustees and the Bank whereby the Bank agrees to provide the Scheme (the **Bankline Customer**) with electronic services (**Services**). The Scheme Trustees acknowledge and agree that the Bankline Terms allow the Bankline Customer to include a third party's accounts within their Service to provide instructions (including payment instructions) in relation to such accounts. The Scheme Trustees agree that The Scheme Trustee wish the Account to be added to the Services. In consideration of the foregoing the Scheme Trustees agree to be bound by the Bankline Terms and Conditions. Where the Bank is satisfied the instruction is genuine and the appropriate authority has been given in accordance with the Bankline terms and conditions, the Bank may accept online instructions to withdraw monies from the account(s) on the sole authority of the Scheme Trustees and agrees for the Scheme Trustees to view the relevant account statement on Bankline.
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
- this Mandate will continue, even if a Trustee ceases to be a trustee or a new trustee is appointed, until withdrawn in writing by any Trustee, or the Scheme gives a replacement mandate
- the Scheme will immediately notify the Bank in writing if the Corporate Trustee or any Individual Trustee ceases to be a trustee
- **the Trustees will provide to the Bank a certified copy of the Trust Deed, any deed of appointment or retirement of Trustee and any amendment to the Trust Deed**
- the Trustees do not require separate statements of account and request the Bank to issue single periodical statements of account to one Individual Trustee with a copy to the Corporate Trustee. The statements should be sent to:

Individual Trustee

Mailing name	<input type="text"/>	
Address line 1	<input type="text"/>	
Address line 2	<input type="text"/>	
Address line 3	<input type="text"/>	
Address line 4 <b>OR</b> overseas country	<input type="text"/>	
Postcode	<input type="text"/>	<input type="text"/>

Corporate Trustee

Mailing name

Address line 1

Address line 2

Address line 3

Address line 4 **OR**  
overseas country

Postcode

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#### 4. Signing rules for the accounts specified in section 2

Please detail your signing rules for the operation of your accounts below

Please ensure that the Signing Rules specified below include who may give instructions for unlimited amounts.

Signing rules can use the designation given to a Trustee in section 5. This designation can be by signing group (e.g. A, B, C).

Example 1

Any Trustee for amounts up to and including £xxxxx and all Trustees if the amount exceeds £xxxxx

Example 2

Any two Authorised Signatories, one of whom must be the Corporate Trustee, if the amount exceeds £xxxxx

Example 3

- any Authorised Signatory for amounts up to and including £xxxxx and any two Authorised Signatories, one of whom must be the Corporate Trustee, if the amount exceeds £xxxxx
- one Authorised Signatory from 'group A' and one Trustee from 'group B' for unlimited amounts
- see section 5

**Do not identify individuals here by name as these details are collected in section 5.**



## 5. Trustee signatures

**All Trustees must sign this section.**

**If there are more Trustees and you require additional space, please photocopy this page, complete and attach to this Mandate.**

**Please cross through any unused boxes in this section and on any additional sheets**

**If designations are specified in section 4, please also include the designation in the Signing Group field below.**

**If there are more than two signatories signing on behalf of the corporate trustee, please supply a separate list of signatories certified and signed a director/company secretary of the corporate trustee**

### Confirming your agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described below and are happy to proceed.

### 5.1 Corporate Trustee

Specimen signature (please sign within the box)

Print full name \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_

Official position \_\_\_\_\_  
e.g. director

Signing group \_\_\_\_\_  
(Required field if signing group specified in Section 4, e.g. A, B, C, etc)

Specimen signature (please sign within the box)

Print full name \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_

Official position \_\_\_\_\_  
e.g. director

Signing group \_\_\_\_\_

### 5.2 Individual Trustee

Specimen signature (please sign within the box)

Print full name \_\_\_\_\_

Date of birth(DD/MM/YYYY) \_\_\_\_\_

Home address (including postcode) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signing group \_\_\_\_\_  
(Required field if signing group specified in section 5 (e.g. A, B, C etc.))

Specimen signature (please sign within the box)

Print full name \_\_\_\_\_

Date of birth(DD/MM/YYYY) \_\_\_\_\_

Home address (including postcode) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signing group \_\_\_\_\_  
(Required field if signing group specified in section 5 (e.g. A, B, C etc.))

## 6. Certificate

I certify that:

The Resolution set out in section 3 was passed at a meeting at which a quorum was present.

In respect of this mandate and any additional Trustee signatures page:

- all the signatures are genuine;
- the information given is correct; and
- we have initialled all corrections.

To verify any information on this mandate the Bank may call me on:

Please insert a contact telephone number

The Bank may assume that the person who confirms their identity, and correctly answers the Bank's security questions is me.

Signed by the Chairman of the meeting  
(who must be a director of the Corporate Trustee)

Print first name

\_\_\_\_\_

Print surname

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Official position

\_\_\_\_\_

Date (DD/MM/YYYY)

\_\_\_\_\_

Signature of the Individual Trustee

Print first name

\_\_\_\_\_

Print surname

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Official position

\_\_\_\_\_

Date (DD/MM/YYYY)

\_\_\_\_\_

### Who we are

At Royal Bank of Scotland PLC we do all we can to respect your rights to privacy and the protection of your personal information. We are a member of The Royal Bank of Scotland Group (“RBS”) and this notice sets out a summary of what we, and other companies in RBS, do with your information in order to run our business and provide our customers with products and services.

We encourage you to read our full privacy notice on our website [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy) for more detailed information on how we use your information and your rights in relation to that. Our privacy notice may be updated from time to time and we will communicate any changes to you and publish the updated notice on our website.

### The information we use and where we get it from

We collect and process various categories of personal information, including basic information such as name and contact details, and information about financial circumstances, accounts and transactions.

Most of your information will have been provided by you (or our customer), or created through the use of our products and services. We also collect information from the technology you use when dealing with us and from third party organisations (such as other RBS companies, credit reference agencies or public sources).

In order to protect us or you, for example to prevent fraud or to make our services accessible to you, we may also process certain special categories of information, such as information about your health, or information about your personal characteristics (biometric information).

Where permitted by law, we may process information about criminal convictions or offences and alleged offences for specific and limited activities and purposes, such as to perform checks to prevent and detect crime, to comply with laws relating to money laundering, fraud, terrorist financing, bribery and corruption, and for international sanctions.

For more information about the types and sources of information we process please see our full privacy notice.

### Your rights

You have certain legal rights to control what we do with your information. This includes a right to get access to your personal information; to request us to correct or update incorrect information; to object to or request that we restrict processing your information in certain circumstances; to object to direct marketing; and to receive the personal information you provided in a portable format.

For more information about your rights, including how to exercise them and the circumstances in which they apply, please see our full privacy notice or contact us at 03457 24 24 24 or contact your Relationship Manager.

It is important to understand that in some cases, exercising your rights may mean that we are no longer able to provide you with products or services.

If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer at 03457 24 24 24.

We hope that we can address any concerns you may have, but you can always contact the Information Commissioner’s Office (ICO). For more information, visit [www.ico.org.uk](http://www.ico.org.uk).

### How we and other RBS companies use your information

We and other RBS companies use your information primarily to provide you with products and services, to better understand our customers’ needs and improve the products and services we offer, and for the day to day running of our business. We also use it to comply with laws and regulations that apply to us and to protect our business, our customers and employees.

For more detailed information about the purposes for which we use your information, please see Schedule A of our full privacy notice (Schedule of Processing Purposes).

### Sharing your information outside RBS

We keep your information confidential and will only share your information outside of RBS for the purposes mentioned in our privacy notice. This may include sharing with third parties such as service providers, credit reference and fraud prevention agencies and law enforcement agencies or regulators,

For more detailed information about the third parties with whom we may share your information, please see Section 7 of our full privacy notice (Sharing with third parties).

## **Transferring information overseas**

Most of the information we hold on you will be used and stored in the UK. However, we may transfer your information overseas as some of our operations, regulators and third party providers are not based in the UK.

We will only transfer your information where lawfully permitted and in compliance with applicable laws.

For more information about overseas transfers and your associated rights, please see Section 8 of our full privacy notice (Transferring information overseas).

## **Marketing**

Unless you have told us not to, we will send you marketing information relating to products and services that we think will be of interest and relevant to you. If you change your mind and no longer want to receive these communications you can tell us at any time by contacting us at 0131 556 8555 or Minicom 0345 900 5960, or email us at [largemarketadmin@rbs.co.uk](mailto:largemarketadmin@rbs.co.uk) or speaking to your Relationship Manager or Business Manager Team.

RBS will not share your information with third parties for their own marketing purposes without your permission.

## **Communications about your account**

We may contact you with information relevant to the operation and maintenance of your account by a variety of means, including via online banking, mobile banking, email, text message, post and/or telephone. If at any point in the future you change your contact details you should tell us promptly about those changes.

## **Credit reference and fraud prevention agencies**

When you apply for a product or service we may request information about you from credit reference agencies and we will explain the details and what that means for you when you apply. We use a system of credit scoring to assess your application and decisions may be taken based solely on automated checks of information from credit reference and fraud prevention agencies and internal RBS records.

We will continue to share information with credit reference agencies about how you manage your account, for example account balances and repayment history. We use and share information because we have a duty to prevent fraud and money laundering, to manage our risk and protect our business and to comply with laws that apply to us (such as checking who you are and making sure our products are right for you).

We also check and share information with fraud prevention agencies. If we identify or suspect fraud we will record this with fraud prevention agencies to prevent fraud and money laundering, and you could be refused services, finance or employment. Credit reference and fraud prevention agencies use and share your information with other organisations because they have to prevent fraud and money laundering, to verify your identity, to protect their business and to comply with laws.

For more detail please see Section 11 of our full Privacy Notice. For further information about credit reference and fraud prevention agencies and how they use personal information, please visit: Experian ([www.experian.co.uk/crain](http://www.experian.co.uk/crain)), Equifax ([www.equifax.co.uk/crain](http://www.equifax.co.uk/crain)), Callcredit ([www.callcredit.co.uk/crain](http://www.callcredit.co.uk/crain)), CIFAS ([www.cifas.org.uk/privacy-notice](http://www.cifas.org.uk/privacy-notice)) and Hunter ([www.nhunter.co.uk/privacypolicy](http://www.nhunter.co.uk/privacypolicy)).

## **How long we keep your information**

We don't keep your information for longer than we need to, which is usually up to six years after your relationship with the bank ends, unless we are required to keep it longer (for example due to a court order or investigation by law enforcement agencies or regulators).

## **Security**

We are committed to ensuring that your information is secure with us and with third parties who act on our behalf. We use many tools to make sure that your information remains confidential and accurate and we may monitor or record calls, emails, text messages or other communications in order to protect you and us.