

Amendment Form for Existing Accounts for Corporate and Unincorporated Bodies*

Account Operation, Signatories
and Signing Instructions

* Companies, Charities, Societies, Churches,
Clubs, Schools and Organisations

Bank of Ireland 

For small steps, for big steps, for life

Some guidelines to help you complete

- 1) This form is suitable for Companies, Clubs, Charities, Schools, Societies, Churches and Organisations who want to change:**
 - ▶ Signatories on the account(s) e.g. add/remove a signatory.
 - ▶ Signing instructions for signatories on the account(s).
 - ▶ Nominated individual authorised to access and manage the business accounts via 365 phone and digital banking. This form can also be used to set up customers with this banking service.
- 2) New and Existing user of 365 Phone and Digital Banking only**

Complete No. 3 on page 3 "Authorised user for 365 Phone and Digital Banking access" if you are/wish to use this Phone and Digital banking service.
- 3) Avoid common errors. Check that:**
 - ▶ All new and continuing signatories sign the form.
 - ▶ The option of how many signatories required to sign at the one time is ticked (page 3, section 2).
 - ▶ The form is signed by the appropriate authorised individual along with the date which the meeting took place and when it was decided that the signatories were to change (page 3, section 1,2,3 and page 4, section 10).
 - ▶ The authorised user of 365 Phone or Digital banking is also an authorised signatory (Page 2, section 3).
 - ▶ All sections of this form must be complete, with exception of section 3, page 3.
- 4) If your change of signatories also requires a change to the statement address, please also complete a Notification of Change of Contact Details.**
- 5) If you need to amend your BOL profile/users, please email your Business on Line details to Business. Online@boi.com for a copy of the Change of Administrator Form.**
- 6) Any new signatories to the account will need to provide proof of ID (photo ID like passport) and proof of permanent residential address e.g. original copies of utility bill, bank statement, household / motor insurance.**

Things you need to know about using 365 phone and digital banking

With 365 phone and digital banking, you can bank anytime, anywhere. It makes managing your bank accounts simple. Online transaction fees are also less costly than paper based payments like cheques.

Your business must nominate a single individual to logon and manage your account (s) and make payments using 365 phone and digital banking. This individual will have sole access and control of the account(s) via 365 phone and digital banking. Once set-up, your Bank account(s) will automatically be registered for e-Statements. You can opt to receive paper statements as well as eStatements by amending the account preference on 365 online.

If this digital banking service is not right for your business, please speak to your Branch about Business On Line. Business On Line is an alternative online banking service for business customers. For more information, visit www.bankofireland.com.

BRANCH CHECKLIST

- Check against existing mandate and ensure ID&V check is carried out for new signatories
- Forward copy of completed form to BSC in pre addressed brown envelope (Ref:11-254) immediately. Hold original signed form in Branch
- Notify Bank of Ireland Contact Centre with any 365 user changes
- Check 365 authorised users is one of the authorised signatories

Amendment Form for Existing Accounts

for Corporate and Unincorporated Bodies

To: The Governor and Company of the Bank of Ireland.

Please action this Resolution for the business accounts of the account holder named below.

At a meeting of the Board of Directors (includes One Director Company) or Committee or Council

Name of your Company/Society/Club/School/Church/Charity/Organisation (the "Customer"):

held on the / / there was produced to the meeting changes to the account (s) operation/signing instructions.

Branch where this account is held

It was resolved that:

1) ACCOUNT CONTINUING

The Governor and Company of the Bank of Ireland (the "Bank") is hereby requested and authorised to continue one or more accounts in the name of the Customer subject to the Bank's "Business Account Terms and Conditions", a copy of which together with the Bank's "Terms of Business", "Schedule of Fees and Charges for Business Customers" and "Schedule of International Transactions Charges" have been received, read and understood by the Customer.

2) ACCOUNT OPERATION & SIGNING INSTRUCTIONS

The Bank is authorised to honour and negotiate all cheques and other negotiable instruments drawn, made, endorsed or accepted on behalf of the Customer and to act on all instructions relating to the accounts, affairs or transactions of the Customer including instructions to close any of the accounts even where such action may lead to borrowing or cause any of the accounts to be overdrawn or any overdraft to be increased, provided that they are signed on behalf of the Customer by:

any one **any two** **all** (please tick one box) of the following Authorised Signatories.

Signatory Name (Mr / Ms) BLOCK CAPITALS

Specimen Signature (sign within box)

1. Signatory Name

2. Signatory Name

3. Signatory Name

4. Signatory Name

If there are any additional authorised signatories on the account the Bank is to be given a full list of officials authorised to sign, the list to be provided to the Bank (in the format set out above), together with their specimen signatures.

3) AUTHORISED USER FOR 365 PHONE AND DIGITAL BANKING ACCESS

Please only complete this section if using 365 Phone and Digital banking services.

I/we have been provided with a copy of the Bank of Ireland's standard Terms and Conditions for 365 Phone and Digital Banking and have read and agree to be bound by and fully accept these Terms and Conditions. I/We have read and understand the guidelines "Things you need to know about using 365 phone and digital banking" on Page 2. I/We authorise the following authorised signatory named below to be the sole authorised user of 365 Phone and Digital Banking in respect of the above account, in accordance with the Bank's standard Terms and Conditions. *The authorised user must be one of the Authorised Signatories named above.

Name:

Signature:

Date: / /

Mobile No.:

Email:

Account details

ACCOUNT NUMBERS NSC

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Bank staff No.

A/c No. 1.

A/c No. 2.

A/c No. 3.

A/c No. 4.

A/c No. 5.

A/c No. 6.

4) CHANGES TO THE AUTHORISED SIGNATORY LIST

The Bank be given notice in writing (using the Amendment Form for Existing Account (s)) signed by the then Secretary/President/Chairperson and any one of the Authorised Signatories (set out in section 2 above) of any change which may occur from time to time in the list of Authorised Signatories and that where there is such a change in the list of Authorised Signatories it will only become effective if made (i) in accordance with this resolution, and (ii) where the notice includes a clearly legible new list of all the Authorised Signatories of the Customer from the date of the change showing the names in block capitals and the specimen signatures for all the Authorised Signatories. The Bank is authorised to reject any illegible or contradictory authorised signing list or one which lacks any sample signature. On such rejection, the existing signing list remains in full force.

5) CHANGES TO THE SECRETARY/DIRECTORS/BENEFICIAL OWNERS/MANAGEMENT COMMITTEE/PRESIDENT/CHAIRPERSON AND AUTHORISED SIGNATORIES OF THE CUSTOMER

That the Bank be given notice in writing signed by the then Secretary/President/Chairperson and any one of the Authorised Signatories (set out in section 2 above) of any change which may occur from time to time to the Secretary/Directors/Beneficial Owners/Management Committee/President/Chairperson and Authorised Signatories of the Customer. Such Notice to be provided to the Bank as soon as practicable using the Amendment Form for Existing Account(s).

6) The Bank is hereby requested to grant accommodation from time to time by way of overdraft, loan or otherwise for the purposes of the Customer, on such terms and conditions as are then current or may be stipulated by the Bank from time to time.

7) INFORMATION PROVIDED TO THE BANK

We hereby certify the accuracy of the information provided to the Bank for the purpose of opening the account(s) including the information provided in this pack.

The Bank is authorised, in respect of any information and/or copy documents supplied to the Bank to enable the Bank to comply with its obligations to establish the identity of the Customer in accordance with **the laws and regulations concerning the prevention of money laundering and terrorist financing** ("anti money laundering provisions") at any time to disclose to, transfer to or send copies thereof to any branch, any other member of the Bank of Ireland Group or any other party as defined in the anti money laundering provisions who may at anytime provide or be requested to provide any services to the Customer.

Any information and or any copy documents which have been supplied to any other member of the Bank of Ireland Group or any branch of the Bank, to enable the Bank to comply with the obligation to establish the identity of the Customer in accordance with the anti money laundering provisions may at any time be disclosed or transferred to, or copies thereof sent by such member or branch to the Bank or another branch of the Bank so as to enable the Bank to comply with its obligations under the anti money laundering provisions. For the benefit of any such member of the Bank of Ireland Group the Customer confirms that such member may act on this authorisation as if it were specifically addressed to such member.

The Bank is authorised in respect of any information supplied to the Bank relating to the identity of the Customer or in connection with any matter arising from any application made to the Bank to make all and any enquires the Bank considers appropriate or disclose any information contained in this form or any such application to, any third party providing a credit reference service and the Customer confirms that the Bank may disclose information relating to any account (if opened) and its operation to any credit reference agency.

8) AMENDMENTS TO THE RESOLUTION

That this resolution shall be communicated to the Bank and shall remain in full force until an amending Resolution shall be passed by the Customer and a copy thereof certified by the President/Chairperson of the Meeting passing the Resolution, shall be communicated to the Bank using the Amendment Form for Existing Account(s) or such other form acceptable to the bank.

9) Notwithstanding part 8, the Bank be authorised (but not obliged) to suspend transactions on the account where in its sole discretion it reasonably believes it (a) has unclear authority from the Customer on the signatories authorised to transact on the Customer's behalf or (b) has contradictory instructions in relation to the operation of the account from two or more of the Directors, Secretary, Committee members, officials or persons whom the Bank believes to be in a position of authority in the Customer and that the Bank be authorised to maintain this suspension until the Customer furnishes a new and clear authority in the form of this document or in another form acceptable to the Bank.

10) CONFIRMATION

CERTIFIED A TRUE COPY OF RESOLUTION

The Customer shall be bound by, and requires the Bank to act on, the instructions contained in the Resolution above which is hereby certified to be a true copy of the original Resolution.

Signed

President/ Chairperson of the Meeting at which the mandate resolutions were passed (this person must be a director/secretary/management committee member or elected officer of the Customer)

Signed*

Dated this / /

*Director/Secretary/ Elected Official/Management Committee Member (this cannot be the same person as the President/Chairperson of the meeting)

* A second signatory is not required for a One Director Company

Ref: 1-21R.6 (07/16)