

# PROCEDURE NOTES FOR AMENDING AUTHORISED SIGNATORIES ON IMPREST ACCOUNTS (SCHOOLS ONLY)

## 1) Introduction

These procedure notes explain to how to remove and/or add new authorised signatories on school imprest bank accounts.

They replace the previous practice of sending a memo on school headed paper to Corporate Banking with the signatory changes required and the new specimen signatures.

There are two forms which are described in this guidance; the Authority for Signatory Amendment form and the Key Account Party Details form – the KAP form. The first form will always be required for changes but all new signatories added will need to complete the KAP form as well.

These forms are available to download and print, from the schools management website under Finance / Information for Bursars.

## 2) Removing an signatory on Imprest Bank Account(s)

To only remove a signatory, you will just need to complete sections 1, 2 and 4 of the Lloyds' Authority for Signatory Amendment form.

### Lloyds signatory amendment form – Section 1 and 2

The image shows a screenshot of the Lloyds Bank Authority for Signatory Amendment form. The form is titled "Authority for Signatory Amendment" and "For Corporate Banking use only". It is divided into two main sections: "1 Business/Organisation details" and "2 Existing signatory(s) to be deleted".

**Section 1: Business/Organisation details**

This section includes the following fields:

- Name of Business/Organisation
- Address of Business/Organisation
- Postcode
- Sort code
- Main account number
- Contact name
- Contact telephone number
- Does this authority apply to all accounts of the Business/Organisation specified in Section 1? (Yes/No)
- If no please specify which accounts this authority applies to: Sort code and Account number (grid input)
- If further accounts, please continue on a separate list. Further list attached? (Yes/No)

**Section 2: Existing signatory(s) to be deleted**

This section includes the following fields:

- First existing signatory to be deleted: Full name and Date signatory to be deleted (DDMMYY)
- Second existing signatory to be deleted: Full name and Date signatory to be deleted (DDMMYY)
- Third existing signatory to be deleted: Full name and Date signatory to be deleted (DDMMYY)
- Fourth existing signatory to be deleted: Full name and Date signatory to be deleted (DDMMYY)

The form also includes a note: "This change requires confirmation by approved signatories in Section 4."

## Section 1

- Name of Business/Organisation – Enter the name of the school
- Address of Business/Organisation – Enter the address of the school.
- Sort Code and Account Number – Enter the sort code and account number
- Contact name and contact telephone number - Enter the contact details for the school, probably your school's Finance Officer or Bursar.

If the school does have another account number, for example a private fund account with Lloyds, then please cross the box yes if you want the change to apply to this account as well and enter the details, otherwise cross the box no.

## Section 2

Enter the full name of the employee(s) who is being removed and the date this change is to be applied.

## Section 4

### Lloyds signatory amendment form – Section 4

<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>If no we may be required to contact you to obtain standard identification and verification documentation.</small>			
<b>4 Confirmation by authorised parties of the Business/Organisation</b>			
<small>To be signed on behalf of the Business/Organisation in accordance with your existing bank mandate.</small>			
<b>First authorised party</b>		<b>Third authorised party</b>	
Name <input type="text"/>		Name <input type="text"/>	
Signature <input type="text"/>		Signature <input type="text"/>	
Date <input type="text"/>		Date <input type="text"/>	
<b>Second authorised party</b>		<b>Fourth authorised party</b>	
Name <input type="text"/>		Name <input type="text"/>	
Signature <input type="text"/>		Signature <input type="text"/>	
Date <input type="text"/>		Date <input type="text"/>	
<small>Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales, no. 2865. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.</small>			

This section needs to be completed by the current signatories in accordance with your current mandate authorisation and would normally be signed by two current signatories. These could be the signatories to remain or if they are not available, the signatories who are to be removed.

If you need to add a new signatory as well, then proceed to section 3 below, otherwise, once the form has been completed please post the original copy in a sealed envelope marked confidential, to Corporate Banking, Easthampstead House, Town Square, Bracknell, RG12 1AQ. We will forward the form on to the Bank. Please note that the Bank requires the form with original signatures, not photocopies or pdf versions.

### 3) Adding an signatory on Imprest Bank Account(s)

To add a new signatory to your school imprest bank account, sections 1, 3 and 4 of the Authority for Signatory Amendment Form must be completed. In addition the KAP form must be completed by each new signatory and is required by the bank to verify the identity of the new signatory.

#### Section 1

#### Lloyds signatory amendment form – Section 1 and 2

The image shows a screenshot of the 'Authority for Signatory Amendment' form for Lloyds Bank, intended for corporate banking use only. The form is divided into two main sections:

- Section 1: Business/Organisation details**
  - Fields for Name of Business/Organisation, Address of Business/Organisation, Postcode, Sort code, Main account number, Contact name, and Contact telephone number.
  - Checkboxes for 'Does this authority apply to all accounts of the Business/Organisation specified in Section 1?' and 'Further list attached?'.
  - Grids for entering Sort code and Account number.
- Section 2: Existing signatory(s) to be deleted**
  - Fields for Full name and Date signatory to be deleted for up to four existing signatories.

- Name of Business/Organisation – Enter the name of the school
- Address of Business/Organisation – Enter the address of the school.
- Sort Code and Account Number – Enter the sort code and account number
- Contact name and contact telephone number - Enter contact details for the school, probably your school’s Finance Officer or Bursar.

If the school does have another account number, for example a private fund account with Lloyds, then please cross the box if you want the change to apply to these account(s) as well and enter the details below, otherwise cross the box no.

## Section 2

Leave this section blank unless you have already completed this to remove a signatory.

## Section 3

Enter the details of the new signatory(s) here along with their specimen signature(s).

## Lloyds signatory amendment form – Section 3

**3 Additional account signatory(s) - additional person(s) authorised to sign for the Business/Organisation**

**3.1 First additional account signatory details**

Date changes effective from

Title Mr  Mrs  Miss  Ms  Other title

Position held

Specimen signature of person who will sign for you

First name(s)

Last name

Do you currently have an account with Lloyds Bank? Yes  No

If yes please complete

Sort code

Account number

If no we may be required to contact you to obtain standard identification and verification documentation.

This change requires confirmation by approved signatories in Section 4.

Panel/category of signatory per main mandate (if applicable)

Any other information including restrictions

**3.2 Second additional account signatory details**

Date changes effective from

Title Mr  Mrs  Miss  Ms  Other title

Position held

Specimen signature of person who will sign for you

First name(s)

Last name

Do you currently have an account with Lloyds Bank? Yes  No

If yes please complete

Sort code

Account number

If no we may be required to contact you to obtain standard identification and verification documentation.

This change requires confirmation by approved signatories in Section 4.

Panel/category of signatory per main mandate (if applicable)

Any other information including restrictions

**3.3 Third additional account signatory details**

Date changes effective from

Position held

If you have a personal bank account you can provide your sort code and account number. This means that if the bank has any queries over your identity, they can resolve them very easily. If you do not wish to provide these details or do not bank with Lloyds, cross the no box.

The box describing panel/category of signatory per main mandate can be marked “not applicable.”

## Section 4

### Lloyds signatory amendment form – Section 4

<small>If no we may be required to contact you to obtain standard identification and verification documentation.</small>	
<b>4 Confirmation by authorised parties of the Business/Organisation</b>	
To be signed on behalf of the Business/Organisation in accordance with your existing bank mandate.	
<b>First authorised party</b>	<b>Third authorised party</b>
Name <input type="text"/>	Name <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>
<b>Second authorised party</b>	<b>Fourth authorised party</b>
Name <input type="text"/>	Name <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>
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This section needs to be completed by the current signatories in accordance with your current mandate authorisation and would normally be signed by two current signatories.

## The KAP form

This form must be completed for each new signatory to the bank account, to allow the bank to verify their identity.

### – Sections 1, 2 and 3

**Key Account Party details for Corporate Banking** LLOYDS BANK

**1 Your bank account details**

Please write clearly in the white spaces with capital letters or cross the boxes. If yes please provide the following details and complete Sections 2,4 and 5.

Do you currently have an account with Lloyds Bank? Yes  No

Existing Lloyds Bank Sort code and account number

**2 Your personal details**

Title Mr  Mrs  Miss  Ms  Other (please specify)

Your first names

Your last name

Your date of birth

**3 Your address details**

Your home address (where you live)

Your previous address (if less than three years at current address)

Postcode

Postcode

Length of time at this address\* Years  Months

Length of time at this address\* Years  Months

Your telephone numbers and area dialling codes

Home

Mobile

Work

Your country of residence

Your nationality

**4 Your business details**

Your business name

What is your relationship to the business?

Sole Trader  Partner  Director  Member  Company Secretary

Beneficial  Authorized

### Section 1

If you have a personal bank account you can provide your sort code and account number. This means that if the bank have any queries over your identity, they can resolve them very easily. If you do not wish to provide these details or do not bank with Lloyds, cross the no box.

### Section 2

Complete this section.

### Section 3

Complete this section in your personal capacity, the address is your address and not that of the school.

## KAP form – Sections 4 and 5

The image shows a screenshot of a KAP form, specifically sections 4 and 5. The form is divided into two main sections: '4 Your business details' and '5 Your confirmation'.  
Section 4 includes fields for 'Your business name', 'What is your relationship to the business?' (with checkboxes for Sole Trader, Partner, Director, Member, Company Secretary, Beneficial Owner, and Authorised signatory), and 'Other (please specify)'. There is also a field for 'If you are a beneficial owner, please tell us your percentage ownership' with a percentage sign.  
Section 5 is titled 'Your confirmation' and contains a statement: 'I confirm that the information given is full and correct and I authorise the Bank to make any enquiries necessary for confirmation of the above information, and to use it as explained in Section 6 overleaf, "Lloyds Banking Group and your personal data"'. Below this is a 'Your signature' field and a 'Date' field with a date picker.  
At the bottom right of the form, there is a QR code, the text 'L- N/A', and the page number 'Page 1 of 2' with the reference number '1365-1214'.

### Section 4

Complete this section. This is the school address and not your personal address. The relationship to the business box to be ticked would be as authorised signatory.

### Section 5

Sign and date the form.

Once a KAP form has been completed for each new signatory, please post the original copy(s) along with the original Authority for Signatory Amendment form in a sealed envelope marked confidential, to Corporate Banking, Easthampstead House, Town Square, Bracknell, RG12 1AQ. We will forward the forms on to the Bank. Please note that the Bank requires the forms with original signatures, not photocopies or pdf versions.

## 4) Contact details

All correspondence should be send in a sealed envelope marked confidential, to the Corporate Banking Team, Easthampstead House, Town Square, Bracknell, RG12 1AQ.

If you have any further queries regarding the processing of your signatory changes please contact Corporate Banking:

Duncan Squires                      Tel: 01344 352083

Susan Catterall                      Tel: 01344 352092

Jo Usher                                Tel: 01344 352089

Fax: 01344 353199

Email [Corporate.Banking@Bracknell-Forest.gov.uk](mailto:Corporate.Banking@Bracknell-Forest.gov.uk)

## **5) Records**

It is advisable to keep a secure copy of the final forms completed and sent to Corporate Banking for your records. Your bank mandate consists of the original corporate instruction to set up your signatories as amended by successive signature change requests. Keeping a copy of this correspondence will assist you with future queries over signatories.

We will forward confirmation that the changes have been made, to you once this is confirmed to us by the bank.