

Business Telephone Banking Registration Form

PLEASE COMPLETE ALL BOXES IN BLACK INK AND BLOCK CAPITALS

Full business name

Branch sort code - - Account No.

Primary User

You, the business, if you are not already a customer of Business Telephone Banking (BTB), apply for BTB and in addition you authorise the person named below to act as the Primary User who will have full powers to operate your accounts via BTB and will also have authority to register Additional Users of BTB. PLEASE NOTE: Your nominated Primary User must be a signatory on your bank mandate and may also be the party/one of the parties signing the agreement below.

Name of Primary User
(Please state title)

• If the Primary User above replaces the existing Primary User then please tick here ☐

If there is an existing Primary User he/she will be removed as a Primary User but will retain full powers to operate your accounts via BTB.

Signing agreement

This registration **form must be signed in accordance with your current bank mandate, including**

- Club/Society/Charity/Association – **one** signature must be that of the **Chairman or Secretary** of the committee who is an **existing signatory** on your current Bank Mandate
- Limited Company – **one** signature must be that of a **Director** who is an **existing signatory** on your **current** Bank Mandate
- Limited Liability Partnership – **one** signature must be that of a **Member** who is an **existing signatory** on your **current** Bank Mandate
- Partnership – **one** signature must be that of a **Partner** who is an **existing signatory** on your **current** Bank Mandate
- Sole Trader – the Sole Trader must sign
- Trustees – **all** Trustees must sign
- Administrators/Executors – the registration form must be signed in accordance with the mandate

By signing this application form you are confirming that you have taken all the necessary actions to authorise the signing of this form and the entry into and performance of the BTB Additional Conditions and that such authorisation is in accordance with your relevant constitutional documents; and that you have read and understand the BTB Additional Conditions and agree to be bound by them.

Signed <input type="text"/>	Name <input type="text"/>	Date <input type="text"/>
Signed <input type="text"/>	Name <input type="text"/>	Date <input type="text"/>
Signed <input type="text"/>	Name <input type="text"/>	Date <input type="text"/>
Signed <input type="text"/>	Name <input type="text"/>	Date <input type="text"/>

Primary User details

You the Primary User should complete this section. This information will be used to send you a telephone security number and you will need to remember this number and the information given below in order to use Business Telephone Banking.

Your date of birth


Memorable place (can be fictional)

Memorable name/word

If you are a sole trader and would like to use these security details to access your personal accounts with us, please enter your account information for one of **your personal** accounts below:

Branch sort code - - Account No.

Continued overleaf

 By signing below you confirm that you have read and accepted the terms set out next to this symbol.

Primary User Signature

Date of Signature

D	D	M	M	Y	Y	Y	Y
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Your business telephone number

STD

Your personal telephone number

STD

Important information

"Bank", "our", "us" and "we" mean HSBC Bank plc.

"BTB" means the Business Telephone Banking Service supplied by HSBC Bank plc to the business.

"business" means the business for which you are undertaking the role of a Primary User in connection with BTB.

"HSBC Group" means HSBC Holdings plc and any of its affiliates, subsidiaries associated entities and any of their branches and offices.

We and other members of the HSBC Group may collect, use, and share information about you and your connection with the business.

We may collect that information from you directly, from the business, or from other persons or sources (including publicly available information) and we may combine it with other information available to us or other members of the HSBC Group.

We and other members of the HSBC Group may use your information for the purpose of:

- providing services (including BTB) to the business,
- servicing the business's relationships with us and other members of the HSBC Group,
- meeting legal, regulatory and policy obligations, responding to demands from governmental, public, regulatory, tax, court and similar authorities,

- detecting, investigating and preventing financial crime, including obligations relating to money laundering, tax evasion and sanctions.
- verifying your identity, and
- other internal and administrative purposes.

Information about you may also be disclosed to members of the HSBC Group and others to provide the business with BTB and other services, for the purposes of financial crime prevention, investigation and detection, audit, any third party in connection with a transfer, disposal, merger or acquisition of business by us or any member of the HSBC Group and if required by governmental, public, regulatory, tax, court and similar authorities. Such information may be processed on behalf of the Bank by members of the HSBC Group and/or third parties, and may be processed outside the European Economic Area where there may be less stringent data protection laws. If so, it will be protected by a strict code of secrecy, and security, and will only be used in accordance with the Bank's instructions.

We may monitor and/or record your conversations with the Bank to ensure that we carry out the business's instructions accurately, to help us to continually improve our service and in the interests of security.

You can make a written request for a copy of the personal data we hold about you. The current fee is £10.00 per request from each individual. This does not apply to information about companies and other corporate bodies rather than individuals.

Please return this form as follows:

- Club/Society/Association – Please return the form together with a copy of your rules to a local HSBC branch.
- Charity/Administrators/Executors/Trustees – Please return the form together with a copy of the Trust Deed to a local HSBC branch.
- All others – Please return the form to HSBC Bank plc, Business Telephone Banking, PO Box 6297, Coventry CV3 9JW.

BANK USE ONLY

Authorised by:

Name

Staff

Place in self-sealing security bag and send in sealed envelope via internal mail to Business Telephone Banking – CRU, PO Box 6297, Coventry, 407132.

*Charity Administrators/Executors Trustees – Legal has confirmed Trust Deed allows the customer to register for BTB

☐ Yes ☐ No (tick as appropriate)

*Club/Society/Association – Rules allow the customer to register for BTB ☐ Yes ☐ No (tick as appropriate)

hsbc.co.uk

Issued by HSBC Bank plc

HSBC Bank plc, Customer information, PO Box 6201, Coventry CV3 9HW

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