



Third party application form for limited liability partnerships

# COUTTS ONLINE

*Coutts*

### 1. Existing Coutts Online client's details

Enter the business name of the existing Coutts Online client, together with their address, postcode and country details.

### 2. Third Party details

Enter the name of the Third Party business that is allowing the existing Coutts Online client access to their accounts. This business must be a different legal entity to the one named in Section 1.

### 3. Accounts to be added

Accounts will be added to the administrators of the existing service with full payment capabilities, **including confidential rights**, or Read Only depending on the box selected.

Select from the available options:

- All accounts of the Third Party named in Section 2 are to be added, **including** any accounts opened in the future.
- All accounts of the Third Party named in Section 2 are to be added, **excluding** any accounts opened in the future.
- Only the account(s) detailed – list here the accounts of the third party named in Section 2 and only these will be added.

### 4. Third Party Resolution

Complete the full name of the Third Party LLP, as specified in Section 2, who is allowing the existing Coutts Online client access to their accounts. Enter the date when the resolution was passed and enter the names of the individuals who were nominated at this meeting to sign the Coutts Online Third Party Application Form; these individuals must already be named on the current bank mandate. Insert the business name of the existing Coutts Online client.

### 5. Declaration

The signatures entered here must be of the Chairman of the meeting and a designated member (who must be different individuals) to confirm that the resolution in Section 4 was duly passed and entered in the Minute Book of the Company.

### 7. Authority (to be signed in accordance with the resolution in Section 4)

Copies of the Online Service Terms are available at [coutts.com/onlineterms](https://coutts.com/onlineterms) or from your Banker.

We would draw your attention to clause 1, paragraph C. (Appointment of User(s) and Administrator(s)), which outlines the responsibilities of the administrator and, in particular, their ability to allocate access to the account(s) to other users. The signature(s) required here are those of the individuals that have already been named in Section 4, and are already on the Third Party's current bank mandate.

## Third party application form for limited liability partnerships

### COUTTS ONLINE

This Third Party Online Application form must be completed by any Third Party who wishes to add their accounts to an existing Coutts Online client's service

#### How to complete this form

This Third Party Mandate must be completed in BLOCK CAPITALS using black ink and where marked \* delete as appropriate, by any Third Party who wishes to add their accounts to an existing Coutts Online client. The Online Service Terms are available online for you to read and print. **These are important, please read them.** Please go to [coutts.com/onlineterms](http://coutts.com/onlineterms) or alternatively ask your Banker for a copy. The completed form should be returned to: **Coutts Online Team, Coutts & Co, FREEPOST LON20747, Trinity Quay, Bristol BS2 0FA.**

#### 1. Existing Coutts Online client's details

Business name	<input type="text"/>		
Business address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Post code	<input type="text"/>
Country	<input type="text"/>		

#### 2. Third Party details

Business name	<input type="text"/>
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#### 3. Accounts to be added

The Third Party client accepts the Online Service Terms and instructs the Bank to include all account(s)/all future account(s) or only the account(s) detailed below within the existing client's Coutts Online service. All accounts will be added to all administrators with full transaction capability, **including confidential rights** or Read Only, depending on the box selected below.

The Third Party acknowledges that administrators may be subject to change and this is under the control of the existing Coutts Online client. For any changes to these preferences, and/or to add future accounts where this preference has not been selected, the client is required to provide the Bank with confirmation in writing.

All accounts **including** all future accounts opened      Read Only ☐      Full access ☐

All accounts **excluding** all future accounts opened      Read Only ☐      Full access ☐

Only the account(s) detailed below:

Account name	<input type="text"/>		
Account number	<input type="text"/>	Read Only	<input type="checkbox"/>
		Full access	<input type="checkbox"/>
Account name	<input type="text"/>		
Account number	<input type="text"/>	Read Only	<input type="checkbox"/>
		Full access	<input type="checkbox"/>
Account name	<input type="text"/>		
Account number	<input type="text"/>	Read Only	<input type="checkbox"/>
		Full access	<input type="checkbox"/>

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Account name	<input type="text"/>																									
Account number	<input type="text"/>						Read only <input type="checkbox"/>	Full access <input type="checkbox"/>																		
Account name	<input type="text"/>																									
Account number	<input type="text"/>						Read only <input type="checkbox"/>	Full access <input type="checkbox"/>																		

### 4. Third Party Resolution

**Important note** – The individual(s) named in the resolution must also be named in the mandate held by the Bank.

#### • Certificate

We certify that this resolution was duly passed at a meeting of the LLP members of

(insert full name of LLP)

held on

#### • Resolution

'It was resolved that

(Name of individual)

and

(Name of individual)

are authorised to:

- complete and sign the Coutts Online Third Party Application Form for provision of the Coutts Online service; and
- instruct the Bank to disclose information relating to its accounts to

(the existing Coutts Online client)

- accept the Online Service Terms, on behalf of the LLP'

### 5. Declaration, to be signed by two individuals

#### The Chairman of the meeting

Signature

Date

Name

#### The designated member

Signature

Date

Name

### 6. Your information

We will use your information in accordance with the clause headed 'Your information' which forms part of the Conditions of Use of your existing Coutts Business Current Account agreement with us. If you require a copy of that clause, please contact your Banker.

In the clause above, 'you' and 'your' extends to any individual who has supplied us with personal information in relation to the Account(s).

## 7. Authority