

Adding third party accounts

for LloydsLink OR LloydsLink online OR Travellink services

Guidance notes

This form accompanies page 3 of the Payments & Cash Management application form OR page 2 of the Travellink application form. If you wish to add additional accounts of your organisation to an existing installation please complete the "Adding or Deleting Accounts" form instead.

Note: Wherever used in this form, the term 'Third Party' means a legal entity or entities separate and distinct from the Requesting Customer, i.e. any holder of an account or accounts by any person other than the Requesting Customer.

Requesting Customer (the LloydsLink and / or Travellink customer)

- **Only complete this form if you wish to request authority from a Third Party to:**
 - 1 make payments via the Payments service from the Third Party's accounts; and/or
 - 2 view Cash Management information on the Third Party's accounts; and/or
 - 3 make Inter Account Transfers from the Third Party's accounts; or
 - 4 receive information and/or submit requests for currency orders via Travellink from accounts of a Third Party.

Third Party

- **Only complete this form if you (the Third Party) wish to provide your authority for the Requesting Customer to:**
 - 1 make payments via the Payments service from your accounts; and/or
 - 2 view Cash Management information on your accounts; and/or
 - 3 make Inter Account Transfers from your accounts; or
 - 4 receive information and/or submit requests for currency orders via your Travellink accounts

Form Completion Guidelines

- **One form to be completed for each Third Party** and if relevant, separate forms are required for LloydsLink and Travellink.
- The Requesting Customer should complete Sections 1 to 5 of this form and pass to the Third Party for signature, providing a copy of the LloydsLink online General Conditions plus the LloydsLink online Payments Specific Conditions and/or the LloydsLink online Cash Management Service Specific Conditions and/or the LloydsLink online Travellink Service Specific Conditions OR the LloydsLink Customer agreement containing the terms and conditions applicable to the LloydsLink dial up services OR the Corporate and Institutional LloydsLink Customer Agreement as appropriate.
- Section 6 to be signed by the Third Party
- Please complete and return this form, by first class post, to the address below:

Lloyds Bank Electronic Banking Registrations, 3rd Floor, Citymark, 150 Fountainbridge, Edinburgh, EH3 9PE.

To be completed by the Requesting Customer

To what service does your request relate?
(Please cross one only)

LloydsLink/LloydsLink online

Travellink

Please provide details of those persons whom you wish to authorise for the purpose of making a payment and their approval category (if applicable).

Cardholder's name	Approval category	Accounts: **specify account reference (e.g. P1, P2, All as shown in section 2)
J Smith – Example only	A	P1
C Davies – Example only	B	P2
B Jones – Example only	B	ALL

Please provide approval category limits e.g. any one A approver/any two A approvers/any A and B approvers etc.

Example

Limits	Categories
0 to £1,000	Any 1 A or any 1 B
£1,001 to £5,000	Any 1 B
£5,001 to £10,000	Any 1 A and any 1 B or any 2 Bs
£10,000 to unlimited	Any 2 Bs

Limits	Categories

Copy this page as required for additional approvers. Any additional pages should be countersigned in accordance with the Electronic Banking clause of your existing Bank Mandate or in accordance with a specific Electronic Banking board resolution.

For LloydsLink Online and Travellink customers this agreement must be signed in accordance with the Customer's existing Bank Mandate or in accordance with a specific Electronic Banking resolution. To obtain a specimen resolution, please visit our website at:

www.commercialbanking.lloydsbank.com/doc/corp/pdf/board_resolution_ebanking.pdf

For LloydsLink customers this form must be signed in accordance with your existing Bank Mandate.

We the undersigned as duly authorised signatories of the Requesting Customer confirm our request to add the Third Party accounts listed in Section 2 above in respect of the

service(s) specified in Section 3 above and confirm the authority given in Section 4 above. We acknowledge that the Terms and Conditions of the Payments Service and/or Cash Management Service or Travellink Service (as applicable) for the time being in force will apply subject to the addition of the said Third Party accounts.

The LloydsLink online terms and conditions are available (and can be printed if required) from the Lloyds Bank website at:

www.lloydsbankcommercial.com/corporate-terms/lloydsbank

The LloydsLink Customer agreement containing the terms and conditions applicable to the LloydsLink dial up services are available on request.

Signature

Date

Name

Position

Signature

Date

Name

Position

Signature

Date

Name

Position

Signature

Date

Name

Position

Signature

Date

Name

Position

Signature

Date

Name

Position

www.lloydsbankcommercial.com/

Please contact us if you'd like this information in an alternative format such as Braille, large print or audio.

We accept calls via Text Relay.

We may monitor or record phone calls with you in case we need to check we have carried out your instructions correctly and to help improve the quality of our service.

Lloyds Bank Commercial Banking is a trading name of Lloyds Bank plc.

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales, no. 2065.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.

We aim to provide the highest level of customer service possible. If you do experience a problem, we will always seek to resolve this as quickly and efficiently as possible.

If you would like a copy of our complaint procedures, please contact your relationship manager or any of our offices. You can also find details on our website,

at <http://www.lloydsbankcommercial.com/contactus/>

"Lloyds Bank" or "the Bank" means Lloyds Bank plc /Lloyds Bank International Limited.

When you sign this agreement, you are authorising the Bank to act upon any instruction given via Payments and/or Cash Management OR Travellink and to provide information from your account as instructed by the Payments and/or Cash Management or Travellink customer named in Section 1 above ('the Customer').

This form must be signed in accordance with your existing Bank Mandate and/or the Electronic Banking clause where applicable.

We the undersigned as duly authorised signatories of the Third Party specified in Section 2 above, give you the Bank, permission to provide to the Customer any information or data about our account(s) as detailed in Section 2 above, via your LloydsLink services called Payments and/or Cash Management OR Travellink as specified in Section 3 above. This permission includes, but is not limited to, permission to provide details about the transaction on any of those accounts and the ability to submit payments (Payments only) or requests for currency orders (Travellink only).

We wish to be notified of any future requests received from the Customer to add new accounts and/or to amend the service(s) specify in Section 3 above. (You will be required to complete and sign an Adding Third Party Accounts form for each future request received).



We agree that the Customer may add or subtract names from and/or amend the approval categories specified in its list of Cardholders set out in Section 4 above by notice given to the Bank without our prior knowledge or consent.

We acknowledge that we have been given a copy of the LloydsLink online General Conditions together with, the LloydsLink online Payments Service Specific Conditions, the

LloydsLink online Cash Management Service Specific Conditions OR the LloydsLink online Service Specific Conditions for Travellink, or a copy of the LloydsLink Customer agreement containing the terms and conditions applicable to the dial up services, as applicable to the service(s) specified in Section 3 above ('the relevant LloydsLink terms').

We authorise the Bank:

- to operate the LloydsLink service(s) specified in Section 3 above in connection with our accounts listed in Section 2 above in accordance with the relevant LloydsLink terms
- to act upon any instruction given by the Customer with respect to our accounts listed in Section 2 above via the LloydsLink service(s) specified in Section 3 above. We accept that the Bank will not make enquiries about any such instruction
- to comply with any instruction by the Customer for transfer of monies made via the LloydsLink online Payments Service and/or Cash Management Service or request for currency orders made via Travellink (as applicable) from and in respect of the accounts listed in Section 2 above, whether such accounts are in credit or become overdrawn as a result of the instruction
- to provide the Customer with access to Secure e-mail in accordance with the LloydsLink online General Conditions
- to terminate these Third Party arrangements if we give at least 30 days' written notice to that effect (signed in accordance with our Bank Mandate and/or the Electronic Banking clause where applicable).

We agree to indemnify the Bank against any costs, losses, damages or claims which the Bank may incur in connection with, or arising from, the compliance by the Bank with any instructions or authorities given to it under these arrangements.

Signed (by) (for and on behalf of) Third Party:

Full name of Third Party

In accordance with the Bank Mandate and/or the Electronic Banking clause where applicable

Date

at

given to the Bank which holds the account(s) named.

Full name (in capitals)

Position

Authorised signature

Date

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Position

Authorised signature

Date