



2

Existing LloydsLink online customers

2.1

Existing LloydsLink (PC dial-up) User

Please enter your LloydsLink customer ID and site ID here :

Customer ID (e.g. ABCD1234)

Site ID (e.g. site A)

Input fields for Customer ID and Site ID

Please provide details of your LloydsLink version number which can be found on your LloydsLink Log in screen, e.g. 7.30

Version number

Input fields for Version number

Do you currently import data from another application?

Yes No checkboxes

2.2

Existing LloydsLink online (e-banking) user

If you are an existing LloydsLink online (e-banking) customer and already have a Company ID please enter it here:

E-Banking Company ID (e.g.1234567)

Input fields for E-Banking Company ID

3

Invoice details

Invoice address (if different from organisation address in Section 1):

Addressee name

Input field for Addressee name

Position

Input field for Position

First line of address

Input field for First line of address

Second line of address

Input field for Second line of address

City/Town

Input field for City/Town

County (UK only)

Input field for County (UK only)

Postcode

Input field for Postcode

Country (if not UK)

Input field for Country (if not UK)

Invoice address region:

UK EU non-UK Non-EU checkboxes

VAT number (please provide if your invoice address is in the EU but not in the UK)

Input field for VAT number

4

Charges settlement account details

Please specify the Lloyds Bank sort code and account number to which charges associated with this service should be passed.

All charges are invoiced in Sterling or Sterling equivalent of the agreed tariff and must be debited to an account.

Branch name

Input field for Branch name

Account name

Input field for Account name

Sort code

Input fields for Sort code

Account number

Input fields for Account number

Please provide details of **your** accounts that you would like to add and specify whether you would like to make payments from the account (**excluding Third Party accounts**).

If you wish to add accounts other than those belonging to your organisation (a Third Party\*), please complete the separate **Adding Third Party Accounts** form. You can download this from our website.

\*A Third Party is a separate legal entity to you i.e. a subsidiary company or any other account holder that is not part of your legal entity.

**Note:** If there are not enough spaces to include all your accounts, this page may be reprinted/photocopied as required. Please ensure any additional pages are attached securely to this form.

**Existing LloydsLink customers:**

An Authority to Access Third Party Accounts form is only required for any account you do not already have access to.

Account ref**	Account name (must not exceed 35 characters <b>including spaces</b> – if more than 35 characters, <b>please state how you would like to have it abbreviated</b> )	Sort code	Account number	Can Payments be made from this account?	
				Yes	No
P1				<input type="checkbox"/>	<input type="checkbox"/>
P2				<input type="checkbox"/>	<input type="checkbox"/>
P3				<input type="checkbox"/>	<input type="checkbox"/>
P4				<input type="checkbox"/>	<input type="checkbox"/>
P5				<input type="checkbox"/>	<input type="checkbox"/>
P6				<input type="checkbox"/>	<input type="checkbox"/>
P7				<input type="checkbox"/>	<input type="checkbox"/>
P8				<input type="checkbox"/>	<input type="checkbox"/>
P9				<input type="checkbox"/>	<input type="checkbox"/>
P10				<input type="checkbox"/>	<input type="checkbox"/>
P11				<input type="checkbox"/>	<input type="checkbox"/>
P12				<input type="checkbox"/>	<input type="checkbox"/>
P13				<input type="checkbox"/>	<input type="checkbox"/>
P14				<input type="checkbox"/>	<input type="checkbox"/>
P15				<input type="checkbox"/>	<input type="checkbox"/>
P16				<input type="checkbox"/>	<input type="checkbox"/>
P17				<input type="checkbox"/>	<input type="checkbox"/>
P18				<input type="checkbox"/>	<input type="checkbox"/>
P19				<input type="checkbox"/>	<input type="checkbox"/>
P20				<input type="checkbox"/>	<input type="checkbox"/>

\*\* See Section 6

5.1

Accounts held with other banks

If you wish to view statements for accounts not held with us please provide details by downloading the "LloydsLink online – Details of accounts held with other banks" form from the Lloyds Bank Commercial Banking website at:  
[www.commercialbanking.lloydsbank.com/doc/corp/pdf/II\\_otherbank.pdf](http://www.commercialbanking.lloydsbank.com/doc/corp/pdf/II_otherbank.pdf)

Please indicate here the number of "LloydsLink online – Details of accounts held with other banks" forms enclosed:

Please provide details of who you wish to approve a payment and their approval category.

Cardholder's name	Approval category	Accounts:**specify account reference (e.g. P1, P2, All as shown in section 5)
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
0 to £5,000	Any 2 A's, 1A and 1B, Any 2B's
0 to £10,000	Any 2 A's or 1A and 1B
0 to unlimited	Any 2 A's

Limits	Categories

Copy this page as required for additional Authenticator Cardholders. 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 referred to in Section 11.

7

Service administrator details

7.1

Primary service administrator details

The primary service administrator will be the recipient of the Authenticator Cards and Readers.

Title\* Mr  Mrs  Miss  Ms  Other (please specify)

Last name\*

First names\*

Job title\*

Office contact telephone number including area dialling code\*

E-mail address\*

Signature\*

Date

\*Mandatory fields

7.2

Single/Dual control

Please indicate below whether you would like to use Dual control for your online services. This means that two service administrators are needed to approve and manage users' access to Payments.

Cash Management

Single control  Dual control

Payments (we recommend that you use Dual control for Payments)

Single control  Dual control

If you choose the Dual control option you need to provide details of your second service administrator: ask the second service administrator to register online and then complete Section 7.3.

7.3

Secondary service administrator details

Title\* Mr  Mrs  Miss  Ms  Other (please specify)

Last name\*

First names\*

Job title\*

Office contact telephone number including area dialling code\*

E-mail address\*

Signature\*

Date

If a replacement or additional service administrator is required, please use the additional or replacement service administrator form which can be downloaded from our website.

\*Mandatory fields (only if secondary service administrator selected)

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Additional Authenticator Cards and Readers

Six Authenticator Cards and two Readers are provided free of charge. This is generally sufficient for most customers, however, if you have any requirements beyond that, please specify your additional requirements in the boxes provided. Please note for additional cards and readers you will be charged at the agreed rate.

In order to avoid any disruption to your organisation in the event of an Authenticator Card becoming invalid, we recommend that your order includes a number of spare Authenticator Cards.

Additional Authenticator Cards

Additional Readers

Please provide details of the maximum batch value of BACS payments you will be sending through the LloydsLink Online Payments Service.

BACS 3 day value (total BACS amount over 2 days)

£

## 10 Tariff

Please select from the following tariff choices as discussed with your Relationship Manager.

Low volume user



High volume user



## 11 Agreement

For the purpose of this agreement the term Bank is defined as: (please select one)

Lloyds Bank plc



Lloyds Bank International Limited



This Agreement must be signed in accordance with the Electronic Banking clause of 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](http://www.commercialbanking.lloydsbank.com/doc/corp/pdf/board_resolution_ebanking.pdf)

The Bank agrees to provide to the Customer and the customer agrees to take the Payments Service and Cash Management Service subject to and in accordance with:

1 the LloydsLink online General Conditions, and

2 the LloydsLink online Payments Service Specific Conditions, and

3 the LloydsLink online Cash Management Service Specific Conditions.

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

[www.lloydsbankcommercial.com/Legal/](http://www.lloydsbankcommercial.com/Legal/)

By signing and returning this form the Customer authorises the Service Administrator(s) nominated under Section 7 above to act in all respects in accordance with the powers granted under this agreement.

By signing this Commercial Banking application you confirm that you (or the group of which you form part) have an annual turnover of £15m or more or that your Relationship Manager has confirmed this service is appropriate for you.

We the undersigned confirm the Customer's agreement with the Bank on the terms and conditions contained in or referred to in this Agreement.

Signature

Date

Name

Position

Signature

Date

Name

Position

Signature

Date

Name

Position

Signature

Date

Name

Position

For bank use only – Relationship Manager

Relationship Manager's name

[www.lloydsbankcommercial.com](http://www.lloydsbankcommercial.com)

Please contact us if you would like this in Braille, large print or on audio tape.

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.

0870 numbers: Daytime calls cost up to 8p plus 6ppm from BT lines Mon-Fri. Mobile and other providers' charges may vary

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