



APPLICATION FORM
FOREIGN EXCHANGE SERVICES
PARTNERSHIP/UNINCORPORATED BUSINESS

Please complete in Block Capitals and return to Close Brothers Limited, Treasury Division, at the above mentioned address

Name of Account Holder	Customer No. (at Close Brothers)

Main Contact (Authorised Official)	Second Contact (Authorised Official)
Telephone Number	Telephone Number
Mobile Number	Mobile Number
E-mail Address	E-mail Address
Password *	<i>(minimum of 5 characters and maximum of 10 characters)</i>
<i>*Please provide a suitable password which is easy for you to remember. For reasons of security, we will not be able to accept your instructions to deal on any occasion until you have provided us with your nominated password.</i>	

<i>Nominated Bank Name & Address for foreign currency payments to be sent to your account in the UK or abroad †</i>				
1st Bank Name				
Address				
Swift Code				
Foreign Currency	Account Number **	IBAN Number **		

2nd Bank Name				
Address				
Swift Code				
Foreign Currency	Account Number **	IBAN Number **		
<i>** Please enclose an original/certified copy of your recent bank statement(s) confirming these details.</i>				

† If you require payments to go to your bank account(s) **abroad**, please complete the following boxes (this information **must** be provided otherwise we will not be able to make payments to your bank account(s) abroad). We will only make payments to certain foreign countries. Please check with us if in doubt as to whether a country is eligible or not.

Specific purpose of your foreign bank account	
Specific reasons for requesting payments to be sent to this account	
Expected size and frequency of these payments	

Please also complete the particulars overleaf

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*If in addition to repaying funds to your nominated foreign currency bank accounts in the UK or abroad, you will also require us to make **third party payments** on your behalf (ie. to an account or accounts other than in your name), please also complete the following boxes (this information **must** be provided otherwise we will not be able to make third party payments on your behalf.)*

Specific Purpose of your 3rd Party Payments	
Expected size and Frequency of these Payments	
The identity of the 3rd Party(ies) (if already known)	

NB. 1. We will only make third party payments on your behalf on receipt, on each such occasion, of a written instruction from you detailing the beneficiary, their full address and banking details, and the specific purpose of the payment.
2. We will only make payments to certain foreign countries. Please check with us if in doubt as to whether a country is eligible or not.
3. Please note that where a foreign exchange deal is contingent on a payment being made thereafter to a third party, you must let us know the details relating to the payment before placing the deal with us.
4. A charge of £20, or foreign currency equivalent, (as may be varied) will be applied to your account with us for each third party payment made by us on your behalf.

Documentation required from you

1. completed mandate providing details of the partners'/proprietors' names, addresses and their signatures (our standard form is enclosed for you to complete).

If you have completed the boxes above indicating that you will require us to make 3rd party payments on your behalf, we will also require the information detailed in the box below:

1. a copy of your latest annual report and audited accounts.
2. like other banks, we are required to be able to confirm the identify and residential address of the partners/controllers of your firm. Accordingly, for each of the partners/proprietors of the firm, please provide us with a **certified** copy of i) their current passport or driving licence and ii) a recent utility bill:-

For certification of documents, a suitable certifier is:-

- § a member of Close Brothers' Treasury staff
- § a solicitor
- § a bank official
- § an accountant holding a recognised professional qualification

The certifier must confirm that they have seen the original document and that the copy document provided is a complete and accurate copy of the original. They must also sign and date the copy, print their name clearly underneath their signature and indicate the position/capacity in which they are signing. A contact telephone number for the certifier should also be given.

Declaration by the Account Holder

We apply to Close Brothers Limited for foreign exchange services and request you to act in accordance with any instructions which may be, or purport to be, given by telephone, fax, email or in writing by us or any one of us without enquiry on your part as to the authority or identity of the person making or purporting to make such instruction. In consideration of you accepting instructions from us in this manner, we acknowledge that you will not be liable for any loss arising from unauthorised, incorrect or fraudulent instructions where you, acting reasonably, believed the instructions to be genuine.

Upon receipt of instructions from us or any one of us by telephone, fax, email or in writing, we irrevocably authorise you to debit our Account with you immediately with the amount due to you under any foreign exchange deal transacted with you, and to credit our Account with you with the value of the currency purchased by us or, if instructed by us, to remit the funds to our nominated foreign currency bank account, as detailed overleaf.

Please also complete the particulars overleaf

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The following clause is only applicable if you have completed the boxes overleaf indicating that you will require us to make 3rd party payments on your behalf.

If, instead of the above, we have requested that all or part of the currency purchased by us is to be remitted to a third party account, we will forward a written instruction to you, signed in accordance with the mandate given by us to you, confirming full details of each such payment to be made and its purpose. Following receipt of our written instruction, we authorise you to make the requested payment. We acknowledge that where a foreign exchange deal is contingent on a third party payment or payments being made by you on our behalf thereafter, we will **first** advise you of the full details relating to each such third party payment **before** placing the deal with you.

We undertake that there will always be sufficient cleared funds on our Account with you **prior** to any foreign exchange dealing by us.

Our details on this application form, including our nominated password, will remain in force until such time as you have received notice from us or any one of us in writing to the contrary, together with any necessary revised documentation required by you. We confirm that the information given on this Application Form is correct and we accept the terms and conditions as detailed in your Foreign Exchange Services brochure and above.

For and on behalf of the Account Holder
Signature

Print Name _____

Title Director/Company Secretary (delete as applicable)

Date

For and on behalf of the Account Holder
Second Signature (if required)

Print Name _____

Title Director/Company Secretary (delete as applicable)

Date

Data Protection

Please note that the information you provide will be held by Close Brothers Treasury for the purposes of providing our services to you. For marketing purposes, we may contact you by letter, email, telephone or fax to advise you of changes in interest rates or other products and services offered by us. We will not pass your details to third parties for marketing purposes. For more information, please see our full Terms and Conditions.

If you do not want us to contact you about our other treasury products or services, or updates on our interest rates, then please tick this box.

Close Brothers Limited is authorised and regulated by the Financial Services Authority and is authorised to accept deposits under the Financial Services & Markets Act 2000.



FOREIGN EXCHANGE SERVICES
PARTNERSHIP / UNINCORPORATED BUSINESS
MANDATE FORM

To: Close Brothers Limited
10 Crown Place
London
EC2A 4FT

Date:.....

Name of Firm.....

Dear Sirs,

We the undersigned being the present partners/proprietors in the above named Firm hereby apply to Close Brothers Limited ("the Bank") for Foreign Exchange Services in accordance with the application form which the Firm has completed and returned to you.

In this connection, we set out below the names, current residential addresses and specimen signatures of the Partners/Proprietors, and confirm that the Bank is hereby authorised to act on instructions received from the Firm provided the same are given to the Bank by telephone, fax or in writing by any one of the Partners/Proprietors detailed below.

Partners/Proprietors

Name in Full	Current Residential Address	Signature