

Please complete this form if you wish to change the authorised signatories on the account.

Please note: this form is for signatory change purposes only. If you wish to make any other changes to your account, you will be required to complete a separate form. Please contact us for further details.

Name of Business / Organisation

Account Number

Please list below details of **all** authorised signatories to be named on the account going forward:

Title	Full Name	Nationality	DOB	Address and Postcode	Home / Mobile	Email
1						
2						
3						
4						

Please confirm to which signatory named above future correspondence should be addressed

1 ☐ 2 ☐ 3 ☐ 4 ☐

Please list below all signatories being removed from the account. The signatory being removed from the account must sign in the space provided to authorise their removal from the account. If any signatory being removed is unable to sign, please follow the instructions detailed in the supporting documentation section.

Signatory 1

First Name

Surname

Signature

Signatory 2

First Name

Surname

Signature

SUPPORTING DOCUMENTATION

1. As we are a postal building society we are required to make an extra identification check.

Therefore, please supply one of the following documents for each new authorised signatory:

- **Certified copy of current passport**
- **Certified copy of current photo-card UK driving license** (full or provisional)

A photocopy of the document should be certified by one of the following: UK lawyer, banker, authorised financial intermediary, FCA and PRA regulated mortgage broker, Chartered Accountant or Chartered Certified Accountant, doctor registered with a Medical Association, teacher, or post master/sub-post master. The copy should be dated, signed and marked 'original seen'. In addition the certifier should also state their full name, occupation, contact address, telephone number and any relevant registration number. Please note that the individual who has certified the documentation must not be an immediate family member or associated with the account. Unless the certified copy complies with all the above requirements we will not be able to accept it as confirmation of your identity.

2. If the signatory/signatories being removed are unable to sign above, please provide a copy of the signed minutes of the meeting where the signatory change was discussed.



KEEPING YOU INFORMED

We would like to keep you up to date with our latest products and service news. Newsletters from Teachers Building Society contains features and articles relevant to people working in education, useful updates from the financial world and practical guides about buying, selling and improving your property. We may also inform you about new products, services or competitions which may be of interest to you. We do not share your details with third parties. We may contact you in a number of ways, as outlined below. If you do not wish us to contact you at all or by a particular method you can opt-out by ticking one or more of the boxes below:

Please do not contact me by email ☐ Please do not contact me by telephone ☐ Please do not contact me by SMS (text) ☐
Please do not contact me by post ☐ Please do not contact me at all ☐

DECLARATION We declare:

- a) That the number of signatories required to operate the account is **Please tick ONE box only** One ☐ Two ☐ Three ☐ All ☐
(If this is not completed, all signatories will be required.)
- b) We will notify the Society in writing if there are any changes to the members/authorised signatories/authorised officers/trustees.
- c) We agree to be bound by the Rules of the Society and the Terms of the account. A copy of the Rules is available from Head Office.
- d) I/We reside in the UK for tax purposes and am a/are citizen/s only of the UK.
- e) The organisation is registered only in the UK for tax purposes.
- f) The business/ organisation duly appointed the new signatories below in accordance with the business/organisation's constitutional documents.

By signing this form, you are confirming that you have read and understood the section below entitled 'Your Information' and the terms and conditions of the account, and that you have received and read the enclosed Financial Services Compensation Scheme information sheet. If you have not been provided with a copy of the terms and conditions from the business/ organisation, please contact the Society to request these.

Please ensure that **all** signatories to be named on the account going forward sign below:

1. Signed	<input type="text"/>	Position Held	<input type="text"/>	Date	<input type="text"/>
2. Signed	<input type="text"/>	Position Held	<input type="text"/>	Date	<input type="text"/>
3. Signed	<input type="text"/>	Position Held	<input type="text"/>	Date	<input type="text"/>
4. Signed	<input type="text"/>	Position Held	<input type="text"/>	Date	<input type="text"/>

Your Information

The security of your personal data is our priority. Our Privacy Notice explains how we use and store your information. Please visit www.teachersbs.co.uk/privacy to read our Privacy Notice. If you have any questions regarding the use of your information or wish to exercise any of the rights mentioned in our Privacy Notice, please write to us at the address below or email dpo@teachersbs.co.uk.

We may send your details to credit reference agencies and/or fraud prevention agencies who will supply us with information for the purpose of verifying your identity, including information from the Electoral Register. We reserve the right to carry out any further checks of your identity and address should we need to do so in order to comply with our legal and regulatory obligations. The credit reference agencies will record details of the search whether or not this application proceeds. The searches will not be seen or used by lenders to assess your ability to obtain credit. Credit searches and other information which is provided to us and/or the credit reference agencies or fraud prevention agencies about you and those with whom you are linked financially may be used by the Teachers Building Society and other companies if you, or other members of your household, apply for other facilities, including insurance applications and claims. This information may also be used for debt tracing and the prevention and detection of fraud or money laundering as well as the management of your account. Alternatively, we may ask you to provide physical forms of identification.

If you give us false or inaccurate information and we suspect fraud, we will record this and may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. We, and other companies may use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.

Agreement to Assign Windfalls to Charity

Please note: this section is applicable **only to share account holders** (unincorporated organisations and unincorporated education affiliated organisations).

Words printed in *italics* in this section of the application form are explained in Condition 2 of the Savings Accounts General Terms and Conditions.

- Paragraphs 2 to 6, below, will apply to me unless I am an *exempt customer* at the time when the account is opened.
- I agree with the Society that, if the right to any *windfall benefits* is granted to me after the account is opened, I will assign those *windfall benefits* to the selected charity unless the period between my *account* being opened and the *conversion announcement date* is more than 5 years (or, if applicable, the shorter period).
- I authorise the Society and the *successor* to pass any *windfall benefits* direct to the *selected charity* (or to any other charity which the *selected charity* may nominate to receive those benefits), without notice to me.
- I understand that:
 - the Society has promised to transfer to the *selected charity* the benefit of the agreement which I have given under paragraph 2, above;
 - neither the Society nor the *selected charity* will release me from that agreement; and
 - any power of the Society to change the terms of its contract with me will not apply to any of the terms set out in this section of the application form.
- I authorise the Society to give the *selected charity* any information about me or any *account* which I have with the Society (now or in the future) – but only if the selected charity reasonably needs it regarding the agreement I have given under paragraph 2, above.
- I understand that the Society will require anyone who *opens* a share account (who is not then an *exempt customer*) to agree to assign to charity the right to any *windfall benefits* to which that person may become entitled. The terms of the agreement will be decided by the Society and may be different from the terms in paragraph 1 to 5, above. This paragraph will no longer apply if the Society publishes a notice in the press of a decision by the Society that it will no longer require new shareholding members to enter into such agreements.

Notes

Where more than one of you is signing this form, paragraph 1 and (if applicable) paragraphs 2 to 6 above, apply to each of you separately.

If the Society no longer exists following a merger with another building society, paragraphs 2 to 6 above, will still apply between you and the other society.