

Registered Charities Account - Amendment Form



PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS

This form is for use by Appointed Officers or Trustees of Registered Charities who wish to advise the Society of changes to either Appointed Officers/Trustees or Appointed Signatories relating to accounts held with the Society on behalf of a Registered Charity. An additional Amendment Form should be completed where there are more than four changes to be made to either the Appointed Officers/Trustees or Appointed Signatories.

PLEASE ENSURE ALL SECTIONS ARE COMPLETED & THE FORM SUBMITTED WITH THE REQUIRED IDENTIFICATION.

Section 1: Account Name

Name of Account

Vernon Building Society Account Number

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Section 2: Authority

We the Appointed Officers or Trustees of the Registered Charity detailed in Section 1 above provide authority to the persons listed within Section 9 of this Registered Charities Amendment Form to operate this Registered Charities Account in line with our updated instructions outlined in this Account Amendment Form on behalf of the Registered Charity.

We the Appointed Officers or Trustees of the Registered Charity detailed in Section 1 above provide authority to remove the persons listed within Section 2 below to be removed as either Appointed Officers / Trustees or Appointed Signatories of the Registered Charities Account held in the name of the Registered Charity detailed in Section 1 above.

Please Note: The updating of **existing** Appointed Officers / Trustees & or Account Signatories can be done by the account signatories. The removal or addition of any of the Appointed Officers / Trustees & or Account Signatories ALL current registered Appointed Officers / Trustees and Appointed Signatories MUST complete this section.

Appointed Officer / Signatory 1 Print Name		Signature		Date	
Appointed Officer / Signatory 2 Print Name		Signature		Date	
Appointed Officer / Signatory 3 Print Name		Signature		Date	
Appointed Officer / Signatory 4 Print Name		Signature		Date	
Appointed Officer / Signatory 5 Print Name		Signature		Date	
Appointed Officer / Signatory 6 Print Name		Signature		Date	

Section 3: Confirmation of Withdrawal Instructions

Withdrawal Instructions

Withdrawals from the account must be made by bank transfer to the nominated client account at a UK bank in the name of the Organisation

We the Officers (Chair, Treasurer & Secretary) of the Organisation authorise the following number of Appointed Signatories to perform withdrawals on the account:

Any 1 of the Appointed Signatories listed in **Section 9** of this Application Form Any 2 of the Appointed Signatories listed in **Section 9** of this Application Form

Section 4: Entity Tax Declaration

Please can you complete in full the Entity Tax Declaration Form and submit this along with your completed Application Forms Part A & Part B. This form is available to be downloaded from the Society's website: www.thevernon.co.uk/35-day-charity-account

Section 5: Removal of Authorised Officers / Trustees or Appointed Signatories

Please list below the names of any Authorised Officers / Trustees or Appointed Signatories currently registered who are to be removed from the account.

	Title	First Name(s)	Surname
1			
2			
3			
4			
5			
6			

For removal of any of the Registered Charities Authorised Officers / Trustees or Appointed Signatories the minutes of the meeting signed by the Secretary confirming the removal of the Authorised Officers / Trustees or Appointed Signatories MUST also be provided.

Section 6: Identification

We need sufficient ID for all new Appointed Officers and Account Signatories to update your account.

One form of identification is required for ALL new Registered Charities Appointed Officers (Chair, Treasurer & Secretary) and all new Account Signatories (where these are not Appointed Officers). Where an amendment is being made to update the details of the existing Appointed Officers or Account Signatories identification may also be required. Please contact the Society to confirm this.

Where applicable the Society will also carry out an electronic verification search for each of the Registered Charities Appointed Officers / Trustees and Appointed Signatories.

Please refer to 'Our Identity Requirements' Leaflet available on the Society's website for full details. www.thevernon.co.uk/35-day-charity-account

Section 7: Your Personal Data (Signatories)

YOUR RIGHTS

For the purposes of General Data Protection Regulation, the Vernon Building Society is the Data Controller responsible for the processing of your personal data. You have the right to request in writing a copy of the details held about you and where necessary the right to object to certain processing, the right to correct, sometimes delete and restrict the personal data the Society uses. In addition, you have the right to complain to the Society and the Information Commissioners Office (the data protection regulator). Please refer to the Vernon Building Society's Privacy Notice for further information on your rights.

Where you have provided your consent to the Society, such as to receive marketing messages, you have the right to withdraw it at any time. You can do this by notifying your local branch, calling us on 0161 429 6262 or writing to us at Marketing Communications, Vernon Building Society, 19 St Petersgate, Stockport, SK1 1HF. Alternatively, email unsubscribe@thevernon.co.uk.

HOW WE USE YOUR DATA

- The Vernon Building Society will only retain your personal data only for as long as necessary to administer your account in line with regulatory and legal requirements.
- The Vernon Building Society processes your personal information to enable it to provide a service for its members and customers which may include managing your accounts, maintaining its own accounts and records, supporting staff training and development, promoting its services; undertaking market research and the provision of financial services and advice.
- If false and inaccurate information is provided and fraud is identified, your details will be passed to fraud prevention agencies.
- The Vernon Building Society requires a lawful reason to process your personal data and for some processing more than one legal basis may be relevant (except where the Society relies on Consent). The Society uses the following reasons to process your personal data: Consent, Performance of a Contract, Legal Obligation and Legitimate Interests.

Section 8: Marketing Preferences

New Appointed Officers & / OR Account Signatories

I would like to receive email updates about Vernon Building Society products, services, charity & news

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can change your preferences at any time by emailing communications@thevernon.co.uk, calling 0161 429 6262 or writing to: Marketing Communications, Vernon Building Society, 19 St. Petersgate, Stockport, SK1 1HF

Section 9: Appointed Officers / Account Appointed Signatories (please delete as appropriate)

New Appointed Officer / Signatory 1 (please delete)

Title Surname

First Name(s)

Date of Birth (DD/MM/YYYY) / /

National Insurance Number

Residential Address

Postcode

How long have you lived at this address?
Years Months

If less than 1 year please provide your previous address:-

Previous Residential Address

Postcode

How long did you live at this address?
Years Months

Email

Contact Telephone Numbers
Day
Mobile

Position in the Registered Charity

Nationality

Country of Residence

Will you be an Account Signatory? Yes No

Are you an existing VBS customer? Yes No

If Yes, please enter your existing Vernon account number(s)

Signature

New Appointed Officer / Signatory 2 (please delete)

Title Surname

First Name(s)

Date of Birth (DD/MM/YYYY) / /

National Insurance Number

Residential Address

Postcode

How long have you lived at this address?
Years Months

If less than 1 year please provide your previous address:-

Previous Residential Address

Postcode

How long did you live at this address?
Years Months

Email

Contact Telephone Numbers
Day
Mobile

Position in the Registered Charity

Nationality

Country of Residence

Will you be an Account Signatory? Yes No

Are you an existing VBS customer? Yes No

If Yes, please enter your existing Vernon account number(s)

Signature

Section 9: Appointed Officers / Account Appointed Signatories (please delete as appropriate) (cont.)

New Appointed Officer / Signatory 3 (please delete)

Title Surname

First Names(s)

Date of Birth (DD/MM/YYYY) / /

National Insurance Number

Residential Address

 Postcode

How long have you lived at this address?
 Years Months

If less than 1 year please provide your previous address:-

Previous Residential Address

 Postcode

How long did you live at this address?
 Years Months

Email

Telephone Numbers
 Day
 Mobile

Position in the Registered Charity

Nationality

Country of Residence

Will you be an Account Signatory? Yes No

Are you an existing VBS customer? Yes No

If Yes, please enter your existing Vernon account number(s)

Signature

New Appointed Officer / Signatory 4 (please delete)

Title Surname

First Names(s)

Date of Birth (DD/MM/YYYY) / /

National Insurance Number

Residential Address

 Postcode

How long have you lived at this address?
 Years Months

If less than 1 year please provide your previous address:-

Previous Residential Address

 Postcode

How long did you live at this address?
 Years Months

Email

Telephone Numbers
 Day
 Mobile

Position in the Registered Charity

Nationality

Country of Residence

Will you be an Account Signatory? Yes No

Are you an existing VBS customer? Yes No

If Yes, please enter your existing Vernon account number(s)

Signature

Section 10: Declarations

BEFORE SIGNING THIS FORM OVERLEAF PLEASE READ THE TERMS & CONDITIONS RELATING TO THIS ACCOUNT CAREFULLY AS WE SHALL SEEK TO RELY ON THEM.

Declarations

We the Appointed Officers or Appointed Signatories of the Registered Charity whose signatures appear on this form declare that:

- We are the Appointed Officers or Trustees of the Registered Charity who are authorised to open this Registered Charities Account.
- The sums to be deposited in the Vernon Building Society held in the name of the Registered Charity are the Registered Charities own financial resources.
- We the Appointed Officers of the Registered Charity:
 - Provide authority to the persons listed to operate this Registered Charities on behalf of the Registered Charity named in the application (Section 2 of this Application Form).
 - Acknowledge our responsibility to advise the Vernon Building Society where any changes are made to the Registered Societies Appointed Officers or Appointed Signatories
 - Acknowledge the Registered Charities responsibilities meet the appropriate fitness & proprietary and due diligence requirements for all Appointed Officers & Trustees to fulfil AML obligations and to be able to provide this information to the Vernon Building Society should this be required.
 - Understand that the Registered Charity is not a member of the Society and therefore it does not have the right to attend the AGM or vote on resolutions of the Society
 - Agree to be bound by the Rules of the Society.
 - Confirm we have read copies of the last published ‘Annual Review & Report’ incorporating the ‘Summary Financial Statement’ and the ‘Complaints Policy & Procedure’ Leaflet.
 - Confirm we have read a copy of the full Terms & Conditions of the account.
 - Undertake to advise the Vernon Building Society **within 30 days** of any change in circumstances which affects either the Registered Charities tax residence status declared on a previously completed Self-Certification Form which causes the information contained to become incorrect, and to provide the Vernon Building Society with a suitably updated Self-Certification and declaration **within 30 days** of such change in circumstances.

We the Appointed Officers of the Registered Charity provide authority to the persons listed within Section 9 of this Amendment Form to operate this Registered Charities Account in line with our updated instructions outlined in this Account Amendment Form on behalf of the Registered Charity.

We confirm that the details overleaf are correct, and our signatures are an acknowledgement to this declaration

Appointed Officer / Signatory 1 Print Name		Signature		Date	
Appointed Officer / Signatory 1 Print Name		Signature		Date	
Appointed Officer / Signatory 1 Print Name		Signature		Date	
Appointed Officer / Signatory 1 Print Name		Signature		Date	

New Appointed Officers & / OR Account Signatories

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We the Appointed Officers & / or Account Signatories confirm receipt of the FSCS Information Sheet providing basis information about the protection of eligible deposits relating to the Financial Services Compensation Scheme, including the Exclusions List www.thevernon.co.uk/35-day-charity-account FSCS Depositor Protection Information & Exclusions Sheet.

Section 11: Contact Preferences

Please record the contact preferences for all new Appointed Officers & / OR Account Signatories below:

Officer/Sig 1	Officer/Sig 2	Officer/Sig 3	Officer/Sig 4
Post <input type="checkbox"/>	Post <input type="checkbox"/>	Post <input type="checkbox"/>	Post <input type="checkbox"/>
Email <input type="checkbox"/>	Email <input type="checkbox"/>	Email <input type="checkbox"/>	Email <input type="checkbox"/>
Telephone <input type="checkbox"/>	Telephone <input type="checkbox"/>	Telephone <input type="checkbox"/>	Telephone <input type="checkbox"/>

You can change your contact preferences at any time by writing to: Investment Administration, Vernon Building Society, 19 St. Petersgate, Stockport, SK1 1HF or telephoning the Society on 0161 429 6262