

Change of business or organisation name



Please note - a new account will be required if the new name is a separate business/entity, i.e. the previous business/entity has been sold/dissolved etc. If this is the case, the existing account will need to be closed.

Please be aware of the following when completing this form:

- Please ensure, where applicable, that Companies House, the Charity Commission, the OSCR, FCA and PRA are updated with any change to the organisation's title.
- All sections can be photocopied where necessary. Please note that for any section of the mandate where a signature is required, the signature **MUST** be an original, even though the form itself can be copied.
- Please ensure you write clearly, using CAPITAL LETTERS.

When complete, please return to the following address:

Change of title
The Co-operative Bank p.l.c.
P.O. Box 250
Skelmersdale
Lancs
WN8 6WT

You can also email to **changeofsignatories@co-operativebank.co.uk**

If you have any questions, please contact us on 03457 213 213*.

Our opening hours are 8am to 6pm Monday to Friday and 9am to 12pm Saturday.

Important - Your personal information



Credit decisions and also the prevention of fraud and money laundering.

We may use credit reference and fraud prevention agencies to help us make decisions. A short guide to what we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the section called:

A condensed guide to the use of your personal and business information by ourselves and at credit reference and fraud prevention agencies.

For details of how your data may be used, also read carefully the 'Using Your Personal Information' notice provided with the terms and conditions of your account and the 'Your marketing preferences and consent declaration' section in this application form.

By confirming your agreement to proceed you are accepting that we may each use your information in this way.

A condensed guide to the use of your personal and business information by ourselves and at credit reference and fraud prevention agencies

- 1) When you apply to us to open an account, this organisation will check the following records about you and, where applicable, your business Partners and anyone to whom you are linked financially:
 - a) Our own.
 - b) Personal and, where applicable, business records at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your personal credit file and where applicable your business credit file that may be seen by other lenders. They supply both public (including the electoral register) and shared credit and fraud prevention information.
 - c) Those at fraud prevention agencies (FPAs).
 - d) If you're a Director, we will seek confirmation, from credit reference agencies, that the residential address that you provide is the same as that shown on the restricted register of Directors' usual addresses at Companies House.

We will make checks such as assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

- 2) If you are making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your Partner successfully files for a disassociation with the CRAs to break that link.
- 3) Information on applications will be sent to CRAs and will be recorded by them, including, where applicable, information on your business and its proprietors.
The CRAs may create a record of the name and address of your business and its proprietors if there is not one already.
- 4) Where you borrow from us, we will give details of your account(s) and how you manage it/them to CRAs.
- 5) If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for six years after they are closed, whether settled by you or defaulted.
- 6) If false or inaccurate information is provided and fraud is identified, details including the names of the company Directors at the time of the fraud will be passed to fraud prevention agencies. You undertake to inform all Directors of this notice.
- 7) Law enforcement agencies may access and use this information.
- 8) We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:
 - a) Checking details on applications for credit and credit-related or other facilities.
 - b) Managing credit and credit-related accounts or facilities.
 - c) Recovering debt.
 - d) Checking details on proposals and claims for all types of insurance.
 - e) Checking details of job applicants and employees.

- 9) If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
- 10) We and other organisations may access and use from other countries, the information recorded by fraud prevention agencies.
- 11) Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Legislation.

How to find out more

You can contact the credit reference agencies currently operating in the UK; the information they hold may not be the same so it is worth contacting them all.

- **TransUnion Information Group Limited**, PO box 491, Leeds LS3 7WZ or call 0330 024 7574 or log on to transunionstatereport.co.uk
- **Equifax PLC**, Credit File Advice Centre, P.O. Box 3001, Bradford BD1 5US or call 0844 335 0550 or log on to myequifax.co.uk
- **Experian** Consumer Help Service, P.O. Box 8000, Nottingham NG8 7WF or call 0344 481 8000 or log on to experian.co.uk
- If you want to receive details of the relevant fraud prevention agencies please contact us at The Co-operative Bank, Fraud Management, Delf House, Skelmersdale WN8 6YL.

Section 1 Important information

Part A: Declaration Sole Traders and Partnerships

ALL owners and/or partners must sign this section. Please note, we must know the proportion of the business owned by each individual (i.e. 100 % of the ownership of the business).

I/We¹, the Owner/Partners¹ of the firm:

(the "Business")

Authorise The Co-operative Bank p.l.c. (the "Bank") to:

- continue operating the account(s) in accordance with the existing mandate and Terms and Conditions
- communicate with or in respect of the Business by email in connection with the account(s).

It is important that you read and understand the section entitled 'Important – Your Personal Information' at the beginning of this application form, the 'Your marketing preferences and consent declaration' section in the application form and the 'Using Your Personal Information' notice provided with your terms and conditions.

By signing this application you agree that we can use your information in this way.

I/We¹ confirm:

- all signatories to the account are aged 18 or over
- the information provided on this application is true and correct.

Name

Signature

Position in company

Individual ownership/
voting right

 %

Date

Name

Signature

Position in company

Individual ownership/
voting right

 %

Date

¹Delete as appropriate throughout.

Part B: Declaration Limited Companies, Limited Liability Partnerships, Voluntary Organisations, Charities, Societies, Credit Unions, Trusts, Schools, Clubs and any other Unincorporated Association

Who needs to sign this section?

Limited Companies: Two Directors. If you are a Sole Director with a Company Secretary, then the Company Secretary must countersign.

Limited Liability Partnership: Two designated members.

Registered Charities: Two current Trustees.

Voluntary Organisations, Societies, Trusts, Schools, Clubs and any other Unincorporated Association: Two Officials (i.e. chair, treasurer or secretary).

Credit Unions: Two officials that are currently on the Financial Services Register.

On behalf of

(the Business/Organisation)

I/We authorise The Co-operative Bank p.l.c. (the "Bank") to:

- continue operating the account(s) in accordance with the existing mandate and Terms and Conditions
- communicate with or in respect of the Business by email in connection with the accounts.

It is important that you read and understand the section entitled 'Important – Your Personal Information' at the beginning of this application form, the 'Your marketing preferences and consent declaration' section in the application form and the 'Using Your Personal Information' notice provided with your terms and conditions.

By signing this application you agree that we can use your information in this way.

We confirm that:

- we are authorised signatories, aged 18 or over
- the information provided on this application is true and correct
- the changes are made in accordance with our constitution.

Name

Signature

Position in company

Individual ownership/
voting right

 %

Date

Name

Signature

Position in company

Individual ownership/
voting right

 %

Date

Section 2 Ethical Policy

Our Ethical Policy promises our customers that we will not provide banking services to organisations involved in certain activities. In order to meet these stated obligations and to assist in our assessment, **please indicate the position of your organisation(s) (including parent company and subsidiaries) on the following:**

	Yes	No
Are you involved in the manufacture or trade of equipment for military or security purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any business arrangements with developing countries, including imports and overseas operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the manufacture of pharmaceuticals?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the provision of water utility services to developing countries?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture tobacco products?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in biotechnology or the development of genetically modified organisms?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in nanotechnology or the development of products utilising nanotechnology?	<input type="checkbox"/>	<input type="checkbox"/>
Have you contravened any environmental legislation or regulations in the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the exploration, extraction, production or distribution of fossil fuels, or the operation and development of fossil fuel fired power stations or infrastructure, such as oil and gas pipelines?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the production or distribution of other fuels (e.g. biofuels)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the exploration or extraction of minerals?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in forestry or the timber trade?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the fishing industry?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a promoter or a client of a tax scheme subject to HMRC notification or have you contravened any tax rules or laws (e.g. been convicted of tax evasion in the last five years)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture (or are you involved in the animal testing of) cosmetics, toiletries or household products or their ingredients?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the experimentation or use of Great Apes for any purpose?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in animal farming?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in blood sports (e.g. fox hunting)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the animal fur or leather trade?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the gambling industry?	<input type="checkbox"/>	<input type="checkbox"/>
Are you involved in the provision of short-term, small value personal loans (e.g. payday loans or home collected credit)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever breached any relevant advertising standards codes or marketing codes (e.g. Advertising Standards Agency codes)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'yes' to any of the questions above, please provide details:

Section 3 **Business/organisation details**

Existing business/organisation name

Full name of business/organisation

Sort code

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Account number

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Unless specified otherwise, the change of title will apply to any other linked accounts with the same existing business/organisation name.

New business/organisation/trading name (this will also be the name of your account)

Please state the reason(s) for making this change to your business/organisation/trading name

Cheque indemnity disclaimer

If you require a four-week cheque indemnity to allow cheques payable to the previous account name to be paid in, please tick below.

In consideration of The Co-operative Bank accepting cheques payable to (old account name) whether or not marked "Account Payee" or "Account Payee Only" for the credit of (new account title), we agree to indemnify you against loss, damage, cost, charges or expenses which you may sustain, incur or pay or for which may become liable by the acceptance of such cheques and you may debit our account with the amount of any payment which you may make thereunder. ☐

1

Stationery requirements If you need any stationery reissuing in the new account name, please tick here.

☐ Cheque Book ☐ Debit Card(s) ☐ Paying in book ☐ Post Office® cash paying in book

Type of business/organisation

☐ Limited Company
 ☐ Limited Liability Partnership
 ☐ Sole Trader
 ☐ Partnership

☐ Voluntary Organisation
 ☐ Registered Charity

☐ Other

Registered charity details

Charity number

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Company registration number

Company registration number

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Section 3 Business/organisation details

Regulated/registered status

Are you registered with/regulated by a professional industry body Yes ☐ No ☐

If yes, please record the following: name of registered/regulated body, address of registered/regulated body, registered/regulated number:

Business web address

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Business trading address (premises)

House number or name and street

--

Town

--

City

Postcode

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Key contact

This is the name of the person in your business to which all communications and statements for the account(s) will be sent

Title	Forename (in full)	Middle name
Surname		
Position		


Telephone number (including STD code)	Mobile number
Fax number	
Email address	

Correspondence address

This is the address to which all communications and statements for the account(s) will be sent.

House number or name and street
Town
City
Postcode

Your marketing preferences and consent declaration

 At The Co-operative Bank p.l.c. (trading names - smile, Platform and Britannia) we would like to keep you up to date with details of our banking products and services such as: current accounts, savings, secured and unsecured lending products. If you consent to us contacting you for this purpose, please tick the relevant box(es):

You have the right to withdraw, object to, or change your marketing preferences at any time either or by calling us or visiting one of our branches.

by post ☐ by telephone ☐ by email ☐ by text message ☐

The Co-operative Bank p.l.c. would also like to keep you up to date with relevant products and services available to you by our carefully selected **third parties**. (go to [co-operativebank.co.uk/global/thirdparties](https://www.co-operativebank.co.uk/global/thirdparties) for a list of third parties). Please tick if you consent to this: ☐

Section 4 Confirmation of request

IMPORTANT: This must be signed in accordance with your current mandate.

It is important that you have read and understand the 'Important Information' section and the section 'Your marketing preferences and consent declaration', along with the terms and conditions of the account.

By signing this application you agree that we can use your information in these ways and to make the requested changes to the account name.

Section 5 Supporting documentation

Document checklist

In order to process your change of business or organisation name, we require additional documentation to support the request. The checklist below details the information required. Failure to enclose the information may result in a delay in processing your request.

Limited Companies:

- ☐ If the registered company name is changing, you must ensure that Companies House has been updated to reflect the new title.

Limited Liability Partnerships (LLPs):

- ☐ If the registered company name is changing, you must ensure that Companies House has been updated to reflect the new title.

Schools, Unincorporated Associations, Clubs, Voluntary Organisations, Societies, Trusts and any other legal entity or organisation:

- ☐ Must provide a certified copy of the minutes where the resolution was passed to amend the account name.

Registered Charities:

- ☐ If the registered charity name is changing, you must ensure that the Charity Commission has been updated to reflect the new title.

Any changes which are requesting to add or amend a trading name must provide at least two of the following:

- ☐ Additional documentation in the new trading name to support your request, e.g. invoices, VAT receipts, web address, advertisements, letter headed paper, etc.

Please call 03457 213 213* (8am to 6pm Monday to Friday and 9am to 12pm Saturday) if you would like to receive this information in an alternative format such as large print, audio or Braille.

The Co-operative Bank p.l.c. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No: 121885). Registered office: 1 Balloon Street, Manchester, M4 4BE. Registered in England and Wales (Company No: 990937).

*Calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls may be monitored or recorded for security and training purposes. Credit facilities are subject to status and not available to anyone under 18 years of age. The Co-operative Bank reserves the right to decline any application. Information correct as at 10/2024.