

HSBC Expat Third Party Mandate

(Not for use by companies, societies, clubs, associations, personal representatives or trustees).

A third party mandate is a formal instruction from you to HSBC. It tells us that you'd like another party to carry out everyday banking transactions on your HSBC bank account. If you authorise another person to operate your account then you will be responsible for their actions or omissions as if they were your own. For further information you can view our Third Party Authority Terms of Service. If you do not have a copy you must request this to complete the mandate.

(Fields marked with an * must be completed).

Section 1: Existing Account Customer Details*

First Customer

Surname/Last Name:

First Name:

Existing Customer No:

Second Customer (for joint accounts only)

Surname/Last Name:

First Name:

Existing Customer No:

Section 2: Reason/s for Holding the Mandate*

Please tick the reason for authorising a Third Party Authority. We may monitor or decline a third party mandate that is not set up for the reasons stated in the Terms of Service Section 2.

- You need help with the account management for administrative convenience
- You are going abroad and won't have access to your accounts
- You are physically ill, injured or disabled
- Other

If other please state the reason for requesting the mandate*

Section 3: Third Party Authority

To HSBC Expat, a trading division of HSBC Bank plc, Jersey Branch

Until I/any of us* give you notice in writing to the contrary, please consider the third party detailed in Section 3 as fully authorised to:

- a) sign cheques and other instructions for payment on my/our* behalf whether an account is in debit or credit
- b) obtain information relating to my/our* accounts with the Bank
- c) act on my/our* behalf in other transactions with you in relation to the account(s) detailed above as if you are dealing directly with me/us*, the only exception being that any account can only be closed by me/us*
- d) access to my/our Bank account(s) through Telephone Banking by issuance of a separate Telephone Banking number and personal identification number (PIN)

We will use this mandate to cover all accounts held with us not and in the future.

The mandate and service terms do not extend to access of your accounts through online banking. Any online access is prohibited and will be revoked immediately.

You must not disclose to our share with the third party any of your own personal Internet or Telephone Banking numbers, Tokens, Passwords or Personal Identification Numbers (PINs).

I/We* agree that:

- i. any debt or other liability incurred to you under this mandate shall be the responsibility of the account holder, jointly and severally where there is more than one, and in the absence of your written agreement to the contrary, any debt shall be repayable on demand;
- ii. you are under no obligation to ascertain or enquire into the purpose for which any of the above authorities is exercised;
- iii. this mandate, if not revoked by me/us*, shall be binding on my/our* personal representatives until you receive written notice of the death of me/either of us*;
- iv. the account(s) and banking relationship with HSBC Bank plc, Jersey Branch will be governed by and subject to the HSBC Expat Banking Terms of Business and Privacy Notice (as amended from time to time) together with any Terms and Conditions in respect to specific products and services requested by us from time to time. You can find our full Banking Terms and Conditions on our website www.expat.hsbc.com under the links 'Terms' and 'Privacy Notice' (please let us know if you would like us to send you a copy).
- v. That I/we and the Third Party have seen and agreed with the terms set out in the Third Party Authority Terms of Service.

Signature of Customer

X

Dated: [] dd/mm/yyyy

Signature of Customer

X

Dated: [] dd/mm/yyyy

Section 4: Personal Information for the Third Party (Mandatory Information)*

Any updates to your personal information are your responsibility. We sometimes use personal details to establish identity manage, administer or effect any transactions that you request or authorise. If your information is not up to date this could result in delays.

Gender*: Male: [] Female: []

Title: Mr: [] Mrs: [] Miss: [] Ms: [] Other: []

If other, please specify: []

Last Name/Surname*: []

First Name(s)*: []

Relationship to existing customer e.g. Partner, Accountant, Secretary: []

Any previous names: []

Date of Birth*: [] dd/mm/yyyy

Mother's Maiden Name*: []

a) Address Details

PO Boxes cannot be accepted for a home address. A full residential address must be provided, i.e. house/street name etc.

Principal Residential Address* (where you currently reside): []

Country*: [] Post/Zip Code: []

Time at this Address Years: [] Months: []

Principal Residential Address* (where you previously lived):

A Full Residential Address must be provided, i.e. house name, street name etc: []

Country*: [] Post/Zip Code: []

Time at this Address Years: [] Months: []

Tick if your home address is the same as the existing account customer. Otherwise enter address below:

Correspondence Address*
(if different to Principal):

Country*: Post/Zip Code:

b) Contact Information
(We may need to contact you in order to change your account).

Work Phone Number*:
(Please include country and area dialling codes)

Home Phone Number*:
(Please include country and area dialling codes)

Mobile*:

Email*:

c) Identification Details

Nationality (Citizenship)*:

Town/City of Birth*:

Country of Birth*:

Country or Countries of Residency for tax purposes*
(please list all countries that are applicable):

Dual Nationality (Citizenship)*:

Multiple Nationalities (Citizenship)*:

Passport Number*:

Country of Issue*:

Issue Date*: dd/mm/yyyy

Expiry Date*: dd/mm/yyyy

Second Passport Number (if dual nationalities held)*:

Country of Issue*:

Issue Date*: dd/mm/yyyy

Expiry Date*: dd/mm/yyyy

Third Passport Number (if multiple nationalities held)*:

Country of Issue*:

Issue Date*: dd/mm/yyyy

Expiry Date*: dd/mm/yyyy

National Identity Card Number*:

Country of Issue*:

Issue Date*: dd/mm/yyyy

Expiry Date*: dd/mm/yyyy

d) Employment Details

Employed: Self-Employed: Retired: Unemployed: Homemaker: Student:

Name of Employer:

Employer's Business:

Job Title/Position Held:

Employment Start Date:

For Self-Employed Only

Business Name:

Nature of Business:

Consent and Confirmation

By signing the Third Party Mandate form you are confirming that you consent to your personal information being used to check your identity for money laundering purposes.

Signature of Third Party

Dated: dd/mm/yyyy

Section 5: What Documents we will need from the Expat Third Party

Certified Photocopies of your Passport(s) or National Identity Card

A full clear certified** copy of your valid Passport or Passports should you hold dual or multiple nationalities (citizenship). National Identity Card is acceptable. The certified copy must show your name, your photograph, your Passport(s) or National Identity number, your signature, your date of birth and the issue and expiry dates. If you supply a certified copy of your National Identity Card, this must be photocopied on both sides.

Please see below for guidance on how to get your Passport(s) or National Identity Card correctly certified. If you are a Hong Kong resident, you will need to provide certified copies of both your Passport and Hong Kong resident card.

Please use the certification page in Section 6 to assist you in a successful submission.

Certified Proof of Address

One original document (certified** copies accepted) dated during the last four months confirming your principle residential address (PO Box or business addresses are not acceptable).

The document can be a gas/water/electric bill, most recent bank/mortgage/credit card statement (online printed statements are not accepted), telephone bill (landline only), driving licence, National Identity Card or local authority bill (last 12 months). A document used to prove your address must be different to the document proving your identity.

****Certification of Documents**

The following people can certify photocopies of your documents:

- Licensed bank official†
- Lawyer or Notary Public††

- Accountant or Tax Adviser^{††}
- Actuary^{††}
- A member of the Judiciary or a Senior Civil Servant

[†] Please note that the HSBC branches in the UK will only certify your Proof of Address or Passport(s) if they are introducing you to us, or you are known to them.

^{††} Must be a member of a recognised professional body.

One of the above people must certify the documents in English and ensure points 1, 2 and 3 are followed below:

- 1. The certifier must sign and date the certified documents, along with providing certifier details below; failure to complete the details below will result in the application being delayed and returned.**
- 2. Your relationship with the certifier must be a professional rather than a personal nature.**
- 3. Should you require your documents to be certified by more than one certifier, please ensure both persons fill in the certifiers details below. You will need to print separate pages of the form.**

Section 6: Certification of Documents for the Third Party

Identification

I confirm that the original document has been seen and the attached copy is a complete and accurate copy of the original. I also certify that the copy of the photographic document bears a true likeness to the individual requesting certification.

Residential Address Proof

I confirm that the original document has been seen and the attached copy is a complete and accurate copy of the original.

(Please tick relevant boxes)

Please complete the following information in block capitals

Signature of Certifier

X

Full Name of Certifier:

Address:

Profession:

Contact Number:

Date:

Please add any Professional Stamp:

Please return this form with the application and other documentation requested to:

**HSBC Bank plc, Jersey Branch,
HSBC House, Esplanade, St Helier,
Jersey, JE1 1HS, Channel Islands.**

Bank use only

