





**CERTIFIED TO BE A TRUE COPY**

Chairperson (or equivalent)

Printed Name:

The mandate must be signed by the Chairperson (or equivalent) of the meeting at which the mandate resolutions were passed (this person must be a member of the Committee) of the Unincorporated Entity AND the Secretary of the Unincorporated Entity (who must not be the same person as the Chairperson or equivalent) or another member of the Committee.

Secretary

Printed Name:

Dated the

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The date must be the same date or later than the date of the meeting shown on the first page of the mandate.

# UNINCORPORATED ENTITY – SUPPLEMENTAL MANDATE – CUSTOMER INSTRUCTIONS



The Mandate should be completed in BLOCK CAPITALS (except for signatures) – and in a black or blue ball point pen.

Unless otherwise specified this mandate will alter the drawing instructions on accounts of all types opened by the Unincorporated Entity with the Bank at any of its Branches.

<p><u>Name of the Unincorporated Entity</u></p>	<p>The name of the Unincorporated Entity as shown on the Unincorporated Entity's Rules/Constitution should be entered here in full.</p> <p>Where your Unincorporated Entity is actually a branch of a national Unincorporated Entity, or the rules specify a particular name for each branch, then this should also be included e.g. "Anyname Rowing Club, Letterkenny branch" or "Dublin Province of the Society of St. Joseph Bloggs".</p>
<p><u>Date of the Meeting</u></p>	<p>The date of the Committee meeting at which the changes were approved should be entered here..</p>
<p><b>PART I</b> <u>ACCOUNT DESIGNATION</u></p>	<p>This mandate may be used to change the signing details for <u>all</u> the Unincorporated Entity's accounts with the Bank – or for one or more specific accounts.</p> <p>If you wish the mandate to be account(s) specific, then either account number(s) e.g. 87654321 or account designation(s) e.g. "Wages Account" or "No. 2 Current Account" should be entered into the box provided in Part I.</p> <p>If this box is left blank, or crossed out, the mandate will cover all accounts in the Unincorporated Entity's name.</p>
<p><b>PART II</b> <u>List of Officers</u></p>	<p>List the Name, Residential Address and Position of each of the Officers e.g. Chairperson, Secretary.</p>
<p><b>PART III</b> <u>Drawing Instructions</u> – <b>select only one option</b></p>	<p>Please specify how many of the authorised signatories are required to sign a cheque, or other value instruction (e.g. Direct Debit mandate, Foreign payment instruction).</p> <p>You should indicate your choice by marking an 'X' in the appropriate box.</p> <p>The instructions given must be in accordance with your own Rules/Constitution. If your Rules/Constitution require e.g. the Treasurer to sign for all transactions, then you cannot choose the option "Any One" as this would contravene your own financial regulations.</p> <p>If you have requirements outside the standard choices you may indicate this by marking "Other" and specifying the instructions in the "Special Signing Instructions" box further down the page.</p>
<p><u>Special Instructions Box</u></p>	<p>Special Instructions are accepted at the discretion of the Bank – and should be discussed and agreed <b>before</b> this mandate is completed.</p> <p>The instructions should be entered in BLOCK CAPITALS and must be clear and unambiguous. Your branch will provide guidance in this regard.</p>
<p><u>Authorised Signatories</u></p>	<p>The name, position within the Unincorporated Entity and address of each of the authorised signatories should be entered – in BLOCK CAPITALS – and a specimen signature must be provided.</p> <p>Please make sure you have sufficient authorised signatories to cover holiday periods or unexpected absences (e.g. illness).</p>
<p><u>Certified a True Copy</u></p>	<p>The mandate should be certified as an extract from the Minutes of the Unincorporated Entity's Committee meeting by the Chairperson (or equivalent), and the Secretary. These must not be the same person – i.e. the signatures of two different people are required in this area.</p>
<p><u>Date</u></p>	<p>This date must be no earlier than the date of the meeting specified on page 1 of the mandate – it may be a later date.</p>

If you have any queries regarding the completion of this mandate, please contact your branch.