

MANDATORY FIELDS WITHIN EACH SECTION ARE MARKED *

PLEASE COMPLETE IN BLOCK CAPITALS

1.0 SECTION 1 – BUSINESS DETAILS

1.1 Name of Business/Customer (Parent / Holding Co.)

1.2 Existing or Principal Site ID (if relevant)

1.3 Correspondence Address

1.4 Postcode * 1.5 If a Limited Company, please enter your Company Registration Number *

1.6 Primary Contact Name (first name, surname) * Salutation

1.7 Designation of Primary Contact *

1.8 Primary Contact's direct dial number * Mobile number

1.9 Fax Number(s)

1.10 E-Mail Address(es) of Primary Contact *

1.11 Do you have an existing PKI (Digital Identity) agreement with Bank of Scotland / HBOS?
Yes No

2.0 SECTION 2 – REGISTRATION OF ACCOUNTS

2.1 **Sterling Accounts** Sort Code Account Number
Principal Current Account * *

2.2 **Currency Accounts**
Please list the Currency Accounts you wish to access (attach a separate list if required)
Currency Account Numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If there are any accounts which you do not wish to be accessed via Corporate Online, please confirm in writing separately to your Relationship Manager.

2.3 **Business Credit Card**
Please state the Master Account Number/Company I.D. (attach a separate list if required)
Account Number



3.0 SECTION 3 – SERVICE REQUIRED

Please tick those boxes against the service and additional facilities that you wish to select

- 3.1 View only.
View your Banking information only, with no Inter Account Funds Transfers or payment facilities.

- 3.2 Restricted service.
Includes:
View your Banking information.
Inter Account Funds Transfers, with no payment facilities.

- 3.3 Core service.
Includes:
View your Banking information.
Inter Account Funds Transfers.
BACS (including Faster Payments, if applicable).

ADDITIONAL FACILITIES TO CORE SERVICE

- 3.4 CHAPS (same day payments) Requested Limit £
(i.e. total maximum value of CHAPS payments that can be issued in any one day)
- 3.5 International Payment Facilities Requested Limit £
Includes:
International Drafts
International Payments
International Payments with Live Rates
(i.e. total maximum value of International Payments that can be issued in any one day)
- 3.6 Foreign Exchange Anticipated Trading Value £
(i.e. total maximum sterling value of Foreign Exchange deals that can be outstanding at any one time)
Settlement Value £
(i.e. maximum sterling settlement amount of Foreign Exchange deals in any one day)
- 3.7 Dual Authorisation for Payment Instructions (this will apply as a minimum to all payment instruction types, with the exception of Foreign Exchange)

4.0 SECTION 4 – TOKENS

- 4.1 Number of Tokens Required As an alternative to Smartcards, Tokens are available. Please read the guidance notes (section 4) accompanying this application prior to ordering any Tokens as they have restricted functionality and may not be required.

N.B. The Bank will provide Tokens to Customers requiring this facility at the prevailing prices as published from time to time on the main Bank website at www.bankofscotland.co.uk/corporate.

5.0 SECTION 5 – CHARGES

The undernoted account is to be debited with the cost, plus VAT, of the charges for all hardware devices.

- 5.1 Account Name
- 5.2 Sort Code Account Number

Charges will be levied at the prevailing rates as published from time to time on the main Bank website at www.bankofscotland.co.uk/corporate.

Monthly service fees will be collected by Direct Debit. Please complete the mandate on the following page.

5.3 DIRECT DEBIT MANDATE



Service User Number

5	0	2	1	8	6
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Originator's Name and Address: Bank of Scotland plc, Online Services, Ground Floor, 1 Lochrin Square, 92 Fountainbridge, Edinburgh, EH3 9QA.

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBIT

1. Name and full postal address of your Bank or Building Society.

To: The Manager

5. Reference (for office use only)

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6. Instruction to your Bank or Building Society

Please pay Bank of Scotland plc Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bank of Scotland plc and, if so, details will be passed electronically to my Bank/ Building Society.

2. Name(s) of account holder(s)

Signature(s)

Date

3. Branch sort code

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4. Bank/Building Society account number

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Banks or Building Societies may not accept Direct Debit Instructions for some types of accounts.



THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Bank of Scotland plc will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Bank of Scotland plc or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

6.0 SECTION 6 – SYSTEM ADMINISTRATOR'S DETAILS

None of the undemoted personal information will be used for marketing purposes. Please see the Data Protection Notice and important declaration below.

6.1 Salutation
Mr /Mrs /Miss/Ms select as appropriate *

6.2 Name of System Administrator (First name and Surname) *

6.3 E-mail Address *

MEMORABLE DATA:

6.4 Date of Birth * 6.5 Place of Birth *

6.6 Name of First School *

6.7 Mother's Maiden Name *

6.8 Home Address NOTE: A FULL 3 YEAR ADDRESS HISTORY MUST BE PROVIDED. PLEASE USE A SEPARATE SHEET IF REQUIRED. *

6.9 Postcode * 6.10 Length of Time at this Address Years Months *

6.11 Previous Home Address (a full 3 year address history must be provided. Please use a separate sheet if required)

6.12 Postcode 6.13 Length of Time at this Address Years Months

6.14 Are you an existing HBOS Digital Identity Smartcard (PKI) holder? (Blue coloured Smartcard) Yes No

6.15 Work Address (where applicable your Smartcard and PIN will be sent to the business correspondence address. If a different address is required please enter below).
UK Addresses only *

6.16 Postcode * 6.17 Contact Telephone Number

6.18 Nationality * 6.19 Country of Residence *

6.20 If this 'System Administrator' is also to be a 'User' please 'tick' the following box and a User Card and PIN will be sent using the same details as above.

6.21 Reader Type – Smartcard System Administrators only (choose one of)
None USB PCMCIA (for laptop use however we would recommend USB if you have a USB port on the laptop)
(The opportunity to order additional Readers is available online via your System Administrator)

6.22 **Data Protection Notice**

- I understand that all my personal data will be treated confidentially.
- I agree that any memorable data provided will only be processed in order to provide for administration of the service requested and to verify and safeguard my identity.
- I authorise you to search and record information at the Credit Reference Agencies for the purpose of checking my identity for the prevention of money laundering and fraud.
- We are required to verify the individual identity of business owners and controllers (e.g. Systems Administrators).
- Further documentary evidence of identity may occasionally be required.

System Administrator Declaration
Words and expressions defined in the Conditions set out in this Application Form have, when used in this Declaration, the same meaning as they have in the Conditions or as the context requires otherwise. I have received a copy of the Bank of Scotland Conditions for Corporate Online (together with any other contractual documentation referred to in those Conditions as forming part of the Agreement between us for the Service), and, as a proposed System Administrator, I agree to be bound by them. I confirm that the information given by and about me on this page is true, accurate and complete. I wish to use Corporate Online as a System Administrator on behalf of the Customer detailed above.

6.23 System Administrator Signature * Date *

Bank Use Only		
ID check completed <input type="checkbox"/>	Reference No.	Score
Relationship Manager Signature	Name	
<input type="text"/>	<input type="text"/>	

7.0 SECTION 7 - ADDITIONAL SYSTEM ADMINISTRATOR'S DETAILS

*(If you require further System Administrators to be registered, please print further copies of this section)
None of the undemoted personal information will be used for marketing purposes. Please see the Data Protection Notice and important declaration below.*

7.1 Salutation
Mr /Mrs /Miss/Ms select as appropriate *

7.2 Name of System Administrator (First name and Surname) *

7.3 E-mail Address *

MEMORABLE DATA:

7.4 Date of Birth * 7.5 Place of Birth *

7.6 Name of First School *

7.7 Mother's Maiden Name *

7.8 **Home Address NOTE: A FULL 3 YEAR ADDRESS HISTORY MUST BE PROVIDED. PLEASE USE A SEPARATE SHEET IF REQUIRED.** *

7.9 Postcode * 7.10 Length of Time at this Address
Years Months *

7.11 Previous Home Address (a full 3 year address history must be provided. Please use a separate sheet if required)

7.12 Postcode 7.13 Length of Time at this Address
Years Months

7.14 Are you an existing HBOS Digital Identity Smartcard (PKI) holder? (Blue coloured Smartcard) Yes No

7.15 Work Address (where applicable your Smartcard and PIN will be sent to the business correspondence address. If a different address is required please enter below).
UK Addresses only

7.16 Postcode * 7.17 Contact Telephone Number

7.18 Nationality * 7.19 Country of Residence *

7.20 If this 'System Administrator' is also to be a 'User' please 'tick' the following box and a User Card and PIN will be sent using the same details as above.

7.21 Reader Type – Smartcard System Administrators only (choose one of)
None USB PCMCIA (for laptop use however we would recommend USB if you have a USB port on the laptop)
(The opportunity to order additional Readers is available online, after registration)

7.22 **Data Protection Notice**

- I understand that all my personal data will be treated confidentially.
- I agree that any memorable data provided will only be processed in order to provide for administration of the service requested and to verify and safeguard my identity.
- I authorise you to search and record information at the Credit Reference Agencies for the purpose of checking my identity for the prevention of money laundering and fraud.
- We are required to verify the individual identity of business owners and controllers (e.g. Systems Administrators).
- Further documentary evidence of identity may occasionally be required.

System Administrator Declaration

Words and expressions defined in the Conditions set out in this Application Form have, when used in this Declaration, the same meaning as they have in the Conditions or as the context requires otherwise. I have received a copy of the Bank of Scotland Conditions for Corporate Online (together with any other contractual documentation referred to in those Conditions as forming part of the Agreement between us for the Service), and, as a proposed System Administrator, I agree to be bound by them.. I confirm that the information given by and about me on this page is true, accurate and complete. I wish to use Corporate Online as a System Administrator on behalf of the Customer detailed above.

7.23 System Administrator Signature * Date *

Bank Use Only		
ID check completed <input type="checkbox"/>	Reference No.	Score
Relationship Manager Signature	Name	
<input type="text"/>	<input type="text"/>	

8.0 SECTION 8 – INITIAL USERS

You can enter the details of up to three initial Users on this page. If no details are entered, your application will still be processed, but User Smartcards will need to be ordered online once your System Administrator Smartcard and PIN has been received. Please also note that if more User Smartcards are required these can be ordered online using your System Administrator's Smartcard at any time. Any individual within your organisation who is already an HBOS Digital Identity Smartcard (PKI) holder (blue coloured Smartcard) can be given access to Corporate Online via the System Administrator and will not require a separate Smartcard.

8.1 Salutation

Mr /Mrs /Miss/Ms select as appropriate

8.2 Name of User (first name and surname)

8.3 E-mail Address

8.4 Where applicable the Smartcard and PIN will be sent to the business correspondence address. If a different address is required please enter below.

8.5 Post Code

8.6 Reader Type (choose one of)

None USB PCMCIA (for laptop use however we would recommend USB if you have a USB port on the laptop)

(The opportunity to order additional Readers is available online via your System Administrator)

8.7 Salutation

Mr /Mrs /Miss/Ms select as appropriate

8.8 Name of User (first name and surname)

8.9 E-mail Address

8.10 Where applicable the Smartcard and PIN will be sent to the business correspondence address. If a different address is required please enter below.

8.11 Post Code

8.12 Reader Type (choose one of)

None USB PCMCIA (for laptop use however we would recommend USB if you have a USB port on the laptop)

(The opportunity to order additional Readers is available online via your System Administrator)

8.13 Salutation

Mr /Mrs /Miss/Ms select as appropriate

8.14 Name of User (first name and surname)

8.15 E-mail Address

8.16 Where applicable the Smartcard and PIN will be sent to the business correspondence address. If a different address is required please enter below.

8.17 Post Code

8.18 Reader Type (choose one of)

None USB PCMCIA (for laptop use however we would recommend USB if you have a USB port on the laptop)

(The opportunity to order additional Readers is available online via your System Administrator)

9.0 SECTION 9 – AGREEMENT

- *(Ltd Co.) We hereby certify that the following resolutions of the Board of Directors were passed at a meeting of the Board held on (date) and have been duly recorded in the minute book.
- *(Partnership) We, the undersigned, being partners of the partnership named below,
- *(Limited Partnership) We, the undersigned, in our capacity as General Partners,
- *(Limited Liability Partnership) We, the undersigned, hereby verify that the following resolutions of the members were passed at a meeting held on (date) and have been duly recorded in the minute book.
- *1 (name)

**(please select as appropriate)*

Resolved/confirmed that

1. I/We have received a copy of the Bank of Scotland Conditions for each Service that I/we have applied for (together with any other contractual documentation referred to in those Conditions as forming part of the Agreement between us for the Service), and I/we agree to be bound by them.
2. The Bank is invited and authorised to send to the System Administrator(s) named in sections 6 & 7 of this application form when appropriate, all information relating to the Corporate Online service including initial access codes, in connection with our and all Users' use of the Corporate Online service.
3. I/We acknowledge that we are fully responsible to the Bank for the actions of the System Administrator(s) and all Users.
4. I/We request Smartcards and/or Tokens (as the case may be) and where applicable, agree to be bound by all their material terms and conditions as set out in the Corporate Online PKI Customer Agreement which I/we have received along with this Application Form and authorise the Bank to send the Smartcards and/or Tokens (as the case may be) and related Security Information to the person(s) named in sections 6, 7 & 8 (where appropriate) of this application form. I/We agree to pay the cost of all items needed to enable access and use of Corporate Online as may be debited to the account(s) specified in Section 5 from time to time.
5. My/our existing mandate(s) (if any) in favour of the Bank relating to my/our accounts be varied, as may be necessary, so as to allow my/our and all Users' use of the Corporate Online service including the ability of the System Administrator(s) (without the involvement of the Bank) nominated in this application form to authorise individuals to make use of any or all of the features of the Corporate Online service as permitted by the Conditions and to set such limits as the System Administrator(s) determines. CHAPS and/or S.W.I.F.T. payments are subject to an overall maximum daily cumulative limit as stated in this application form.
6. I/We acknowledge that each of my/our System Administrator(s) is responsible for ensuring that all transactions made through the Corporate Online service are duly and correctly authorised and that the Bank is entitled to rely on any instructions (including, without limitation, any payment instruction(s)) by all Users and is under no obligation to verify the security procedures or identity of the person(s) issuing the instructions provided that they have been properly authorised using a Security Device and Security Information..
7. I/We grant to the Bank the following indemnity. In considering that from time to time I/we wish to make transfers of monies from my/our account or accounts in your books to one or more other of my/our accounts, or to an account or accounts of any other person, firm or company, regardless of where the accounts are held, and considering also that for the sake of convenience I/we have requested that you will accept instructions to give effect to such transfers notwithstanding that these instructions will be given to you by me/us or on my/our behalf by the System Administrator(s) through the Corporate Online service and authenticated by means of a Smartcard/Token (or other security code) which request you have accepted: we undertake to indemnify you against (and confirm that you will not be held responsible for) all and any claims, losses, costs or charges which may be raised against you or incurred by you in consequence of your acting upon instructions received through the Corporate Online service to effect transfers for or in connection with this in any manner or way provided that such claims, damages and expenses do not arise from the negligence, default or fraud of the Bank, its employees or agents.

HBOS plc PKI Agreement

In order to use the Corporate Online Service you must signify that you agree to and understand the terms and conditions of our PKI agreement. The full terms and conditions of the HBOS plc PKI agreement can be viewed, downloaded or printed from the following website -

www.bankofscotland.co.uk/pki

I/We hereby advise that I/we have read understood and accepted the terms and conditions of the HBOS plc PKI agreement and agree to be legally bound by those terms.

Please tick the adjacent box to confirm that you have accepted the above

Data Protection Notice

To see how we use your information and how to give your consent, please read the Data Protection section on our Group website <http://www.bankofscotland.co.uk/dataprotection> or ask for a printed copy.

I/we warrant that we have obtained all necessary consents from all Users and System Administrators to use their personal data to allow the use of the Corporate Online Service. Where Corporate Online is used to make S.W.I.F.T. payments, personal data may be processed for the purposes of complying with applicable laws and may be transferred outside the E.E.A. to countries which do not provide the same level of data protection as the UK. By signing this form you confirm that you agree to the processing and transfer of personal data for the purpose of S.W.I.F.T. payments.

For and on behalf of [insert name of organisation]

Executed as a deed by
Signature

Director /Partner /General Partner/Member/Proprietor

Name (print)

Date [dd/mm/yyyy]

Additional Partners

Date [dd/mm/yyyy]

Date [dd/mm/yyyy]

Date [dd/mm/yyyy]

Date [dd/mm/yyyy]

Signature

Second Authorised Signatory/Director /Company Secretary/Partner /General Partner/Member/Proprietor

Name (print)

Date [dd/mm/yyyy]

Witness Address (if applicable)

R.0 FOR RELATIONSHIP MANAGER USE ONLY

R.1 Date Application Received

R.2 Relationship Manager / Relationship Banking Contact

R.3 Telephone Number

R.4 Relationship Manager / Relationship Banking Contact Email Address

R.5 Short name checked

R.6 CIF Address checked against application

R.7 Main CIF I.D. Main CBS I.D.

R.8 Additional CIF I.D. Additional CIF I.D.

Additional CIF I.D. Additional CIF I.D.

Additional CIF I.D. Additional CIF I.D.

R.9 CIF linkages checked/amended.

R.10 An Application has been completed for each separate Legal Entity, and is attached.

R.11 'e' Identity check for System Administrators completed and signed off.

R.12 International Daily Cumulative Limit (subject to Credit Approval)
 £

R.13 Foreign Exchange:
 I can confirm that KYB/AML checks have been completed.

Account Number Location of CDD

PSR (Pre-Settlement Risk) limit [Forward Forex Contract/Secondary Risk] Treasury Settlement Limit

£ (both limits subject to credit approval)

R.14 Monthly Service Fee (if non-standard) Direct Debit Mandate completed

£

R.15 Equipment Charged to:
 Please enter the Sortcode and Account number that any equipment charges should be taken from
 Sort Code * Account Number *

R.16 Has customer signified that they have read and fully understood the PKI terms and conditions within section 9 of the application form?

R.17 Is this application concurrent with another PKI Service (e.g. BACSTEL IP)? Yes No

Note: If a concurrent application for another PKI Service is ongoing, then treat this application for the Corporate Online Service as the lead Application. Ensure liaison is undertaken in conjunction with the other Service Helpdesk.

Bank Stamp Date

R.18 Relationship Manager Signature Rel Code

R.19 Name (Block Capitals)

R.20 Is this a Supplementary Application? (i.e. to add the accounts of a separate entity to an existing / lead Agreement).
 If so, please add existing Agreement No. or Business Name.