

Please keep for future reference



Power of Attorney registration team,  
Sunderland, SR43 4FL

# Form for companies named on a legal document to register a Power of Attorney (POA)

This form is for private limited companies, limited liability partnerships (LLPs), partnerships and other unincorporated bodies acting as attorney.



Santander can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format please visit [santander.co.uk/alternativeformats](http://santander.co.uk/alternativeformats). For more information, ask us in branch or give us a call. If you are deaf, have hearing loss or speech loss, please use Relay UK at [relayuk.bt.com](http://relayuk.bt.com). This is a free service that can help you communicate over the phone. If you're using British Sign Language (BSL) and would like to use video relay, you can learn more at [santander.co.uk](http://santander.co.uk) by searching 'accessibility'.



## Filling in this form

For help filling in this form, please call our Power of Attorney (POA) helpline on 0800 414 8414.

Please fill in this form using **BLOCK CAPITALS** and black ink. Tick any boxes that apply.

Please see the Application Checklist in section 9 of this form for guidance.

Before you get started, here's what you need to know.

1. Don't fill in this form if an individual or authorised officer of a local authority is named on the legal document as the person authorised to act as power of attorney. Please use our other form instead which can be found by visiting [santander.co.uk](http://santander.co.uk) and searching for 'POA'. Filling in the incorrect form might delay registration of the POA. If you're unsure which form to use, please call our POA helpline.

2. Only complete this application form if you're an individual authorised by a private limited company, LLP, partnership or other unincorporated body which is acting as a professional attorney.

For the purpose of this application form, a professional attorney is:

- o a trust corporation appointed to make financial decisions on behalf of someone who lacks, or has lost, the ability to make financial decisions for themselves
- o someone who's been appointed as a delegate and is responsible for managing the account holder's financial matters.

We can only register professional attorneys incorporated in the UK.

3. We can only register a maximum of 10 individuals authorised by the professional attorney.

4. In some cases you can get an Office of Public Guardian (OPG) access code which will let Santander review your Lasting Power of Attorney document without you needing to send us a copy. If you have an access code, please provide this in section 1 below.

You can find more information by visiting [gov.uk/use-lasting-power-of-attorney](http://gov.uk/use-lasting-power-of-attorney)

Please note, OPG access codes expire after 30 days. To prevent delays, please make sure that your code isn't due to expire within 5 working days of sending us your application. If your Lasting POA lists 'Yes' to Preferences and/or Instructions, then we can't accept your access code. You'll need to send us the full POA legal document instead.

For trust companies owned by a parent company, please fill in sections 1-9. For companies not owned by another company, please fill in all sections apart from section 7.



## Section 1: Type of document

<input type="checkbox"/> Court of Protection Order	<input type="checkbox"/> Unregistered Enduring POA*	<input type="checkbox"/> Guardianship
<input type="checkbox"/> Lasting or Continuing POA	<input type="checkbox"/> General POA	<input type="checkbox"/> Controllership
<input type="text"/> Office of the Public Guardian access code**	<input type="checkbox"/> Other (provide details) <input type="text"/>	
<input type="checkbox"/> Enduring POA registered and stamped by the Office of Public Guardian		

\*We can only accept an Unregistered Enduring Power of Attorney (EPA) that was made and signed before 1 October 2007 and where the account holder still has capacity. After 1 October 2007, the account holder must make a Lasting Power of Attorney (LPA) instead. Where the account holder has lost capacity, the EPA will need to have been registered and stamped by the Office of the Public Guardian (OPG) before we can register it.

\*\*Please provide your Office of the Public Guardian access code, if you have one. This should be 13 characters and start with a V.

**Section 2: Account holder details (please fill in all boxes)**

Title (Mr, Mrs, Ms, Miss, Mx, Other)

First name

Middle name

Surname

National Insurance number

Date of birth

D	D	M	M	Y	Y	Y	Y
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Address - this should match the address we already hold

**Section 3: Account holder's account numbers**

Tick to register on all personal accounts and holdings including any sole trader accounts.

If you have any questions about how specific accounts work, please call our POA helpline, and we'll put you in touch with the right team.

If you only want to register POA on certain accounts and holdings, please provide the account numbers, credit card numbers or reference IDs below.

If you need registration on more than 10 accounts but don't want access to all of the account holder's accounts, please call the POA helpline after registration to add any extra accounts.

Account number 1

Account number 2

Account number 3

Account number 4

Account number 5

Account number 6

Account number 7

Account number 8

Account number 9

Account number 10

Would you, as an authorised person, like to be registered for Online Banking?

Yes\*  No

Would you like a card for any of these accounts?

Yes\*  No

\*Subject to the account type. The above services aren't available if:

- there's more than 1 professional attorney detailed on the POA document appointed to act on a joint basis
- the account holder holds a joint account with another customer who the authorised person must transact with
- the product doesn't allow card access (e.g. mortgage)
- attorneys won't be able to view or service mortgages or credit cards online.

**Section 4: About the business (please fill in the boxes that apply)**

Registered name

Trading name (if different)

What's the nature of the business?

What's the legal status of the business?

Limited liability partnership

Partnership

Private limited company

Other (please state)

**Section 4: About the business (continued)**

Company registration number or SRA ID number (if applicable)

Country of establishment or incorporation

Company start date (either date of incorporation for limited companies or when the business began trading)

Please note, for partnerships or other incorporated entities, proof of name and address is required (see section 9)

Business registered address (this will be the address that any correspondence will be sent to e.g. bank statements, unless a different correspondence address is provided below)

  
  
  
 Postcode

Date the business moved here

Trading address (if different to the business address)

  
  
 Postcode

Date the business moved here

Correspondence address (if different to the business or trading address)

  
  
 Postcode

Please tick to confirm if trust corporation status is held by the business. Please note that trust corporation status is not required if the business is based in Scotland.

I confirm that the business named in this section is owned by a parent company and that section 7 of this form will be filled in.  
Or

I confirm that the business named in this section isn't owned by a parent company.

- If a company holds a share of 25% or more in the business detailed above, please fill in section 6.

**Section 5: Who owns and runs the business? (Please copy sheets if needed and ensure all boxes are completed)**

This includes the directors of the parent company named in section 7, if applicable.

Details of all directors, partners, controllers and shareholders

Gender Male  Female

Title Mr  Mrs  Ms  Miss

Other (please specify)

Marital status

First name

Middle name

Surname

Previous surname (if applicable)

Other names you're known by and often use. But not nicknames. Please enter title, first name, and surname

Date of birth

Country of birth

Nationality

Second nationality (if you have dual nationality)

Country of residence

Country of fiscal residence (i.e. the country in which you're currently resident and employed)

Director  Controller

Partner  Shareholder with 25% or more shares in the business

How much of the business do you own?  %

How many years have you been involved in this type of business?

Name of company or parent company

Business address (we can't accept PO Box or care of addresses - please see the checklist at the end of this form for more details)

  
  
  
 Postcode

Date you started living here

**Your contact details**

Daytime telephone number (including area code)

Mobile telephone number

Please ensure that section 9 is completed with all relevant ID & V provided.

## Section 6: Tell us about you

This section needs to be filled in by all individuals who will be operating the customer's account. Please copy sheets if needed.

### Authorised Person 1

Title (Mr, Mrs, Ms, Miss, Mx, Other)

First name

Middle name

Surname

Other names you're known by and often use. But not nicknames.  
Please enter title, first name, and surname

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Business address

Postcode

Business telephone number

Business email address

Nationality

Second nationality (if you have dual nationality)

Is your country of residence the UK?  Yes  No

If no, please state your country of residence

Country of birth

Country of tax residence (i.e. the country in which you're currently  
resident and employed)

Employment status

Are you:

Employed

Self-employed

Occupation (if employed or self-employed)

### Your relationship to the business

Director

Controller

Partner

Shareholder with 25% or more  
shares in the business

Board member

Authorised signatory

### Authorised Person 2

Title (Mr, Mrs, Ms, Miss, Mx, Other)

First name

Middle name

Surname

Other names you're known by and often use. But not nicknames.  
Please enter title, first name, and surname

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Business address

Postcode

Business telephone number

Business email address

Nationality

Second nationality (if you have dual nationality)

Is your country of residence the UK?  Yes  No

If no, please state your country of residence

Country of birth

Country of tax residence (i.e. the country in which you're currently  
resident and employed)

Employment status

Are you:

Employed

Self-employed

Occupation (if employed or self-employed)

### Your relationship to the business

Director

Controller

Partner

Shareholder with 25% or more  
shares in the business

Board member

Authorised signatory

**Section 7: Parent company with 25% or more shares of the business named in section 4 (please copy sheets if needed and fill in all boxes that apply)**

**Please note, if the business is owned by a parent company, fill in this section. You'll also need to fill in all relevant parts of section 5 for any directors, partners, controllers and shareholders. If this isn't filled in, we won't be able to register the authority on the accounts.**

- Please provide a copy of the ownership or control structure on letterhead paper. If bearer shares are held, please provide the details including amounts (as a %) and ownership.

(A bearer share is a type of share that doesn't need to be registered under a specific person or business)

What's the name of the parent company?

Trading name of the parent company (if different to the above)

What's the nature of the business shareholder?

What's the legal status of the parent company?

Limited liability partnership

Partnership

Private limited company

Other (Please state)

Company registration number or Solicitors Regulation Authority ID number of the parent company shareholder (if applicable)

Country of establishment or incorporation of parent company

Company start date of parent company (either date of incorporation for limited companies or when the business began trading)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Registered address of parent company

Postcode

Date the parent company moved here

D	D	M	M	Y	Y	Y	Y
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Parent company trading address (if different to the parent company registered address)

Postcode

Date the parent company moved here

D	D	M	M	Y	Y	Y	Y
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**Section 8 Declaration – Part 1**

Part 1 should be signed by those acting for the company named in section 4. It should be signed as follows:

- Partnership – by a minimum of 2 partners.
- LLP – by a minimum of 2 designated members.
- Private limited company - by 2 directors. If there's only 1 director, then they must sign.

By signing this application form we confirm that:

- You can use our information as stated in the Data Protection Statement.
- I/We have the authority of any authorised people.
- The information contained in this application is true and correct.
- I'll/We'll tell Santander within 30 days of any change in circumstances that affects the tax residency status of the business named in section 4 above or causes the information in this form to become incorrect.
- I've/We've been authorised by the business whose details are given in section 4 above and confirm that the business has been appointed by the account holder to act as an authorised person, or by the Court of Protection, Sheriff or Office of Care and Protection to act as a deputy, guardian or controller.
- I/We accept that my/our personal data will be processed in accordance with the Data Protection Statement in section 10.
- I/We accept it's the authorised person's responsibility to comply with any restrictions outlined in the POA document.
- In its capacity as authorised person, I/we confirm that the business named in section 4 above will observe the terms and conditions of the account.

- I've/We've received the FSCS Information Sheet and Exclusions List.
- I'm/We're registering this POA in the complete knowledge of the account holder named.
- I/We accept it's the authorised person's responsibility to keep Santander informed of any changes in circumstances relating to the POA arrangement in place.
- I/We accept that Santander will write to the account holder to advise that the business named in section 4 has been registered against their bank account(s). This includes where I've/we've informed Santander that the account holder isn't mentally capable of managing their own financial affairs.
- I/We accept if the business named in section 4 is registered to act jointly with another attorney and one of the joint attorneys or authorised people is removed for any reason, then any remaining attorneys or authorised people will also be removed as the POA agreement becomes invalid. This includes but isn't limited to attorneys or authorised people passing away, screening undertaken by the bank, the attorneys or authorised people disclaiming their appointment, or divorce between an attorney or authorised person and the donor.
- The business named in section 4 isn't going through winding-up proceedings. Should this situation change at any point in the future, the business named in section 4 understands that it must inform Santander and that it, and those authorised to act on its behalf, will no longer be able to act as an authorised person.
- I'm/we're over the age of 18.

By signing this declaration, I confirm that I'm duly authorised to accept to the declarations in section 8 on behalf of the business named in section 4.

Full name

Signature

Position

Date

Full name

Signature

Position

Date

**Section 8 Declaration - Part 2 To be completed and signed by ALL authorised people detailed in section 6 (please copy page if more than two people are detailed in section 6)**

Full name

Signature

Date

Full name

Signature

Date

## Section 9: Checklist

To prevent any delays in processing, please make sure the following checklist is complete before returning this form.

This form has been signed by all the authorised people, deputies, guardians (Scotland) and controllers (Northern Ireland) to be registered.

2 relevant forms of ID have been provided for all authorised people and deputies.

The relevant legal documentation to support the authorised person arrangement (see section 1) has been included and all pages are present.

**Court of Protection with Court of Protection Order** – 2 pages minimum with official Court of Protection Stamp.

**Enduring POA** – 4 pages minimum (part A, part B, part B continued, part C, part C continued). Signed by customer and all authorised people with all signatures witnessed.

**Enduring POA registered with the OPG or Court of Protection** – 4 pages minimum (as above) with an official Court of Protection stamp. Signed by all authorised people with all signatures witnessed.

**Lasting POA** – Property and Financial Affairs - 11 pages minimum with an OPG stamp. Signed by our customer and all attorneys OR you can provide an Office of the Public Guardian access code if you have one. This should be recorded in Section 1 of this form. Please note that the Office of the Public Guardian access code expires after 30 days. So please make sure that it's not due to expire within 5 working days of your application.

**Office of the Public Guardian access code** – Please tick to confirm that you've checked that your access code has more than 5 working days before expiry.

**General POA** – 1 page minimum with all signatures witnessed.

**Other (please specify):**

### What to do next

Once you have all of the above, please send them to the **Power of Attorney registration team, Sunderland, SR43 4FL**

Alternatively, you can make an appointment at your local branch, where a member of staff will be able to help and will send your request to be processed.

## Section 10: ID requirements

### Providing ID

- If you're providing documents by post, **please don't send originals**. We need unaltered black and white photocopies of identification. This must include photocopies of pages that contain the following - photographs, reference details, transactions and current UK entry or residence visas. We don't need **certified copies**. Occasionally, there might be additional checks and documents required.
- If you're providing documentation **in branch** you must provide **original** identification.  
Please find our full list of eligible ID by visiting [santander.co.uk](http://santander.co.uk) and searching 'customer identification documents'.  
The following individuals will need to provide us with two forms of ID, one from list 1 and another from list 2.
- Any authorised people and who will be operating the account(s). Detailed in section 6.
- Controllers of the firm (those who hold significant influence) as detailed in section 5.
- Shareholders with 25% or more as detailed in section 5.
- Please note that if the trust corporation is a partnership or other unincorporated entity, then proof of the organisation name and address is required. Please provide proof of name and address of the business by supplying one item of identification from list 2 that clearly shows the business name and address.
- Please provide the partnership deed or agreement outlining the terms of the business if applicable.
- If the trading name and address differs from the registration name and address, then proof of the trading name and address is required. Please provide proof of trading name and address of the business by supplying one item of identification from list 2 that clearly shows the business trading name and address.

## Section 11: Data Protection Statement

### Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. Santander UK Plc is the data controller. This data protection statement sets out how you'll use my personal data. I can contact your Data Protection Officer (DPO) Santander, Sunderland, SR43 4GP if I have any questions.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

### The types of personal data you collect and use

Whether or not I become a customer, you'll use my personal data for the reasons set out below and to manage the account, policy or service on which I am registered as an Authorised Person. You'll collect most of this **directly** during the application journey. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use may include:

- Full name and personal details including contact information (e.g. home address and address history, email address, home and mobile telephone numbers) and financial expected activity;
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Records of products and services I've obtained or applied for or on which I am registered as an Authorised Person, how I use them and the relevant technology used to access or manage them (e.g. mobile phone location data, IP address, MAC address);
- Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Personal data about other named applicants. I must have their authority to provide their personal data to you and share this data protection statement with them beforehand together with details of what I've agreed on their behalf;
- Information relating to my financial circumstances, including whether I am bankrupt, subject to a debt relief order, subject to a bankruptcy restriction order, or an interim debt relief restrictions order.

### Providing my personal data

You'll tell me if providing some personal data is optional, including if you ask for my consent to process it. In all other cases I must provide my personal data so you can process my application (unless I'm a customer and you already hold my details).

### Monitoring of communications

Subject to applicable laws, you'll monitor and record my calls, emails, text messages, social media messages and other communications in relation to my dealings with you. You'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of your communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when you need to see a record of what's been said. You may also monitor activities on the account where I/we are registered where necessary for these reasons and this is justified by your legitimate interests or your legal obligations.

### Using my personal data: the legal basis and purposes

You'll process my personal data:

1. As necessary **to perform your contract with me** for the relevant account, policy or service on which I am registered as an Attorney:
  - a) To take steps at my request prior to entering into it;
  - b) To decide whether to enter into it;
  - c) To manage and perform that contract;

- d) To update your records; and
    - e) To trace my whereabouts to contact me about the account(s) I am registered on and recovering debt.

2. As necessary **for your own legitimate interests** or those of other persons and organisations, e.g.:
  - a) For good governance, accounting, and managing and auditing your business operations;
  - b) To monitor emails, calls, other communications, and activities on the account where I/we are registered on;
  - c) To conduct regular searches of the Insolvency Register to ascertain whether I am bankrupt, subject to a debt relief order, subject to a bankruptcy restriction order, or an interim debt relief restrictions order;
  - d) For market research, analysis and developing statistics; and
  - e) You will not send marketing communications to me as a result of me acting as a third party on behalf of the account holder. Subject to my marketing preferences, I may continue to receive marketing communications in relation to any existing products or services that I have with you.
3. As necessary **to comply with a legal obligation**, e.g.:
  - a) When I exercise my rights under data protection law and make requests;
  - b) For compliance with legal and regulatory requirements and related disclosures;
  - c) For establishment and defence of legal rights;
  - d) For activities relating to the prevention, detection and investigation of crime;
  - e) To verify my identity, make credit, fraud prevention and anti-money laundering checks; and
  - f) To monitor emails, calls, other communications, and activities on the account(s) I am registered on.
4. Based on **my consent**, e.g.:
  - a) When I request you to disclose my personal data to other people or organisations such as a company handling a claim on my behalf, or otherwise agree to disclosures;
  - b) When you process any special categories of personal data about me at my request (e.g. my racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning my health, sex life or sexual orientation); and
  - c) To send me marketing communications where you've asked for my consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

### Sharing of my personal data

Subject to applicable data protection law you may share my personal data with:

- The Santander group of companies\* and associated companies in which you have shareholdings;
- Sub-contractors and other persons who help you provide your products and services;
- Companies and other persons providing services to you;
- Your legal and other professional advisers, including your auditors;
- Fraud Prevention agencies, when you register me as an Authorised Person and periodically during account service management whilst I am registered on the account;



## Section 11: Data Protection Statement (continued)

- Government bodies and agencies in the UK and overseas (e.g. the Office of Public Guardian, Office of Care and Protection, Court of Protection and HMRC who may in turn share it with relevant overseas tax authorities and with regulators (e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect my vital interests;
- To protect the security or integrity of your business operations;
- To other parties connected to the account where I/we are registered on e.g. guarantors/Donor/Grantor and other people named on the application including joint account holder who will see my/our transactions;
- When you restructure or sell your business or its assets or have a merger or re-organisation;
- Market research organisations who help to improve your products or services;
- Payment systems (e.g. Visa or Mastercard) if you issue cards linked to the accounts I/we are registered on as an attorney, who may transfer my personal data to others as necessary to operate my account and for regulatory purposes, to process transactions, resolve disputes and for statistical purposes, including sending my personal data overseas; and
- Anyone else where you have my consent or as required by law.

### International transfers

My personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

### Identity verification and fraud prevention checks

The personal data you've collected from me when you register me as an Attorney on this account or policy or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify my identity. If fraud is detected, I could be refused certain services, finance or employment in future. You may also search and use your internal records for these purposes. Further details on how my personal data will be used by you and these fraud prevention agencies, and my data protection rights, can be found in the 'Using My Personal Data' booklet.

### Automated decision making and processing

Automated decision making involves processing my personal data without human intervention to evaluate my personal situation such as my economic position, personal preferences, interests or behaviour, for instance in relation to transactions on the account where I/we are registered on, my payments to other providers, and triggers and events such as account opening anniversaries and maturity dates. You may do this to decide what marketing communications and marketing in-branch is suitable for me, to analyse statistics and assess lending and insurance risks. All this

activity is on the basis of your legitimate interests, to protect your business, and to develop and improve your products and services, except as follows; when you do automated decision making including profiling activity to assess lending and insurance risks, this will be performed on the basis of it being necessary to perform the contract with me or to take steps to enter into that contract. Further details can be found in the 'Using My Personal Data' booklet.

### Criteria used to determine retention periods (whether or not I am registered as an Authorised Person)

The following criteria are used to determine data retention periods for my personal data:

- **Retention in case of queries.** You'll retain my personal data as long as necessary to deal with my queries (e.g. if my application is unsuccessful);
- **Retention in case of claims.** You'll retain my personal data for as long as I might legally bring claims against you; and
- **Retention in accordance with legal and regulatory requirements.** You'll retain my personal data after the account I am registered on, policy or service has been closed or has otherwise come to an end based on your legal and regulatory requirements.

### My rights under applicable data protection law

My rights are as follows:

- The **right to be informed** about your processing of my personal data;
- The right to have my personal data **corrected if it's inaccurate** and to have **incomplete personal data completed**;
- The right **to object** to processing of my personal data;
- The right **to restrict processing** of my personal data;
- The right **to have my personal data erased** (the 'right to be forgotten');
- The right **to request access** to my personal data and information about how you process it;
- The right **to move, copy or transfer my personal data** ('data portability'); and
- Rights in relation to **automated decision making** including profiling.

I have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: [ico.org.uk](http://ico.org.uk).

For more details on all the above I can contact your DPO or request the 'Using My Personal Data' booklet by asking for a copy in branch or online at [santander.co.uk](http://santander.co.uk).

### Data anonymisation and aggregation

My personal data may be converted into statistical or aggregated data which can't be used to identify me, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

### \*Group companies

For more information on the Santander group companies, please see the 'Using My Personal Data' booklet.

