

# Adding a third-party account and completing the paperwork

This guide explains how to add a third-party account and complete the required paperwork.

You'll need to have the 'Manage accounts' privilege assigned to your individual Bankline profile. If you don't have this, speak to your local Bankline administrator.

## 1. Completing your request on Bankline

You can request the addition of a third party's account to Bankline, which will then become available for use across your service, including payments.

A third-party account is one that has different ownership from your main account, for example, a subsidiary company.

### To add a third-party account on Bankline:

1. From 'Administration' on the left-hand menu, select 'Register accounts'.
2. Select 'Register additional accounts'.
3. Choose 'Sterling (and certain currency) accounts', 'International accounts' or, if shown, 'External accounts'.
4. Select 'Register accounts not in list'.
5. Enter the sort codes and account numbers for sterling accounts, or the appropriate details for international accounts. Check the third-party box, then hit 'Continue'.
6. Check the details on the confirmation screen and hit 'Confirm'.
7. Select 'Print Forms' to print the required third-party mandate and check the box to show you've printed the mandate, then hit 'Confirm'.
8. For guidance on completing the form see pages 2 and 3, then send the completed form to:

**Bankline Additional Accounts Team,**  
Royal Bank of Scotland,  
8th Floor,  
Hardman Boulevard,  
Manchester  
M3 3AQ.



	client	THE ROYAL BANK OF SCOTLAND	publication	Publication	Operator
	account	Branch Mktg Commercial Cards	size	297mm H x 210mm W	QC
	project	41161 July 2018 Bankline 3rd party	ins date	01 Jan 1998	Acc. Handler
	job title	REBRAND	language	Eng	
	order no	NEW FEE	country	UK	

## 2. Completing the paperwork

**Please note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.

This Bankline Third Party Mandate must be completed by any **Third Party** (Customer) who wishes to add their account(s) to an existing Bankline Customer's service.

Once completed please return to Bankline Additional Accounts Team, The Royal Bank of Scotland, 8th Floor, Hardman Boulevard, Manchester M3 3AQ.

### 1. Customer details

Customer name \_\_\_\_\_ "the Third Party"

Name of the third-party account in full as it appears on the bank statement heading.

Account number      Sort code      OR      International account number




Either account number fields will be prepopulated depending on the account you're adding on the register accounts screen.

### 2. Bankline Customer details

Customer name \_\_\_\_\_ "the Bankline Customer"

Customer ID

### 3. Authority

#### Important notes

**Any Authorised Persons named below must also be named in the Third Party's authority held by the Bank.**

The Bankline Customer has completed a Bankline Mandate/Electronic Services Registration Mandate for the provision of internet banking services by The Royal Bank of Scotland plc (the **Bank**).

The Bankline Terms allow the Bankline Customer to include a Third Party's accounts within their Bankline Service and to provide instructions (including payment instructions) in relation to the Third Party's account(s). The Bankline Terms are available online for you to read and print. **These are important, please read them.**

To access the Bankline Terms go to [www.rbs.co.uk/terms](http://www.rbs.co.uk/terms) and enter **YBRCT** (Companies and LLPs only) or **YBRUT**. Alternatively, please ask your Relationship Manager for a copy.

The Customer accepts the Bankline Terms and instructs the Bank to include the Account detailed above within the Bankline service to enable the Bankline Customer to give instructions (including payment instructions) in relation to the Customer's Account(s).

This Third Party Mandate will continue until the Customer gives written notice\* to the Bank cancelling the Mandate.

\*Notice must be given as follows:

All Cancellations must be requested by an authorised Bankline Administrator.

Signed to **MAXIMUM** signing rules in accordance with the authority held by the Bank for the Third Party account.

Authorised Person's signature

Further signature (if required)

Signed to maximum signing rules held by the bank for the third-party account.

Trust accounts must also be signed by all Trustees nominated by the Trust Deed.

Name (in full) \_\_\_\_\_

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

Date document signed.

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Further signature (if required)

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY)

Further signature (if required)

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY)

*Date document signed.*

#### 4. Third party Bankline resolution

##### Important notes

**All business organisations (including Ltd Plc, LP and LLP) must complete the Bankline third party resolution. No resolution is required for Sole Traders, Personal Accounts, Trusts or Partnerships.**

##### • Certificate

I certify that the resolution below was duly passed at a meeting of the Board/Members/Management Committee of the organisation named in section 1 of this mandate.

##### • Resolution

It was resolved that the persons named in section 3 of this mandate are authorised to:

- complete and sign The Royal Bank of Scotland plc's Bankline Third Party Mandate
- instruct the Bank to disclose information relating to its Accounts to the Bankline Account Holder named in Section 2 of this mandate and authorise the Bankline Customer to give instructions (including payment instructions) in relation to the Accounts
- accept the Bankline Terms

##### • Resolution confirmation

- Signed by a Director, board member, Chairman of the meeting or by **two members** of the LLP.

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY)

Name (in full) \_\_\_\_\_

Date (DD/MM/YYYY)

*Signature of company secretary or LLP must be signed, named and dated by two members.*

*Date document signed.*

August 2018

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