

# Unincorporated Association Mandate Change

## Digital Form

You can use this form to add an authorised official if the business is an unincorporated association and you're already an authorised official. Both you and another existing official need to sign the form.

The new official will have full access to the account - they'll be able to make payments, and ask us to make changes to the account.

The new official needs to complete and sign the 'Personal details' part of this form. If they don't have an account with us, they'll need to verify their identity before you send us the form. They can do this on their own device using [Barclays Verify](#), or by visiting a branch with [two accepted forms of ID](#).

Please answer all of the questions. If there's anything missing, we may not be able to add the new official.

### Account(s) you'd like to change

Business name (the legal entity)

Type of business

Company number

Do you want the new official to have access to all of your business accounts?

Please select

If yes, please enter the details of your main business account.

Sort code

— —

Account number

If no, please enter the details of the account(s) you'd like the new official to have access to.

Sort code

— —

Account number

Sort code

— —

Account number

Sort code	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Sort code	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Sort code	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

### Adding services

Does the new official need a debit card?

Does the new official need access to Barclays Online Banking?

Does the new official need access to Telephony Banking?

If the new official needs to use the app, they can register or update their existing registration once we've added them to the business account(s).

**Details of the new official**

Title

First name

Last name

Role

Official

Signature box:

**The new official also needs to sign the 'Personal details' section.**

**Personal details – to be completed by the new official**

Please ask the new official to enter their details.

Title

First name

Please enter your ID verification reference number

Last name

Role

Official

Date of birth

/ /

Mother's maiden name

Country of birth

Country of residence

Country of nationality

Do you have more than one nationality? - please select

If yes, please enter your countries of nationality

Please provide us with 3 years of address history.

Current residential address

Postcode

When did you move to this address?

/ /

Previous address 1

Postcode

When did you move to this address?

/ /

Previous address 2

Postcode

When did you move to this address?

/ /

Telephone number

Home telephone number

Personal email address

If you have a personal account with us,  
please enter the details below.

Name on account

Sort code

- -

Account number

### Marketing preferences

We'd like to contact you from time to time,  
to tell you about our products and services.

Tick the boxes opposite if you'd like us to  
contact you by –

Post

SMS

Telephone

Email

Signature of the new official.

Date

/ /

Barclays is committed to protecting your personal data. We will use your information for a number of different purposes, for example, to manage your account(s), to provide our products and services to you and others and to meet our legal and regulatory obligations. We may also share your information with our trusted 3rd parties for these purposes. For more detailed information on how and why we use your information, including the rights in relation to your personal data, and our legal grounds for using it, please go to <https://www.barclays.co.uk/importantinformation/control-your-data/> or you can request a copy from us.

**Authorisation of account changes**

To authorise the changes, both you and another authorised official need to sign the form.

By signing below, you're confirming that

- All the answers on this form are correct
- You're an existing authorised official for this business
- You want to add the named person to the mandate as an authorised official.

First official

Full name

Role

Official

Date

/ /

Signature

Second official

Full name

Role

Official

Date

/ /

Signature

Thank you for completing the mandate change request form. Please print and sign it, then post it to

Mandate Change Team  
PO BOX 10215  
Wigston  
LE18 9EY

We'll contact you when we have an update, or if we need more information.

**Please note:** We will send you confirmation we've completed our checks and searches on you, and that your new mandate is in place. Until you receive this, your current signing arrangement will remain in place.

## HELPLINE: 0333 202 7477\*\*

\*\* Calls may be recorded for security and training purposes. Calls to 03 numbers are charged at the same rate as calls to 01 & 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

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