

Small Self-Administered Pension Scheme (SSAS) renewal mandate form

For action by intermediary only

Master account number

9	0	1	2	1	2	5	9
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Master account name

RC Administration Limited

Cater Allen Private Bank 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 contact us on **0800 092 3300**. If you are deaf, have hearing loss or speech loss, please use Relay UK at **relayuk.bt.com**. This is a free service that can help you communicate over the phone.

Filling in this form

Please fill in this form in block capitals and black ink and return it to: **Cater Allen Operations, Sunderland, SR43 4FB**. If you need any help filling in this form, please call us on **0800 092 5500**.

Please read this important information before filling in this form

To make sure our information is up to date and to meet anti money laundering regulations, we need you to fill in this form. If you don't we may not be able to renew your mandate.

This mandate will supersede any others on this account and will come into force when we've confirmed to you that we've accepted it. Any authorised signatories who want to stay on the account will also need to fill in this form.

If you're renewing a mandate for a trustee bank account in support of a Small Self Administered Pension Scheme, you'll need to include a professional co-signatory as well as the scheme members. They'll need to be either sole signatory or joint signatory alongside your trustees for as long as the relationship lasts.

For corporate trustees we'll need a list of authorised signatories on company letterhead and at least one signatory from that list must sign in section 11. The corporate trustee must have an existing relationship with Cater Allen to go ahead with this renewal mandate. We may need to contact the corporate trustee for more information.

Opening declaration

Please tick to confirm that:

- ☒ this is a UK registered pension scheme and all connected parties live in the UK
- ☒ full personal details of all parties have been included
- ☒ you've visited **caterallen.co.uk** and downloaded the FSCS Information Sheet and Exclusions List before filling in this renewal mandate form
- ☒ this pension scheme has a professional co-signer.

Supporting documents

Please tick to confirm that:

- ☒ you've checked our website to see what other documents you'll need (search 'account literature at **caterallen.co.uk**') to understand what supporting documents are required
- ☒ a copy of the Pension Scheme Trust Deed and any deed of amendment showing the name of the scheme, and names and addresses of all trustees is attached
- ☒ you've included a copy/evidence of Her Majesty's Revenue and Customs (HMRC) Pension Scheme Registration (PSTR)
- ☒ if pension contributions are made by an employer by way of deduction from employee's wages, proof has been provided.

Corporate trustees – We confirm that:

- ☐ we've provided a list of authorised signatories on company letterhead and at least one signatory from that list has signed the authorised signatories and acceptance section
- ☐ the corporate trustee has an existing master agency relationship with Cater Allen.

or

- ☒ no corporate trustees are associated with this account.

On an ongoing basis if there's a material change to the scheme it's important that the bank is kept informed. An example of this is, a change of name or address.

We can't work on your renewal mandate until you've confirmed the above information. Any missing information or supporting documents could result in your renewal mandate being returned to you and you may have to fill in this form again.

1 Information about your pension scheme

We can't work on your renewal mandate unless you fill in all fields in this section.

Scheme name – as shown on your account

HYP SSAS Pension

Account number

90097713

HMRC Registration number (PSTR)

20004115RW

Date of HMRC registration

26042021

Add a person to the account

Do you want to add any new people to the account?

Yes☒No☐

If you answered yes, how many people are you adding?

1

Name of first person to be added

RC Administration Limited

What are they? Please tick all that apply

Professional trustee☐Pension trustee☐

Authorised signatory☒

Name of second person to be added

What are they? Please tick all that apply

Professional trustee☐Pension trustee☐

Authorised signatory☐

Name of third person to be added

Which of the following are they? Please tick all that apply

Professional trustee☐Pension trustee☐

Authorised signatory☐

Please fill in personal details for all new people in section 8

Remove a person from the account

Do you want to remove any related parties to the account?

Yes☒No☐

If you answered yes, how many people are you removing?

1

Name of first person to be removed

SSAS Practitioner

End date for this person

18122024

What were they? Please tick all that apply

Professional trustee☐Pension trustee☐

Authorised signatory☒

Name of second person to be removed

End date for this person

DDMMYYYY

What were they? Please tick all that apply

Professional trustee☐Pension trustee☐

Authorised signatory☐

Name of third person to be removed

End date for this person

DDMMYYYY

What were they? Please tick all that apply

Professional trustee☐Pension trustee☐

Authorised signatory☐

2 Ongoing transactions for your current account

Tick below if you have a Reserve Account for Pensions

If you have more than one current account, please photocopy this page.

☒ Reserve Account for Pensions

Tell us why you have the account and what you use it for. Please include as much detail as possible.

Pension Scheme bank account

Account activity

To support our ongoing commitment to help prevent financial crime and to reduce the risk of fraud we need to know where all credits into this account will come from. Examples include:

Personal monies

- Employment
- Retirement
- Property related
- Inheritance related
- Stocks, shares, bonds, debentures or managed investments
- Legal settlement
- Divestment/divestiture of assets
- Ownership/sale virtual currencies
- Gifts (more than £10,000)
- Another person/entity
- Savings

Business monies

- Accumulated profit
- Intra-group financing (including intra-group loans)
- Loans (third party)
- Property/fixed assets (e.g. rental income)
- Income from divestment/divestiture of assets
- Income/assets generating funds
- Other gifts (more than £10,000)

Ongoing payments into your current account

Roughly how much money do you pay in each year? Pounds sterling or equivalent

Roughly how many payments do you expect to come into the account each year?

☐ 0-20 ☒ 21-50 ☐ 51-100 ☐ 100+ **If over 100, please confirm how many**

Using the account activity section as a guide, please confirm what activities the ongoing payments into the account will come from. Tell us the amounts, countries and where the money is coming from (source), as well as a detailed description about how it was built up. For example, if it's from a loan or third party, please tell us if it's a bank loan, personal loan or from investors.

£ 20,000 per year	Country	UK	Source	Employment
Description Contributions				
£ per year	Country		Source	
Description				

If you need more space, you can use the additional information section on the final page.

Payments out of your current account

Roughly how many payments do you expect to come out of this account each year?

☐ 0-20 ☒ 21-50 ☐ 51-100 ☐ 100+ **If over 100, please confirm how many**

Roughly how much money do you expect to come out of this account each month?

☐ £0 ☐ £1 – £999 ☐ £1,000 – £1,999 ☐ £2,000+ **If over £2,000, please confirm how much**

3 Ongoing transactions for your savings account

Tick below if you have a Pension Notice 30 Account

If you have more than one savings account, please photocopy this page.

☐ Pension Notice 30 Account

Tell us why you have the account and what you use it for. Please include as much detail as possible.

Account activity

To support our ongoing commitment to help prevent financial crime and to reduce the risk of fraud we need to know where all credits into this account will come from. Examples include:

Personal monies

- Employment
- Retirement
- Property related
- Inheritance related
- Stocks, shares, bonds, debentures or managed investments
- Legal settlement
- Divestment/divestiture of assets
- Ownership/sale virtual currencies
- Gifts (more than £10,000)
- Another person/entity
- Savings

Business monies

- Accumulated profit
- Intra-group financing (including intra-group loans)
- Loans (third party)
- Property/fixed assets (e.g. rental income)
- Income from divestment/divestiture of assets
- Income/assets generating funds
- Other gifts (more than £10,000)

Ongoing deposits into your savings account

Roughly how much money do you pay in each year? £ Pounds sterling or equivalent

Roughly how many payments do you expect to come into the account each year?

☐ 0-20 ☐ 21-50 ☐ 51-100 ☐ 100+ **If over 100, please confirm how many**

Using the account activity section as a guide, please confirm what activities the ongoing payments into the account will come from.

Tell us the amounts, countries and where the money is coming from (source), as well as a detailed description about how it was built up.

For example, if it's from a loan or third party, please tell us if it's a bank loan, personal loan or from investors.

£ per year **Country** **Source**

Description

£ per year **Country** **Source**

Description

If you need more space, you can use the additional information section on the final page.

Payments out of your savings account

Roughly how many payments do you expect to come out of this account each year?

☐ 0-20 ☐ 21-50 ☐ 51-100 ☐ 100+ **If over 100, please confirm how many**

Roughly how much money do you expect to come out of this account each month?

☐ £0 ☐ £1 – £999 ☐ £1,000 – £1,999 ☐ £2,000+ **If over £2,000, please confirm how much** £

4 Information about the scheme's principal employer

Please complete this section for all applications. We need this even if the principal employers company status is inactive, dissolved or liquidated.

What's the current status of the principal employer?

Active

☒

Dissolved/liquidated

☐

Please tell us the full legal name of the principal employer

HYP INVESTMENT LIMITED

Trading name of the principal employer if different to legal name

Registered address of the principal employer

C/O Fylde Tax Accountants, 155 Newton Drive, Blackpool,

Postcode FY3 8LZ

Country England

Please confirm their company number

1 1 1 7 6 1 7 8

If the principal employers trading address is different to their registered address, tell us their trading address below

In which country was the principle employer established, registered, incorporated or formed?

UK

Please provide a detailed description about the employer/company's nature of business. This should include a description of products and services

letting and operating of own or leased real estate

Please provide the names of the countries this business operates in

UK

If you're responsible for the management/administration of this pension scheme and hold a position in the company making contributions, please confirm your name and position in the company.

The mandatory professional co-signer's details **shouldn't** be included here unless they have a role in the company/employer making contributions.

Full name (including any middle names)

Position

Full name (including any middle names)

Position

Full name (including any middle names)

Position

Full name (including any middle names)

Position

5 Scheme contact details

Contact name

David Hamer

What position does the contact person hold?

Trustee

Scheme registered address

Fylde Tax Accountants, 155 Newton Drive, Blackpool,

Postcode FY3 8LZ

Country England

Address for correspondence

Fylde Tax Accountants, 155 Newton Drive, Blackpool,

Postcode FY3 8LZ

Country England

Telephone

07850 224422

Mobile

07850 224422

Email

dfahamer@gmail.com

6 Mandatory professional co-signer on Small Self-Administered Pension Scheme bank accounts

All renewal mandates for Small Self-Administered Pension Schemes are required to include a professional co-signatory in addition to that of the Scheme Member/s. The professional co-signatory must act (for the duration of the Cater Allen relationship) as either sole signatory or joint signatory alongside the trustee. **Please confirm which of the following relates to you.**

- ☐ A. We're signing on behalf of a firm authorised and regulated by the Financial Conduct Authority (FCA)
- ☐ B. We're signing on behalf of a firm that is closely associated* with a firm that's authorised and regulated by the FCA
- ☐ C. We're signing on behalf of a firm of accountants or solicitors who are present within the Institute of Chartered Accountants in England and Wales (ICAEW) or Law Society register
- ☐ D. I'm named on the Independent Trustee Register maintained by The Pensions Regulator

Company name

Regulator reference number

* It's the sole discretion of Cater Allen as to whether the 'closely associated' criteria is satisfied. Indicators suggesting it's met may include beneficial interest (whole or otherwise) held by the FCA authorised firm and/or shared oversight or management relationships with FCA regulated firms.

7 Scheme administrator

Scheme administrator to complete

I/we, the Scheme administrator, verify that the signed names on this mandate are the legitimate trustees and authorised signatories in the named scheme and that I/we will comply with my/our obligations as set out in the Declaration and Mandate (section 9) of this renewal mandate form.

Full name of firm

RC Administration Limited

Position/Capacity

Administrator

Address

1a Park Lane, Poynton, Cheshire

Postcode SK12 1RDCountry England

Signature

Date

21012025

8 Personal details of all existing and new trustees, authorised signatories and scheme members of the account. If there are more than 4, please photocopy this page and include it with this renewal mandate (continued)

Third applicant

Are you an existing person named on the account or a new person to be added?

Existing

☐

New

☐

If you have your own Cater Allen account, please tell us the account number

Are you an authorised signatory?

Yes

☐

No

☐

Are you a trustee of the scheme?

Yes

☐

No

☐

Mr

☐

Mrs

☐

Ms

☐

Miss

☐

Other

☐

If 'Other' please state

First name. If you aren't able to complete your full name in the space provided please do this in the additional information section

Middle name

Surname

If applicable, please provide your maiden name

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

Date of birth

Male

☐

Female

☐

Country of birth

Nationality

Do you have dual nationality?

Yes

☐

No

☐

If 'Yes' please specify which countries

Your permanent residential address

C/O and PO Box addresses aren't acceptable

How long have you been at your current residential address?

Years

Months

If you've lived at your current home address less than 3 years, please provide details of your previous address's covering the last 3 years.

If more space is needed, please use the additional information section on the final page of this renewal mandate

How long did you live at this address?

Years

Months

Telephone

Mobile - it's important to provide a mobile number if you'd like to register for Internet Banking

Email

What is your current employment status?

Employed

☐

Self-employed

☐

Homemaker

☐

Retired

☐

Student

☐

Unemployed

☐

Occupation, or, if you're unemployed/can't work, please confirm below

Country of fiscal residence. This is often your country of residence and where you're employed

Tax Identification Number (TIN) for country of fiscal residence (if not UK)

Do you have to submit a personal tax return in another country because of residency or citizenship?

Yes

☐

No

☐

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN

Country

TIN

Country

TIN

8 Personal details of all existing and new trustees, authorised signatories and scheme members of the account. If there are more than 4, please photocopy this page and include it with this renewal mandate (continued)

Fourth applicant

Are you an existing person named on the account or a new person to be added?

Existing ☐ New ☐

If you have your own Cater Allen account, please tell us the account number

Are you an authorised signatory? Yes ☐ No ☐

Are you a trustee of the scheme? Yes ☐ No ☐

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other ☐ If 'Other' please state

First name. If you aren't able to complete your full name in the space provided please do this in the additional information section

Middle name

Surname

If applicable, please provide your maiden name

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

Date of birth

Male ☐ Female ☐

Country of birth

Nationality

Do you have dual nationality?

Yes ☐ No ☐

If 'Yes' please specify which countries

Your permanent residential address

C/O and PO Box addresses aren't acceptable

How long have you been at your current residential address?

Years Months

If you've lived at your current home address less than 3 years, please provide details of your previous address's covering the last 3 years.

If more space is needed, please use the additional information section on the final page of this renewal mandate

How long did you live at this address?

Years Months

Telephone

Mobile - it's important to provide a mobile number if you'd like to register for Internet Banking

Email

What is your current employment status?

Employed ☐ Self-employed ☐

Homemaker ☐ Retired ☐

Student ☐ Unemployed ☐

Occupation, or, if you're unemployed/can't work, please confirm below

Country of fiscal residence. This is often your country of residence and where you're employed

Tax Identification Number (TIN) for country of fiscal residence (if not UK)

Do you have to submit a personal tax return in another country because of residency or citizenship?

Yes ☐ No ☐

If yes, please specify the countries to which you make tax contributions and provide your corresponding TIN

Country

TIN

Country

TIN

9 Declaration and Mandate

I/We, being all the Trustees of ('The Scheme') hereby apply to open a Pension Account ('The Account') with Cater Allen ('The Bank') in accordance with the published 'Terms and Conditions' ('the Conditions') and in accordance with the Mandate below. We acknowledge receipt and agree to be bound by them and any subsequent amendments which the Bank may inform us of from time to time.

We hereby certify that:

- (a) I/We are duly authorised by the Trust Deed of the Scheme to open the account and operate it as set out in this mandate.
- (b) In the event of the death or incapacity of any of the trustees or authorised signatories, the Bank is able to pay or deliver to the order of the survivors, all money, securities, deeds or documents or any other property which you hold for the credit of the remaining trustees' joint account.

The liability of the **Scheme Administrator** for any indebtedness arising from time to time on the account(s) shall be limited to the Assets of the Scheme.

Please act on the signature(s) of the Authorised Signatories in respect of cheques or other orders for payment on the Account, and as authority for the sale, purchase, delivery or other dealings with securities, bills, coupons, documents, boxes, packages and their contents and other property at any time held by you.

In consideration of the Bank agreeing to operate the Account in accordance with the Mandate and allowing the arrangements requested herein, I/we jointly and severally agree to indemnify the Bank from and against all losses, claims, expenses, and liabilities whatsoever which the Bank may sustain or incur or become responsible for in any way as a result of:

- i) the Bank agreeing to allow the arrangements requested herein and/or as a result of any operation of the Account in accordance with this Mandate which is found to be in breach of the Trust Deed, and/or
- ii) the Bank's permitting the operation of the Account otherwise than upon the signatories of all Trustee together (please see below, authorised Signatories).

We further agree that this Mandate and indemnity is governed by the laws of England and I/we agree to submit to the jurisdiction of the English courts. Unless your business is registered in Wales, Scotland or Northern Ireland. If so, you can use that country's courts too.

All transactions on this account must be signed by a total of (enter number):

- | | |
|---|--|
| 2 | Authorised Signatories |
| 1 | Please tell us how many Authorised Signatories are required to sign at any one time on behalf of the Corporate Trustee/ Professional Co-signer (named in Section 6) |
| 1 | Please tell us how many member trustees are required to sign at any one time |

I/We, together with the Scheme Administrator confirm that as Trustees and Scheme Administrator of the Pension Scheme we will ensure that all transactional activity relating to the Account will comply with all legal, regulatory and reporting requirements to which we are subject in our position as Trustees/Scheme Administrator of such Pension Scheme.

I/We hereby authorise the Bank to provide the Scheme's Auditors with such information as they may request concerning the account including statements, and any transactions which may have taken place via the Account.

I/We authorise Cater Allen Private Bank to disclose details of that Account to my/our Introducer as named on this renewal mandate, or their successors in title.

I/We acknowledge that my/our Introducer may receive commission from Cater Allen Private Bank in respect of the account.

Upon any of the Trustees ceasing to be a Trustee of the Trust by death or otherwise, the Bank may in the absence of written notice to the contrary from us, treat the surviving or continuing Trustees for the time being, as having full power to carry on the purposes of the Account Holder and to deal with assets within the Account as freely as if there had been no change in the Trust.

The above authority shall remain in force until the Bank receives written notice of its revocation, notwithstanding any change in the constitution (or name) of the Trust and shall apply notwithstanding any change in the identity of the Trustees by death, bankruptcy, retirement or otherwise or the admission of any new Trustee or Trustees.

Changes to Signatories

The Bank will not accept changes in Authorised Signatories unless detailed on our appropriate Renewal Mandate form.

Closure of Account

The Bank will not accept notification of closure of this Account unless it is authorised by the correct signatories as detailed on the valid Mandate that is in existence at that point in time.

10 Data Protection Statement

Introduction

Personal data is data which by itself or with other data available to you can be used to identify me or a named applicant. You are Cater Allen Private Bank, the data controller. This data protection statement sets out how you'll use personal data. I can contact your Data Protection Officer (DPO) at 201 Grafton Gate East, Milton Keynes, MK9 1AN if I have any questions.

Where there are two or more people named on this form or this form is being submitted on behalf of a person by a Financial Adviser, 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 if I become a customer you'll use it to manage the account, policy or service applied for. You'll collect most of this **directly** during the application journey either from me or from my Introducer if I have one. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use about me as a personal or business customer (if I am one) may include:

- Full name and personal details including contact information (e.g. home and/or business address and address history, email address, home, business and mobile telephone numbers);
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Financial details (e.g. salary and details of other income, and details of accounts held with other providers);
- Records of products and services I've obtained or applied for, 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);
- Information from credit reference or fraud prevention agencies, electoral roll, court records of debt judgements and bankruptcies and other publicly available sources as well as information on any financial associates I may have;
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Education and employment details/employment status for credit and fraud prevention purposes; and
- Personal data about other named applicants. I must have their authority to provide their personal data to you and to share this data protection statement with them beforehand together with details of what I've agreed on their behalf.

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.

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 my account 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:
 - 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 my account 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 search at credit reference agencies at my home and/or business address (if I am a business customer) if I'm over 18 and apply for credit;
 - c) To monitor emails, calls, other communications, and activities on my account;
 - d) For market research, analysis and developing statistics; and
 - e) To send me marketing communications, including automated decision making relating to this.
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 my account.
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, credit reference agencies, and debt collection agencies when you open my account and periodically during my account or service management;
- Other organisations who use shared databases for income verification and affordability checks and to manage/collect arrears;
- Government bodies and agencies in the UK and overseas (e.g. 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 with my account e.g. guarantors and other people named on the application including joint account holders who will see my transactions;
- When you restructure or sell your business or its assets or have a merger or re-organisation;

10 Data Protection Statement (continued)

- Market research organisations who help to improve your products or services;
- Payment systems (e.g. Visa or MasterCard), if you issue cards linked to my account, 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 at application 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.

Credit reference checks (this isn't relevant if you're applying for a savings account)

If I've applied for a credit product then in order to process my application, you'll perform credit and identity checks on me at my home and/or business address (if I am a business customer) with one or more credit reference agencies. To do this you'll supply my personal data to the credit reference agencies and they'll give you information about me. When you carry out a search at the credit reference agencies they'll place a footprint on my credit file. A credit search may either be: a) a quotation search where a soft footprint is left. This has no effect on my credit score, and lenders are unable to see this; or b) a hard footprint where I've agreed/requested Cater Allen to proceed with my application for credit. This footprint will be viewable by other lenders and may affect my ability to get credit elsewhere. You'll also continue to exchange information about me with credit reference agencies while I have a relationship with you. The credit reference agencies may in turn share my personal information with other organisations. If I am a business customer, the personal data shared with the credit reference agencies will relate to me and my business. Details about my application (whether or not it's successful) will be recorded and you'll give details of me, the business (where applicable) and my accounts and how I manage them to credit reference agencies. If I do not repay any debt in full or on time, they'll record the outstanding debt and supply this information to others performing similar checks, to trace my whereabouts and to recover debts that I owe. Records remain on file for 6 years after they are closed, whether settled by me or defaulted. A financial association link between joint applicants will be created at the credit reference agencies. This will link our financial records and be taken into account in all future applications by either or both of us until either of us apply for a notice of disassociation with the credit reference agencies.

The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail in the 'Using My Personal Data' booklet, or via the Credit Reference Agency Information Notice (CRAIN) document which can be accessed via any of the following links:

- experian.co.uk/crain
- equifax.co.uk/crain

My marketing preferences and related searches

You'll use my home address, phone numbers, and email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact me according to my preferences. I can change my preferences or unsubscribe at any time by contacting you. In the case

of social media messages I can manage my social media preferences via that social media platform. If I'm over 18, you may search the files at credit reference agencies before sending marketing communications to me about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect my credit rating. You do this as part of your responsible lending obligations which is within your legitimate interests.

From time to time you'd like to contact me about products, services and offers that may interest me or to get my opinion on how you are doing. I can choose to stop receiving information at any time by contacting you.

Applicant 1

The boxes I have ticked below indicate the channels I **WOULD NOT** like you to use to contact me:

- ☐ Email
- ☐ SMS
- ☐ Phone
- ☐ Post
- ☐ Market research, including customer satisfaction surveys
- ☒ **All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

Applicant 2

The boxes I have ticked below indicate the channels I **WOULD NOT** like you to use to contact me:

- ☐ Email
- ☐ SMS
- ☐ Phone
- ☐ Post
- ☐ Market research, including customer satisfaction surveys
- ☒ **All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

Applicant 3

The boxes I have ticked below indicate the channels I **WOULD NOT** like you to use to contact me:

- ☐ Email
- ☐ SMS
- ☐ Phone
- ☐ Post
- ☐ Market research, including customer satisfaction surveys
- ☐ **All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

Applicant 4

The boxes I have ticked below indicate the channels I **WOULD NOT** like you to use to contact me:

- ☐ Email
- ☐ SMS
- ☐ Phone
- ☐ Post
- ☐ Market research, including customer satisfaction surveys
- ☐ **All of the above**

I understand that I may receive details of products and services from other Santander group companies if I have agreed with them to receive such information.

10 Data Protection Statement (continued)

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 my accounts, 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 are suitable for me, to analyse statistics and assess lending 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.

Other information about me as a business customer (if I am one)

You may also hold all the information I give to you (i.e. name, address, date of birth, nationality) in order to undertake periodic due diligence checks which banks are required to undertake to comply with UK legislation.

Criteria used to determine retention periods (whether or not I become a customer)

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 my account 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 (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- 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.

For more details on all the above I can contact your DPO or request the 'Using My Personal Data' booklet by calling **0800 092 3300** or I can view it online at caterallen.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.

11 Authorised signatories and acceptance

Anyone who wishes to be able to transact on this account needs to be identified below as an authorised signatory. If you aren't identified as an authorised signatory, the bank cannot accept your signature as authorisation to carry out a transaction, e.g. on a letter, on a cheque, etc.

Pension trustees acting as authorised signatories

Where the Pension trustees are the only authorised signatories required on the account, please read the following statements and confirm your acceptance by signing the signature boxes.

The following authorised signatories wish to operate this account ('The Account') with Cater Allen ('The Bank'). By signing this renewal mandate we confirm that:

- I/we have completed all relevant sections of this renewal mandate.
- I/we have read the Declaration and Mandate and Data Protection Statement, and agree that the Bank can use my/our information as stated in the Data Protection Statement.
- The Trustees have authority from the Individual Scheme Members to allow Cater Allen to undertake appropriate online references searches both now and at any time in the future on the Scheme Members for the purpose of verifying their identity and/or their address.
- Cater Allen may also request from the Trustees documents confirming the Scheme Members' identity and/or address. The Trustees undertake to ensure that Individual Scheme Members are made aware of Cater Allen's requirements to use their data in this respect.
- We have read the statement above and agree that the Bank can use our information as stated.
- We have received and accept the Terms and Conditions of this account and agree to also be bound by any subsequent amendments advised to us by the Bank from time to time.
- I/we hereby certify that the information provided in this renewal mandate is, to the best of my/our knowledge and belief, accurate and complete in all respects.
- For corporate trustees who will be signing on this account, we'll give a list of authorised signatories on company letterhead and at least one signatory from that list will be included within this section.
- Cater Allen is duly authorised to operate the account.
- I have downloaded a copy of the FSCS Information Sheet and Exclusions List.

Signature of Trustee

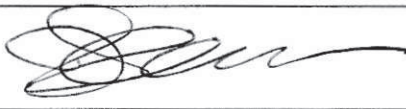
Full name (including any middle names)

David Frederick Allan Hamer

Position

Trustee

Signature



Date

23 01 2025

Signature of Trustee

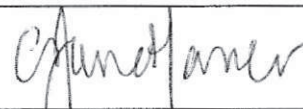
Full name (including any middle names)

Caroline Jane Hamer

Position

Trustee

Signature



Date

23 01 2025

Signature of Trustee

Full name (including any middle names)

David Nicklin

on behalf of RC Administration Limited

Position

Director

Signature



Date

24 01 2025

Signature of Trustee

Full name (including any middle names)

Position

Signature

Date

11 Authorised signatories and acceptance (continued)

Signatures of remaining Trustees and/or Scheme Members who aren't authorised signatories on the account.

By signing this renewal mandate I/we agree that:

- I/we have completed all relevant sections of this renewal mandate.
- I/we have read the Declaration and Mandate and Data Protection Statement, and agree that the Bank can use my/our information as stated in the Data Protection Statement.
- I/we have received and accept the Terms and Conditions of this account and agree to also be bound by any subsequent amendments advised to me/us by the Bank from time to time.
- I/we hereby certify that the information provided in this renewal mandate is, to the best of my/our knowledge and belief, accurate and complete in all respects.
- Cater Allen is duly authorised to operate the account.
- I have downloaded a copy of the FSCS Information Sheet and Exclusions List.

Signature of Trustee non-signer

Full name (including any middle names)

Position

Signature

Date

Signature of Trustee non-signer

Full name (including any middle names)

Position

Signature

Date

Signature of Trustee non-signer

Full name (including any middle names)

Position

Signature

Date

Signature of Trustee non-signer

Full name (including any middle names)

Position

Signature

Date

Additional information

Please use this space for any further information or requests relevant to this renewal mandate.

For CAPB completion only
Marketing Code

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