



The Full Current Account Switch Service

Please complete this form where you are eligible and have opted for a Full Current Account Switch Service.

For Staff Use Only

Switcher Option Checklist - Please answer the questions and complete the table.

a) Do the parties authorising this switch have authority on the old bank mandate?

Yes If Yes, please go to b

No If No, please be advised that for Current Account Switch Services these details have to be matched with your old bank and the switch will be rejected if otherwise

b) Is the old bank a participant of the Current Account Switch Service?

Yes If Yes, please go to c

No If No, this form should not be completed (Account Switching form should be completed instead)

c) Is the account being switched into a valid current account?

Yes If Yes, please go to d

No If No, this form should not be completed (Account Switching form should be completed instead)

d) Does the customer have secured borrowing at their old bank?

Yes If Yes, then the customer is eligible for a Partial Switch only

No If No, please go to e

e) Is the business a Micro-enterprise with an annual turnover and/or balance sheet total that does not exceed £6.5 million and fewer than 50 employees?

Yes If Yes, then Current Account Switch Services and Partial Switch options are available

No If No, end of switcher option checklist questions and Partial Switch options are available.

f) Is the business a Charity with an annual income of less than £6.5million and fewer than 50 employees?

Yes If Yes, then Current Account Switch Services and Partial Switch options are available

No If No, end of switcher option checklist questions and Partial Switch options are available.

g) Is the business a Trust with a net asset value of less than £6.5 million and fewer than 50 employees?

Yes If Yes, then Current Account Switch Services and Partial Switch options are available

No If No, end of switcher option checklist questions and Partial Switch options are available.

Please complete this form where you are eligible and have opted for a Full Current Account Switch Service.

Important information

The Account Terms and a summary of how we use personal information and our regulatory details are available online for you to read and print. This information is important – you should read it carefully before proceeding with the completion of the application form and print a copy for your own records.

Alternatively, please ask your Relationship Manager for a copy of the Account Terms, 'Use of Information and Regulatory

Details

If you have any queries you should refer to your Relationship Manager before continuing with this application

Please complete this form in BLOCK CAPITALS and in black ink. Please mark option boxes with an 'x'.

1. Details of the current account (s) you wish to transfer (TO BE COMPLETED BY ALL)

1.1 Main Account

Old bank name

Old account name

Old account number Old account sort code

Transfer to Ulster Bank account:

Ulster Bank account name

Ulster Bank account number Ulster Bank account sort code

1.2 Additional Account

Old bank name

Old account name

Old account number Old account sort code

Transfer to Ulster Bank account:

Ulster Bank account name

Ulster Bank account number Ulster Bank account sort code

1.3 Additional Account

Old bank name

Old account name

Old account number Old account sort code

Transfer to Ulster Bank account:

Ulster Bank account name

Ulster Bank account number Ulster Bank account sort code

If you need to add further accounts, please make a copy of this page

2. Customer Details

Full organisation/business name

Date of establishment

(DDMMYYYY)

Registration number (where applicable)

Date of registration (where applicable)

(DDMMYYYY)

3. Correspondence address (this is the address that your statements/chequebooks are delivered to for your old account)

Address line 1

Address line 2

Address line 3

Address line 4 OR
overseas country

Postcode

3.1 Principal business or trading addressPlease tick if the principal business or trading address is the same as detailed in section 2 or provide the address below

Address line 1

Address line 2

Address line 3

Address line 4 OR
overseas country

Postcode

4. Registered address, where applicablePlease tick if the registered address is the same as detailed in section 2 Please tick if the registered address for the old account is the same as detailed in section 3

If neither of the two boxes are ticked, please provide your registered address below

Address line 1

Address line 2

Address line 3

Address line 4 OR
overseas country

Postcode

5. Sole Trader details – only required to be completed if your legal status is a sole trader

5.1 Residential address

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

5.2 Debit card details

Card details relating to main account in section 1.1

Cardholder name

Debit card number

Debit card expiry date (DDMMYYYY)

Cardholder name

Debit card number

Debit card expiry date (DDMMYYYY)

Card details relating to additional account in section 1.2

Cardholder name

Debit card number

Debit card expiry date

Cardholder name

Debit card number

Debit card expiry date (DDMMYYYY)

Card details relating to additional account in section 1.3

Cardholder name

Debit card number

Debit card expiry date

Cardholder name

Debit card number

Debit card expiry date (DDMMYYYY)

6. Account authorised signatories' details (All Authorisers must sign section 10)

Please provide details of the authorised signatories who are authorised to perform account switches or are the highest signing rule of the old bank mandate of this account

Reminder: authorisers must match for all accounts in section 1, if this differs an "Additional Current Account Form" must be completed.

6.1 Authorised signatory

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

6.2 Authorised signatory

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

6.3 Authorised signatory

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

6.4 Authorised signatory

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other	<input type="text"/>
First name	<input type="text"/>					
Middle name(s)	<input type="text"/>					
Surname	<input type="text"/>					
Date of birth	<input type="text"/>			(DDMMYYYY)		
Nationality	<input type="text"/>					
Country of residence	<input type="text"/>					
Account party type*	<input type="text"/>					

If you need to add further accounts, please make a copy of this page

7. Owners of Partnerships

Is the business a partnership (General Partnership, Limited Liability Partnership, or Limited Partnership) or Trust?

Yes No

- If no, please go to section 8
- If the owners of the Partnership are not individuals, then this section does not need to be completed
- If the owners are not listed in section 6 as an authoriser please enter their details below, otherwise please continue to the next section

7.1 Owner

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

7.2 Owner

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

7.3 Owner

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

7.4 Owner

Title Mr Mrs Miss Ms Other

First name

Middle name(s)

Surname

Date of birth (DDMMYYYY)

Nationality

Country of residence

Account party type*

If you need to add further accounts, please make a copy of this page

8. Instructions to Ulster Bank – please mark all relevant boxes

8.1 The preferred switch date

Your switch will complete on the earliest possible date, unless you wish to specify a date for the completion of your switch.

Please note that the switch will take 7 working days and cannot start until you have an open account, therefore, if switching into a new account please select a date which is at least 7 working days after the opening of your new account but no later than 30 days after the application has been submitted.

If switching into an existing account, please select a date at least 7 working days but no later than 30 days after this application has been submitted.

Preferred switch completion date (DDMMYYYY)

(If left blank the switch will complete on the earliest possible date)

8.2 The Account Closure/Balance Transfer*

The balance will be transferred, unless negative, and the old account closed automatically

Please advise if you would like us to settle any negative balance on your old account Yes No

*Note: if there are insufficient funds in the new account to repay the outstanding balance at the time of the switch, then the balance will not be repaid and it will be your responsibility to arrange repayment with the other bank. Any outstanding balance unpaid may affect your credit rating.

9. Keeping You Informed

We will keep you up to date on how your switch is progressing and will issue letters to update you throughout your switching journey. If you also wish to receive email and/or SMS updates, please input your email address and/or mobile number below.

Business email address

Mobile number

10. Declaration and signatures

Please confirm the following for the switch

How many accounts are there? How many authorisers are there? How many owners are there?

By signing:

- You confirm the information you have provided for the purposes of the switch are complete and correct
- You will notify any third parties named in the form that their information will be used as described at the start of this form

The Full Current Account Switch Service

I/We are signing to confirm that I/we have received a copy of the service conditions contained in the Current Account Switch Agreement and understand that I/we will be bound by them. I/we authorise the switch and the closure of the existing accounts. I/we have received the following literature.

Your Guide – Switching Your Account to Us Ulster Bank

I/We declare that this form is signed in accordance with the mandate held by my/our old bank/building society and also in accordance with the bank mandate provided to Ulster Bank.

Signed for (organisation name) in accordance with the authority held by the bank

Customer signature(s) (All authorisers named in section 6)

Name (in full) _____

Date (DDMMYYYY) _____

Name (in full) _____

Date (DDMMYYYY) _____

Name (in full) _____

Date (DDMMYYYY) _____

Name (in full) _____

Date (DDMMYYYY) _____

If you need to add further accounts, please make a copy of this page

Guidance notes for completion of the Account Switching Service Application

These notes are provided to assist you with the completion of the application form. The headings below in 'bold' relate to the same headings overleaf.

Section 6 & 7 Account Authorised Signatories & Owners

Account Party Types insert the 4 letter code from the below list of account party types

11. Account Authorised Signatories

Account Party Types insert the 4 letter code from the below list of account party types

• PRIM - Primary owner	• SCND - Secondary owner
• JOIN - Joint owner	• BENE - Beneficiary
• TRST - Trustee	• POAT - Power of attorney
• CUST - Custodian for minor	• LGRD - Legal guardian
• NOMI - Nominee	• ASGN - Account signatory

12. Instructions to Royal Bank of Scotland plc

Standing Orders and Direct Debits

Option 1 – If you cross this box, Ulster Bank will send an advice to your old bank and within three working days they are required to send us the details of your current Standing Orders and Direct Debits.

Ulster Bank will then set up your Standing Orders and Direct Debits exactly as they are currently set up at your old bank. Ulster Bank will then instruct your old bank to cancel all payments currently made by them.

OR

Option 2 – If you cross this box, Ulster Bank will send an advice to your old bank and within three working days they are required to send us details of all your current Standing orders and Direct Debits. Ulster Bank will arrange to send you a copy of the details received from your bank (usually within one working day of receipt) requesting you to instruct us on how to progress with these payments. If we receive your instruction, we will take action accordingly, with Standing Orders and Direct Debits being set up on your new account(s), on the date specified by you. *Please note – if we do not hear from you we will be unable to proceed with the transfer of your Standing Orders/Direct Debits. It is your responsibility to inform us which Standing Order or Direct Debit you would like to transfer.

Transferring your account balance(s)

If you cross this box Ulster Bank will contact your old bank to arrange the transfer of any credit balance from your old account(s) or alternatively we will confirm the amount outstanding on your overdraft with the old bank and transfer the funds from your Ulster Bank account to pay the outstanding borrowing.

Closing your account(s)

If you cross this box Ulster Bank will contact your old bank to arrange the closure of the old account(s).

13. Timescales

Please detail any specific dates you wish Ulster Bank to follow or cross the appropriate box to indicate The Royal Bank of Scotland should await your further instruction.

14. Sole Trader details – only required to be completed if your legal status is a sole trader

This form must be signed in accordance with the mandate held by your old bank and also in accordance with the Bank Account Mandate provided to Ulster Bank. Failure to do so may delay the account transfer process.

Ulster Bank is covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. An FSCS information sheet, including a list of exclusions from the scheme will be provided on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website: www.fscs.org.uk.

Internal Use Only

I confirm that the eligibility for a Full Switch has been met and the customer has opted for the Full Switch Service

Yes No

Are there any additional account switch forms?

If yes, how many are there?

What is the legal status of the organisation? (Choose code from options below)

- **IAPS** - Industrial and Provident Society (e.g. a Co-operative, which includes Ltd. or charity)
- **PCLS** - Private Company limited by shares (Ltd.)
- **PCLG** - Private Company limited by guarantee (Ltd.)
- **PCLC** - Public Limited Company (Plc.)
- **GENP** - General Partnership
- **LLPP** – Limited Liability Partnership (LLP)
- **LIMP** – Limited Partnership (LP)
- **UNLC** – Unlimited Company
- **CICC** – Community Interest Company (CIC)
- **CIOC** – Charitable Incorporated Organisation (CIO)
- **SOLE** – Sole Proprietorship/Sole Trader
- **CHAR** - Charity

Staff signature

Name

Date (DDMMYYYY)

Email address

Contact Telephone No.

Send to:

Ulster Bank: Please send to your CSC team.