

Your ref My ref Extension Date

November 2017

Dear Head teacher/School Business Manager,

Guidance to Schools who wish to change signatories on the bank mandate form

I am writing to inform you that we have been simplifying the arrangements for operating NatWest bank accounts for schools.

There are some guidance notes when signing groups are in place

Adding signatories

Your current signing rules include signing groups. So, if you're adding a signatory, please tell the Bank in section 5 which group this relates to. You do that in the 'signing group' column. To help you with that, your current signing rules are provided below ('Certifying your mandate form').

Certifying your mandate form

Please make sure that whoever signs section 6 of the form has the authority to do so. The form states that the School Secretary will sign the form together with the Chair of Governors. The Chair of Governors will have had authorisation to change the mandate at a full Governing Board meeting (section 6).

Please return the signed form to the mandate team at:

Mandate Processing Team
North of England Corporate Service Centre
Parklands, De Havilland Way
Norwich
Bolton
BL6 4YU

Any questions?

In the meantime, if you have any questions or would like help with completing the form the Bank's Helpdesk is available on 0345 300 1836

Geraldine Chadwick
Children's & Families
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