

Amendment Request Form – Authorised Foreign Exchange Personnel



A. Business Details

Business/Organisation Name (full legal name including details of any trust, if acting as a trustee)

Registered Address

B. Request to Amend Authorised Users

With regard to the Foreign Exchange T&Cs between Nationwide Building Society (trading as “**Virgin Money**”) and us, relating to foreign exchange transactions being entered into between Virgin Money and us, we wish to make the following amendments.

I/We wish to instruct Virgin Money to amend your records of our Authorised Users as follows:

Please amend your records with immediate effect to **include** the following who are persons authorised to access M-Exchange and/or enter into Telephone Transactions on my/our behalf in accordance with the Foreign Exchange T&Cs:

Authorised User

Name of Authorised User (BLOCK LETTERS)

Mobile No. (required for authentication*)

Email address

Telephone (landline)

Authorised User

Name of Authorised User (BLOCK LETTERS)

Mobile No. (required for authentication*)

Email address

Telephone (landline)

Authorised User

Name of Authorised User (BLOCK LETTERS)

Mobile No. (required for authentication*)

Email address

Telephone (landline)

Authorised User

Name of Authorised User (BLOCK LETTERS)

Mobile No. (required for authentication*)

Email address

Telephone (landline)

*The mobile telephone number will be used to send a password via SMS text for user authentication and will not be used for any further processing.

Either your mobile number or, if provided, your landline number may be used to contact you for the purposes of obtaining instructions from you in relation to FX transactions.

Please amend your records to **remove** the following who are no longer authorised to access services on my/our behalf in accordance with the Foreign Exchange T&Cs:

Name (BLOCK LETTERS)

Email address

Name (BLOCK LETTERS)

Email address

C. Declaration and Execution

The signatory/signatories for the customer named in Section A ("customer") hereby make(s) the following declaration:

- I/we have the necessary power and authority to bind the customer.
- I/we acknowledge that I/we, and all Authorised Users, have read and understood the Foreign Exchange T&Cs, the M-Exchange T&Cs and the Foreign Exchange Telephone Service T&Cs (together, the "Terms"), including the limitations of liability contained in them and all the relevant Annexes including the Purpose of Transactions Annex, and by signing this Application Form – Foreign Exchange I/we agree to be bound by the Terms.

Full Name

Signature

Position

Date

Full Name

Signature

Position

Date

Full Name

Signature

Position

Date

Full Name

Signature

Position

Date

Full Name

Signature

Position

Date

Full Name

Signature

Position

Date

Amendment Request Form – Authorised Foreign Exchange Personnel Signing Requirements

Customer Type	Signing Requirements
Individual (Sole Trader)	Sole Trader to sign
Private Limited Company (LTD)	Two directors or one director and the company secretary are required to sign. Where only one director and no company secretary or where sole director is company secretary, sole director must sign before a witness who attests the signature
Public Limited Company (PLC)	Two directors or one director and the company secretary are required to sign. Where only one director and no company secretary or where sole director is company secretary, sole director must sign before a witness who attests the signature
Local Authority	To be signed in accordance with the Authority's constitutional documents
General Partnership	All partners/general partners must sign (unless partnership deed specifies otherwise)
Limited Partnership	All partners/general partners must sign (unless partnership deed specifies otherwise)
Limited Liability Partnership	Two members must sign
Trust*	All trustees must sign (unless trust deed specifies otherwise), and if a trustee is a company then that trustee must sign in the same way specified for private and public limited companies above

*Trusts: by signing this mandate, the trustees confirm that the trust deed/constitutional documents (as applicable) gives them the power (i) to agree to the Terms with Virgin Money, and, if the Authorised Users specified in Section B of this Application Form – Foreign Exchange are not trustees, (ii) to appoint such representatives to access services and enter into Transactions on their behalf.