****** BANK OF SCOTLAND

CHAPS transfer

Corporate customers only

1 DETAILS OF THE CHAPS TRANSFER	
ALL REQUESTS RECEIVED BY 3PM WILL NORMALLY BE MADE ON THE SAME BUSINES	SS DAY. TO AVOID DELAYS, PLEASE COMPLETE WITH CARE USING CAPITAL LETTERS.
Date to be processed D D M M Y Y Y Y	Payment details (if any maximum 140 characters)
Amount in figures	
Amount in words (to include pounds and pence)	Receiving (beneficiary) sort code
	Receiving (beneficiary) bank and branch
Sending (remitter) sort code Sending (remitter) account number	Receiving (beneficiary) customer account number
This must be the same sort code as Account number to be charged (if different) sending account number	Receiving (beneficiary) customer name (maximum 140 characters)
Sending (remitter) name (maximum 140 characters)	
Payment reference (if known)	
2 YOUR CONFIRMATION (terms and conditions set out overleaf) You are hereby authorised to effect these instructions, either by transmission through the Clearing House Automated Payment System or by such other method as you may in your sole discretion decide. I/We agree that no responsibility is to attach to you for any loss caused by delays, interruptions or errors in transmission of payment, which are not directly due to the negligence or default of your own officers or servants. Please debit the payment from my/our account number detailed in Section 1. Neither this instruction for a CHAPS transfer nor your acceptance of it shall be enforceable by the payee or any other third party. Your name(s) or the name of your business	In order to make this payment, personal information relating to individuals named in this form may be processed for the purposes of: (a) complying with the applicable laws, including without limitation anti-money laundering and anti-terrorism laws and regulations, and (b) fighting crime and terrorism; and disclosed to any government entity, regulatory authority or to any other person we reasonably think necessary for those purposes. This may mean that personal information will be transferred outside of the European Economic Area to countries which do not provide the same level of data protection as the jurisdiction in which your account is held, namely UK, Channel Islands or Isle of Man. Your daytime telephone number is required in case of guery
Tour name (a) or the name of your susmess	Toda dayanne terephone humber is required in case or query
Signature Signature	Signature
Date Date	Date
3 CODE AUTHENTICATOR USERS ONLY (CORPORATE CUSTOMERS ONLY)	
User name	Authentication code Date generated D D M M Y Y
BANK USE ONLY - branch/accepting site use only Branch/Accepting site name Sort code Contact name Contact numbers and area dialling codes Phone Fax	Relationship manager authority for payment to be made (only required where insufficient cleared balance and/or where signed application not held) Date Staff member name
Code Authenticator User Name (file number and user level) Date Code Authenticator get	Callback made (if personal customer not present) nerated Code Authenticator - code
	YYY
By faxing this form for processing, you are confirming all checks have been made (listed overleaf)	
Processing Authentication code validation Input by (initials) site use only	Payment reference number Authorised by (initials)

Terms and conditions

- These instructions are made in respect of your account specified in Section 1, whose terms and conditions shall apply to this CHAPS transfer. Capitalised terms defined in the said $\,$ terms and conditions shall have the same meanings in this form unless otherwise defined
- If this form is received by us after either 3pm on a Business Day or on a non-Business Day, it shall be deemed to have been received by us on the following Business Day.

Cancellation and amendments

- If you request cancellation or amendment of these instructions, we will amend or cancel the CHAPS transfer provided that such request is received by us no later than 3pm on the Business Day preceding the agreed date for payment to be made.
- If we refuse to execute a CHAPS transfer we will inform you (unless provision of such information would compromise reasonable security measures or would otherwise be unlawful) within the designated maximum execution time for a payment transaction of this type and give our reasons for doing so and the procedure for rectifying any factual errors that led to the refusal. We will make the CHAPS transfer within the designated maximum execution time for a payment transaction of this type after the reasons for stopping it

- We may refuse to execute a CHAPS transfer on reasonable grounds relating to, amongst other things:

 - suspected unauthorised or fraudulent use; or
 - in the case of a CHAPS transfer with a credit line, a significantly increased risk that you may be unable to fulfil your liability to pay us.
- You agree to notify us without undue delay on becoming aware of any unauthorised, fraudulent or incorrect CHAPS transfer by telephoning the Payments Helpdesk on

BANK USE ONLY - BRANCH/ACCEPTING SITE ACTIONS	
Before faxing ensure the following checks have been made:	
Application form fully complete	
Signature checked and signed in accordance with mandate	
Available cleared balance	
No indicators/blocks present	
Suspicious activity/fraud awareness	
* For Corporate customers no checks are required - fax immediately for processing (see customer signposting).	
All checks made by: (signature)	ID provided and reference number (e.g. Passport number)
	Code Authenticator responsibilities accepted and issued by (name):
Date	
This section is for branch/accepting site information only and does not require faxing, fax the front page only.	

www.lloydsbankcommercial.com Please contact us if you'd like this in Braille, large print or on audio.

We accept calls via Text Relay

We may monitor or record calls with you in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.

Bank of Scotland plc is covered by the Financial Services Compensation Scheme and the Financial Ombudsman Service. (Please note that due to the schemes' eligibility criteria