



Business Cheque Encashment Mandate Completion Guidelines

To enable a Business Cheque Encashment request to be processed as quickly as possible, please ensure you have answered all of the questions on the form.

The form must be completed in block capitals and must be legible so the Post Office branch can complete the transaction. Please do not submit forms with crossed-out or amended text as such changes will cause confusion to Post Office branch staff.

Section 1

1. Type of request

New Facility

Amendment to existing Post Office mandate

Please enter reason

One of the options must be ticked by the requestor. A new request is when the service is being requested for the customer for the first time. Where the Amendment option has been ticked this must only be where there is a current mandate in a Post Office branch for this customer. This would typically be required when there is a change in signatories or daily withdrawal limit. The reason for amendment should be included in the relevant box, this enables Post Office to identify it as a change and so the original indemnity can be withdrawn and replaced with the new request.

Section 2

2. Customer details

Account name

(as shown on cheque book)

Site Reference *(Branch Name / Identifier)*

Account Number

Sort code

Site Reference is important where a large company has multiple branches (bookmaker, Pub chain etc.). The reason for this is that should some of these branches use the same Post Office branch it is important they scan the correct mandate as this controls the maximum withdrawal limits, signatories etc. Where a smaller company is using the Business Cheque Encashment service, then this box may be not applicable.

Section 3

3. Business Cheque Encashment details

If you need help finding the name & address of your preferred post office,
please visit: <http://www.postoffice.co.uk/branch-finder>

For amendment applications please ensure to re-confirm the details of the Post Office® branch you are amending this Facility for.

Nominated Post Office® Branch names and address (in order of preference)	Post Office® Branch Postcode	For Post Office® Use Only
1 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Visits

Number of Visits per week 1 2 3 4 5 6

Other Please Specify

Amount Required

Maximum withdrawal amount in any one day? £

Amount in words

It is vital the Post Office branch postcodes are completed correctly so the customer preferred branch can be identified.

Please indicate the number of visits the customer will make in a week. Please do not tick more than one box, a general indication is required to ensure we are able to fund the customer's cash requirements. Where the customer wants to visit at an unusual frequency (say once or twice per month) please do not tick the days boxes but complete the 'Other Please Specify' box with the details.

Section 4

4. Identification of Authorised Persons

Cheques will be made payable to:

- "Post Office Ltd"**
– and may only be cashed by the named Authorised Person below (or an Authorised Signatory specified in the mandate) who must present the appropriate ID:

Authorised Persons:		

ID to be presented (on every visit to nominated branch)

I confirm that the Authorised Persons must present one of the following IDs on every occasion:

Passport or Driving License

Both boxes must be ticked to confirm Payees name and that the correct ID will be available from the customer when they visit the branch.

Section 5

5. Customer agreement

By signing, the Customer agrees:

- (a) the Post Office® on behalf of the Bank may cash a cheque even if it is crossed.
- (b) a cheque cannot be stopped once cash has been paid over the counter.
- (c) to pay the Bank's charges as agreed and confirmed at opening or when providing the Facility.
- (d) to indemnify the Bank and keep the Bank indemnified from and against all claims, demands, actions, losses, damages, costs and expenses which the Bank may incur or suffer by virtue of agreeing to provide the above arrangement and we undertake to reimburse the Bank on demand in full (without applying any set-off or deduction) with any amounts which the Bank may claim from us arising from such indemnity failing.
- (e) to be bound by these terms and conditions and by the conditions contained in the AIB (GB) Business Account terms and condition a copy of which I have received.
- (f) the Facility will continue until the Customer gives the Bank not less than 5 business days' notice to cancel the Facility or gives the Bank a replacement form.
- (g) the Bank may cancel the Facility immediately if it suspects the Facility may be abused or give rise to fraud on the account. Otherwise the Bank will give the Customer not less than 30 days' written notice.
- (h) the Facility will go through a credit approval process.
- (i) all information provided on this mandate will be shared with Post Office® Ltd.

Signed in accordance with the authority held by the Bank

Any one to sign Any two to sign

Customer Signature(s)
<input type="text"/>
Name
<input type="text"/>
Date <input type="text"/>

Customer Signature(s)
<input type="text"/>
Name
<input type="text"/>
Date <input type="text"/>

Customer Signature(s)
<input type="text"/>
Name
<input type="text"/>
Date <input type="text"/>

Customer Signature(s)
<input type="text"/>
Name
<input type="text"/>
Date <input type="text"/>

Customers –please return all completed forms to your bank contact for authorisation.

Only one option of how many people who are required to sign the cheque must be ticked. If both are ticked this will cause confusion in branch and rejection. The forms must be signed and dated.