

**Health Professions Council  
Finance & Resources Committee Meeting – 28<sup>th</sup> July 2006**

**BANK MANDATE**

**Executive Summary and Recommendations**

**1. Introduction**

A new revised bank mandate is required, as current is out of date. All signatories will need to re-sign.

**2. Decision**

The Committee is asked to agree the revised bank mandate (Revision 8)

**Background information**

Due to procedural changes at Natwest, every time HPC Bank Mandate changes, each change has to be approved by Committee and a new Natwest Bank Mandate will have to be agreed. Due to Elections, Norma Brook will need to be removed from the Mandate and Dr Anna Van Der Gaag to be added.

**Resource implications**

None

**Financial implications**

None

**Appendices**

Bank Mandate (Revision 8)  
Natwest Bank Mandate

**Date of paper**

11<sup>th</sup> July 2006

**HEALTH PROFESSIONS COUNCIL**

**BANK MANDATE ARRANGEMENTS (Revision 8)**

The List is to operate with effect from 11<sup>th</sup> July 2006

**LIST A**

Marc Seale  
Niamh O'Sullivan  
Roy Dunn  
Simon Leicester  
Gregory Ross Sampson

**LIST B**

Dr Anna Van Der Gaag  
John Camp

**Cheques to be signed as follows:**

Up to and including £25,000.00

Any 2 signatures from Lists A

Over £25,000.00

Any 1 signature from Lists A & 1 from List B

**Bacs Transfers**

The payment of some invoices and payroll is made by BACS

The total list of payments, must, before transmission, be signed by any 2 from list A but individual items of payments greater than £25,000.00 should be initialled by a person from List B.

**Transfer between Accounts**

Other than automatic transfers, transfers between Natwest Accounts (Including Money Market & Corporate Bond Transactions) may be confirmed on the Authority of Marc Seale (Chief Executive) Simon Leicester (Finance Manager) & Manj Cheema (Financial Accountant).

**Other Instructions**

The Financial Accountant (Manj Cheema) has authority to deal with all HPC accounts on a daily procedural basis; making funds transfers between HPC accounts & Investment deposits.

Signature of Chairperson:.....Name Print.....**ROBERT CLEGG**

Signature of Chief Executive:.....Name Print.....**M. J. SEALE**

To



# Club, Society or Unincorporated Body Mandate

Please complete this mandate using a BLACK ballpoint pen in BLOCK CAPITALS

Excerpt from Meeting of ~~Members~~ Committee of FINANCE & RESOURCES (delete/insert as appropriate)  
of HEALTH PROFESSIONS COUNCIL (HPC)  
(insert full name of society, club or unincorporated body) ('the Organisation')  
held at 184 KENNINGTON PARK ROAD, KENNINGTON SE11 4BU  
on the 28TH day of JULY 2006  
it was resolved that:

1 National Westminster Bank Plc be requested to act as the bankers of the Organisation

Meanings of words used in this Authority  
'Account' means an account or accounts held with the Bank in the name of the Organisation  
'Bank' means National Westminster Bank Plc

Authority  
2(a) The Bank is requested to open or continue an Account in the name of the Organisation and is authorised to accept instructions (subject to section 2(b) below in respect of instructions not in writing) (i) for operations on the Account and (ii) to release items held in security or safe custody in the name of the Organisation from

SEE ATTACHED BANK MANDATE FOR SIGNING ARRANGEMENTS (REVISION 8)

(insert the titles of officials authorised to operate on the account where appropriate. Specify clearly if more than one signature is required and any limits on the authority) on behalf of the Organisation, even if the account becomes overdrawn as a result of the instructions.

2(b) Where instructions to the Bank are given in any form that is not in writing ('writing' means for this purpose a document bearing an original written authorised signature(s)) the Bank is entitled to accept them if satisfied that the instruction is genuine. The Organisation accepts that the Bank may require them to enter into a separate agreement(s) with the Bank and/or comply with any further conditions covering any means of providing instructions that are not in writing;

MRS MANJ. CHEEMA

2(c) The Bank should send statements of account to the Treasurer the Secretary/ (delete/insert details as appropriate) of the organisation at the following Address  
HPC, PARK HOUSE, 184 KENNINGTON PARK ROAD, LONDON, SE11 4BU

### Constitution of the Organisation

3 The Bank is to be:-  
(a) given a copy of the Rules and Regulations of the Organisation and any amendments made thereafter, certified as correct by the Secretary.  
(b) given authorised signatories sheet(s) (certified as correct by the Chairperson and Secretary).

The Secretary shall notify the Bank of resignations and retirements of those authorised to give instructions.  
This authority shall continue notwithstanding any change in the constitution or membership of the Organisation and until receipt by the Bank of a certified copy of a later Resolution amending or rescinding this Resolution.

We hereby certify that the above is a true Excerpt from the Minutes of the Meeting of the ~~Members~~ Committee/  
FINANCE & RESOURCES (delete/insert details as appropriate) of the Organisation,  
at which the quorum required by the Rules and Regulations of the Organisation was present, and that the specimen signatures attached are correct.

Signature of Chairperson

Signature of Secretary

To **NatWest**

# Authorised Signatories Sheet

Club, Society or Unincorporated Body Mandate

Full name of authorised person:

M A R C J S E A L E

Signature

Official Position  
C H I E F E X E C U T I V E

Full name of authorised person:

R O Y P D U N N

Signature

Official Position  
I N F O R M A T I O N S E R V I  
C E S D I R E C T O R

Full name of authorised person:

J O H N C A M P

Signature

Official Position  
C O U N C I L M E M B E R

Full name of authorised person:

A N N A V A N D E R G A A G

Signature

Official Position  
P R E S I D E N T

The signatures given on this sheet are genuine

Total number of signatories on this sheet **4**

Signature of Chairperson of the meeting

Signature of Secretary of the meeting

Where additional sheets are used, please specify overall number of authorised signatories submitted:

For Bank/Mandate Centre use only. Guidance Notes must be detached prior to sending to Mandate Centre.

Sort Code  Account Numbers

Verified by \_\_\_\_\_ Signature ID No. \_\_\_\_\_

RM Location \_\_\_\_\_ Phone No. \_\_\_\_\_

Date of completion \_\_\_\_\_

To **NatWest**

# Authorised Signatories Sheet

Club, Society or Unincorporated Body Mandate

Full name of authorised person:

S I M O N L E I C E S T E R

Signature

Official Position

F I N A N C E M A N A G E R

Full name of authorised person:

N I A M H O ' S U L L I V A N

Signature

Official Position

S E C R E T A R Y T O

C O U N C I L

Full name of authorised person:

G R E G O R Y R O S S - S A M P S O N

Signature

Official Position

D I R E C T O R O F

O P E R A T I O N S

Full name of authorised person:

Signature

Official Position

The signatures given on this sheet are genuine

Total number of signatories on this sheet

3

Signature of Chairperson of the meeting

Signature of Secretary of the meeting

Where additional sheets are used, please specify overall number of authorised signatories submitted:

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