Health Professions Council Finance & Resources Committee Meeting – 22nd June 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A new revised bank mandate is required, as current is out of date.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 7)

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. The departure of the Director of Communications has resulted this.

Resource implications

None

Financial implications

None

Appendices

Bank Mandate (Revision 7) Natwest Bank Mandate

Date of paper

5th June 2006

HEALTH PROFESSIONS COUNCIL

BANK MANDATE ARRANGEMENTS (Revision 7)

The List is to operate with effect from 1ST April 2006

LIST A LIST B

Marc Seale Niamh O'Sullivan Roy Dunn Simon Leicester Gregory Ross Sampson Norma Brook 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 $\pounds 25,000.00$ 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			

Signature	of	Chief
Print		

Executive:.....Name



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Club, Society or Unincorporated Body Mandate Please complete this mandate using a BLACK ballpoint pen in BLOCK CAPITALS

Excerpt from Meeting of	Members Comnittee FINANCE E	RESQUECES	(delete/insert as appropriate)
	PROFESSIONS COUNCIL		
		(insert full name of society, club or uni	ncorporated body) ('the Organisation',
held ot			
on the		doy of	······································
it was resolved that:			······································
1 National Westmins	ter Bonk PIc be requested to act as the bankers of the	e Organisation	
Meanings of words use 'Account' means on ac 'Bank' means National	count or accounts held with the Bank in the name of	the Organisation	
Authority 2(a) The Bank is request section 2(b) below in the name of the	ed to apen or continue an Account in the name of th in respect of instructions not in writing] (i) for aperati Organisation from	e Organisation and is authorised to ac ons on the Account and (ii) to release i	ceptinstructions (subject to tems held in security or safe custody
SEE ATT	ACHED BANK MANDAT	E FOR SIGNIN	G
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(insert the titles of off authority) on behall c	cials authorised to operate on the account where oppropu If the Organisation, even if the account becomes overdrav	riote. Specify clearly if more than one sign wn as a result of the Instructions.	ature is required and any limits on the
authorised signature	to the Bank are given in any form that is not in writine (s)) the Bank is entitled to accept them if satisfied th rr into a separate agreement(s) with the Bank and/or r not in writing;	at the instruction is genuine. The Orga	nisation accepts that the Bank may
	nd statements of account to the "Treasurer/"the Secre Is as appropriate) of the organisation at the following		J (HEEMA
HPC, PAR	K HOUSE, 184 KENNINGTO	IN PARK ROAD, LON	DON, SEI14BU
Constitution of the Orgo	nisation		
3 The Bank is to be:-			
(a) given a copy of by the Secretary.	the Rules and Regulations of the Organisation and a	ny omendments made therealter, certi	fied as correct
(b) given authorise	I signatories sheet(s) (certified as correct by the Chai	irperson and Secretary).	
The Secretory shall notify	the Bank of resignations and retirements of those ${\mathfrak a}{\mathfrak a}$	thorised to give Instructions.	
This outhority shall contin copy of a later Resolution	ve notwithstanding any change in the constitution or amending or rescinding this Resolution.	r membership of the Organisation and	until receipt by the Bank of a certified
Ne herebu certifu that the	above is a true Excerpt from the Minutes of the Mee	ting of the 'Menhan /'Committee (
		any or the memoersy Committee/	
	RESOURCES	(delete/insert detoils as	appropriate) of the Organisation,

prum required by the Rules and Regulations of the Organisation was present, and that the specimen signatures attached are correct.

Signoture of Chairperson	 Signature of Secretory	

National Westminster Bank Pic Registered in England No 929027 Registered Office: 135 Bishopsgate, London EC2M 3UR



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Authorised Signatories Sheet Club, Society or Unincorporated Body Mandate

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