

**ADD USERS / REMOVE USERS — ORDER APPROVAL MANDATE**

Company Name		Customer Ref No	
Contact Name		Telephone Number	

Title	First Name	Last Name	Signature
Job Title	Phone		
Email			Limits
Permissions: Order Entry <input type="checkbox"/> Order Entry & Commit Order <input type="checkbox"/> Reports <input type="checkbox"/> Add/Edit/Delete Beneficiaries <input type="checkbox"/> Full Admin Rights <input type="checkbox"/> Remove User <input type="checkbox"/>			

Title	First Name	Last Name	Signature
Job Title	Phone		
Email			Limits
Permissions: Order Entry <input type="checkbox"/> Order Entry & Commit Order <input type="checkbox"/> Reports <input type="checkbox"/> Add/Edit/Delete Beneficiaries <input type="checkbox"/> Full Admin Rights <input type="checkbox"/> Remove User <input type="checkbox"/>			

Title	First Name	Last Name	Signature
Job Title	Phone		
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Permissions: Order Entry <input type="checkbox"/> Order Entry & Commit Order <input type="checkbox"/> Reports <input type="checkbox"/> Add/Edit/Delete Beneficiaries <input type="checkbox"/> Full Admin Rights <input type="checkbox"/> Remove User <input type="checkbox"/>			

Complete this form when more users are required than the standard form allows or when future additional users are needed. In the section above provide the details of all users authorised to make transactions online or by telephone. The original Terms and Conditions still apply unless otherwise notified.

Comments:

As a Principle of the Business (such as, but not limited to, a Director or Company Secretary of a Public Limited Company or a Private Limited Company or as a Sole Trader or Partner) please sign below to confirm you have read, understand and agree to the original Terms and Conditions and authorise the above users to carry out Transactions and give Instructions on behalf of the business either online or by telephone.

Title \_\_\_\_\_ Name \_\_\_\_\_ Job Title \_\_\_\_\_

Authorised Signature:



Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please Complete and Fax to +44 (0)870 330 5950 or Post To:**

Client Set-Up Department, Baydonhill plc, 160 Brompton Road, Knightsbridge, London, SW3 1HW  
 Tel: +44 (0)20 7594 0584 [www.baydonhill.com](http://www.baydonhill.com)

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