Amendment Form for Existing Accounts for Corporate and Unincorporated Bodies*

Account Operation, Signatories and Signing Instructions

* Companies, Charities, Societies, Churches, Clubs, Schools and Organisations
Amendment Form for Existing Accounts
for Corporate and Unincorporated Bodies

Some guidelines to help you complete

1) This form is suitable for Companies, Clubs, Charities, Schools, Societies, Churches and Organisations who want to change:
   - Signatories on the account(s) e.g. add/remove a signatory.
   - Signing instructions for signatories on the account(s).
   - Nominated individual authorised to access and manage the business accounts via 365 phone and digital banking. This form can also be used to set up customers with this banking service.

2) New and Existing user of 365 Phone and Digital Banking only (not applicable to Global Markets customers)
   Complete No. 3 on page 3 “Authorised user for 365 Phone and Digital Banking access” if you are/wish to use this Phone and Digital banking service.

3) Avoid common errors. Check that:
   - All new and continuing signatories sign the form.
   - The option of how many signatories required to sign at the one time is ticked (page 3, section 2).
   - The form is signed by the appropriate authorised individual along with the date which the meeting took place and when it was decided that the signatories were to change (page 3, section 1,2,3 and page 4, section 10).
   - The authorised user of 365 Phone or Digital banking is also an authorised signatory (Page 2, section 3).
   - All sections of this form must be complete, with exception of section 3, page 3.

4) If you need to amend your BOL profile/users, please email your Business on Line details to Business. Online@boi.com for a copy of the Change of Administrator Form.

Things you need to know about using 365 phone and digital banking

With 365 phone and digital banking, you can bank anytime, anywhere. It makes managing your bank accounts simple. Online transaction fees are also less costly than paper based payments like cheques.

Your business must nominate a single individual to logon and manage your account(s) and make payments using 365 phone and digital banking. This individual will have sole access and control of the account(s) via 365 phone and digital banking. Once set-up, your Bank account(s) will automatically be registered for e-Statements. You can opt to receive paper statements as well as eStatements by amending the account preference on 365 online. Please note that the individual managing your account will also have the access to change the correspondence address via 365 online.

If this digital banking service is not right for your business, please speak to your Branch about Business On Line. Business On Line is an alternative online banking service for business customers. For more information, visit www.bankofireland.com.

BRANCH CHECKLIST (only applicable for 365 phone and digital banking)

☐ Check against existing mandate and ensure ID&V check is carried out for new signatories
☐ Forward copy of completed form to BSC in pre addressed brown envelope (Ref:11-254) immediately. Hold original signed form in Branch
☐ Notify Bank of Ireland Contact Centre with any 365 user changes
☐ Check 365 authorised users is one of the authorised signatories
To: The Governor and Company of the Bank of Ireland.

Please action this Resolution for the business accounts and/or Global Markets accounts of the account holder named below.

At a meeting of the Board of Directors (includes One Director Company) or Committee or Council

Name of your Company/Society/Club/School/Church/Charity/Organisation (the “Customer”):

held on the □ / □ / □ there was produced to the meeting changes to the account(s) operation/signing instructions. Branch/Business Unit where this account is held. It was resolved that:

5) ACCOUNT CONTINUING

The Governor and Company of the Bank of Ireland (the “Bank”) is hereby requested and authorised to continue one or more accounts in the name of the Customer subject to the Bank's “Business Account Terms and Conditions” and/or “Terms and Conditions for transacting with Bank of Ireland Global Markets” and “Terms of Business for transacting with the Bank of Ireland Global Markets”, a copy of which together with the Bank’s “Terms of Business”, “Bank of Ireland’s Data Privacy Summary”, “Schedule of Fees and Charges for Business Customers”, “Global Markets Accounts fees and charges” and “Schedule of International Transactions Charges” have been received, read and understood by the Customer.

6) ACCOUNT OPERATION & SIGNING INSTRUCTIONS

The Bank is authorised to honour and negotiate all cheques and other negotiable instruments drawn, made, endorsed or accepted on behalf of the Customer and to act on all instructions relating to the accounts, affairs or transactions of the Customer including instructions to close any of the accounts even where such action may lead to borrowing or cause any of the accounts to be overdrawn or any overdraft to be increased, provided that they are signed on behalf of the Customer by:

any one □ any two □ all □ (please tick one box) of the following Authorised Signatories.

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<tr>
<th>1. Signatory Name</th>
<th>Block Capitals</th>
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<th>2. Signatory Name</th>
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<tr>
<th>3. Signatory Name</th>
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<th>4. Signatory Name</th>
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If there are any additional authorised signatories on the account the Bank is to be given a full list of officials authorised to sign, the list to be provided to the Bank (in the format set out above), together with their specimen signatures.

7) AUTHORISED USER FOR 365 PHONE AND DIGITAL BANKING ACCESS

Please only complete this section if using 365 Phone and Digital banking services.

I/we have been provided with a copy of the Bank of Ireland’s standard Terms and Conditions for 365 Phone and Digital Banking and have read and agree to be bound by and fully accept these Terms and Conditions. I/We have read and understand the guidelines “Things you need to know about using 365 phone and digital banking” on Page 2. I/We authorise the following authorised signatory named below to be the sole authorised user of 365 Phone and Digital Banking in respect of the above account, in accordance with the Bank's standard Terms and Conditions. *The authorised user must be one of the Authorised Signatories named above.

Name: __________________________ Date: □ / □ / □
Signature: ______________________
Mobile No.: ______________________ Email: ______________________
Date of birth: □ / □ / □

Account Details

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<tr>
<th>Euro A/c NSC</th>
<th>Currency A/c NSC</th>
<th>Bank Staff No.</th>
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<tr>
<td>A/c No. 1.</td>
<td>A/c No. 2.</td>
<td>A/c No. 3.</td>
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<td>A/c No. 4.</td>
<td>A/c No. 5.</td>
<td>A/c No. 6.</td>
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8) CHANGES TO THE AUTHORISED SIGNATORY LIST
The Bank is authorised (but not obliged) to suspend transactions on the account where in its sole discretion it may at anytime provide or be requested to provide any services to the Customer.

9) CHANGES TO THE SECRETARY/DIRECTORS/BENEFICIAL OWNERS/ MANAGEMENT COMMITTEE/PRESIDENT/ CHAIRPERSON AND AUTHORISED SIGNATORIES OF THE CUSTOMER
That the Bank be authorised to disclose to, transfer to or send copies thereof to any branch, any other member of the Bank of Ireland Group or any other party as defined in the anti money laundering provisions who may at any time provide or be requested to provide any services to the Customer.

10) The Bank is hereby requested to grant accommodation from time to time by way of overdraft, loan or otherwise for the purposes of the Customer, on such terms and conditions as are then current or may be stipulated by the Bank from time to time.

11) INFORMATION PROVIDED TO THE BANK
a) We hereby certify the accuracy of the information provided to the Bank for the purpose of opening the account(s) including the information provided in this pack.

b) Where the Customer has provided personal data to the Bank relating to individuals including but not limited to authorised signatories, administrators, users or beneficial owners, by signing this application, we confirm that the Customer has informed those individuals that personal data relating to them has been or may be disclosed to the Bank and used by the Bank in accordance with Bank of Ireland's Data Privacy Summary provided to us.

12) AMENDMENTS TO THE RESOLUTION
That this resolution shall be communicated to the Bank and shall remain in full force until an amending Resolution shall be passed by the Customer and a copy thereof certified by the President/Chairperson of the Meeting passing the Resolution, shall be communicated to the Bank using the Amendment Form for Existing Account(s) or such other form acceptable to the Bank.

13) Notwithstanding part 8, the Bank be authorised (but not obliged) to suspend transactions on the account where in its sole discretion it reasonably believes it (a) has unclear authority from the Customer on the signatories authorised to transact on the Customer’s behalf or (b) has contradictory instructions in relation to the operation of the account from two or more of the Directors, Secretary, Committee members, officials or persons whom the Bank believes to be in a position of authority in the Customer and that the Bank be authorised to maintain this suspension until the Customer furnishes a new and clear authority in the form of this document or in another form acceptable to the Bank.

14) CONFIRMATION - CERTIFIED A TRUE COPY OF RESOLUTION
The Customer shall be bound by, and requires the Bank to act on, the instructions contained in the Resolution above which is hereby certified to be a true copy of the original Resolution.

Signed

President/ Chairperson of the Meeting at which the mandate resolutions were passed (this person must be a director/secy/ management committee member or elected officer of the Customer)

Signed* Dated this / / 

* Director/Secy/ Elected Official/Management Committee Member (this cannot be the same person as the President/Chairperson of the meeting)

Bank of Ireland is regulated by the Central Bank of Ireland.

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