

Confirmation of Payee Opt Out / Back In Form

What is Confirmation of Payee?

Confirmation of Payee will check the name on the account you want to send money to and also confirm the name on your account when someone wants to send a payment to you.

The service is designed to give individuals and businesses greater assurance that they are sending payments to the right person, helping them to avoid making payments to the wrong account holder, as well as providing another layer of protection in the fight against fraud and scams.

We have automatically opted in all eligible customers to the Confirmation of Payee service.

Can I opt out?

We'll only agree to an opt out request in exceptional circumstances.

By opting out of the service you will still be able to use Confirmation of Payee when you send a payment to another account (if available). However, your account will not be checked when another person or business tries to make a payment to you.

In the event that you do opt out of this service then individuals or businesses making payments to your account will get a message that your details cannot be checked.

If I switch my account to another bank will I remain opted out of the Confirmation of Payee service?

If you switch your account to another provider your opt out request will not automatically switch. You'll need to opt out with your new account provider

What if I want to opt back in?

If you have already opted out of Confirmation of Payee and wish to opt back into the service you can do so at any time. Please tick the **Opting back in** box below, sign and return the completed request to the address detailed below.

IMPORTANT PLEASE READ CAREFULLY

How will this information be processed?

For all Personal & Business accounts

For both Personal & Business accounts, following a review of the "Opt Out" request, if approved, your request will be applied to all of your accounts and not just that which you have quoted below. We'll use this information to apply the opt out to your accounts, and to keep a record of your request as long as this is in place. We will keep your personal information for as long as we either need to retain it, or are required to do so by regulation/law. You can find out more about how we process your information by visiting our website and reading our "Privacy Notice" document.

Personal Joint Accounts

For Personal accounts this will also include any joint accounts that you are party to, resulting in the joint account being opted out of Confirmation of Payee. This will not affect any sole accounts the joint party holds with the Bank.

Please make sure the other joint party is aware of this and if they are happy for the joint account to be opted out they must also provide their authorised signature below.

Is your request in relation to (please tick relevant option below):

Business Account: ☐

Personal Account: ☐

Opting Out: ☐

Opting Back In: ☐ (only possible if you've already opted out)

Your details

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| First Name: | |
| Middle Name(s): | |
| Last Name: | |
| Account name: (Or full Business name): | |
| Sort Code: | 60-91-37 |
| Account Number: | |
| Address on Account: | |
| <p>If your request is for "Opting Out" Please provide as much detail why you wish to opt out of the Confirmation of Payee service, you can continue on a separate page if needed. <i>Note, we may need to contact you to discuss this.</i></p> | |

Once this form is submitted it will be sent to a dedicated team and they will assess your request and will inform you of the outcome within 30 calendar days.

I confirm I am the person named above or have authority to act on the account holder's behalf.

Personal Customers - sole and/or joint accounts (Note – both joint account holders' signatures are required)

Account Holder 1: _____
Print name: _____

Account Holder 2: _____
Print name: _____

Business Customers

Sole Trader

Account Holder: _____
Print name: _____

Partnership

Partner: _____ Print name: _____
Partner: _____ Print name: _____

Incorporated Company (Limited and Unlimited)

Director: _____ Print name: _____
Director/Secretary: _____ Print name: _____

LLP

Member: _____ Print name: _____
Member: _____ Print name: _____

Unincorporated Clubs/Societies/Trusts

Chairman/Officer: _____ Print name: _____
Chairman/Secretary: _____ Print name: _____

Date: _____

After completed, please print and post this signed form to:

Shanghai Commercial Bank Ltd.
Deposit Department
65 Cornhill
London
EC3V 3NB