



# Instructions Transmitted by Facsimile Indemnity and List of Code Words

This document outlines the Bank's requirements for the acceptance of instructions transmitted by you to the Bank by facsimile. Completion of these forms is only required if you wish to utilise this facility, the provision of which is subject to the Bank's specific acceptance of your application.

Attached to this form is an Indemnity which requires completion by the Company. This authorises the Bank to act on instructions received by facsimile and indemnifies the Bank against liability and loss as a result of complying with the facsimile instructions given. Please ensure that the person(s) signing the Indemnity are authorised signatories of the Company in accordance with the current Bank Mandate, and are those individuals specifically authorised to execute the Indemnity in the accompanying Board Resolution.

As well as the completion of the Indemnity, it is necessary for you to supply a list of code words known only to yourself and the Bank. We would suggest that at least 25 code words, each one to have a minimum of five characters, are provided in a completely random manner (for security reasons) as one code word is to be marked off each consecutive occasion of use. Please ensure that the code words provided are used in the same order as on the list submitted to your branch.

Identical lists should be produced, one copy being retained by yourself and the other forwarded to your branch.

The list intended for the Bank must be signed in accordance with the Company's current Bank Mandate. This contains your confirmation that the code word list is kept in a secure place at all times.

For delivery to your branch the list must be placed in a sealed envelope and clearly marked 'only to be opened under dual control' and inserted into a further envelope addressed to the Bank and marked 'Private and Confidential'. It is vital that the documents are delivered in this manner in order to maintain complete confidentiality. **Unfortunately, you may be required to provide a new set of code words if delivery is not made in this manner.**

Deliver the list, the signed Indemnity and original board resolution (a specimen resolution is attached for your guidance) either in person or by courier/registered mail to your branch.

When transmitting instructions to us by facsimile, the next unused code word from the list should be allocated and deleted from the list and a note of the date on which it was used recorded. The allocated code word should be written on the instruction being submitted. The list may only be used once and it is your responsibility to provide us with a new list prior to expiry of the previous list.

The safe custody and proper usage of your list will at all times remain your responsibility.

The Bank reserves the right to refuse acceptance of any instructions not accompanied by a valid code word, unless submitted in writing and signed in accordance with the Company's current Bank Mandate.

The absence of written confirmation of facsimile instructions shall not in any way prejudice the Bank's right of recovery in accordance with the terms of the Facsimile Indemnity. There is no need for confirmation to be sent of the facsimile instructions as this could lead to possible duplication, but all instructions must be signed in accordance with the Company's current Bank Mandate.

Once you have received our acknowledgement, confirming receipt of the list of code words, the facility becomes operative.

A small charge may be made for this service, details of which can be obtained from your branch.

# Authority and Indemnity re Facsimile Instructions

TO BARCLAYS BANK PLC

We (your customer) authorise you to act on any instructions, which are received by you by facsimile transmission, subject always to such facsimile instructions being authenticated with a code word taken, in usage order, from the certified list provided by us to you, and appear to you to be signed in accordance with the Bank Mandate held by you.

In consideration of you, any officer of the Bank, your agents or otherwise acting in accordance with any such facsimile instructions I/we:

1. Agree to indemnify you and keep you indemnified against all actions, proceedings, liabilities, claims, damages, costs, losses and expenses in relation to your acting on such instructions; and

irrevocably authorise you to debit the Company's account immediately with all sums paid by the Bank in respect of such instructions, and to debit the Company's account with all sums of money whatsoever, interest on money, costs, charges and expenses which the Bank may incur as a result of its complying with such facsimile instructions.

2. Agree to be jointly and individually liable under this Indemnity in respect of any joint account to which we are a party.

Signed on behalf of:

Company name: \_\_\_\_\_ Company registration number: \_\_\_\_\_

**1. Authorised signatory**

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Authorised signatory**

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to a Resolution of the Board of Directors dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ a copy of which is annexed to this Indemnity.

Company name: \_\_\_\_\_ Company registration number: \_\_\_\_\_

At a meeting of the Board of Directors:

Held on the day of: \_\_\_\_\_ month: \_\_\_\_\_ year: \_\_\_\_\_

It was resolved:

1. that the Company issue in favour of Barclays Bank PLC a Facsimile Indemnity in the form required by the Bank, a copy of such form having been exhibited to and approved by the Board.

2. that (print name) \_\_\_\_\_ and (print name) \_\_\_\_\_ be and are duly authorised to execute the said Facsimile Indemnity in favour of Barclays Bank PLC on behalf of the Company.

Certified a true copy Resolution of the Board of Directors.

Signature of Director:

Signature of Company Secretary/Director:

\_\_\_\_\_

\_\_\_\_\_

SUGGESTED FORMAT FOR CODE WORD LIST

Company name: \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

We confirm this code word list is kept in a secure place at all times. To be signed by two authorised signatories in accordance with the Company's current Bank Mandate.

Authorised signatory: \_\_\_\_\_ Authorised signatory: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_