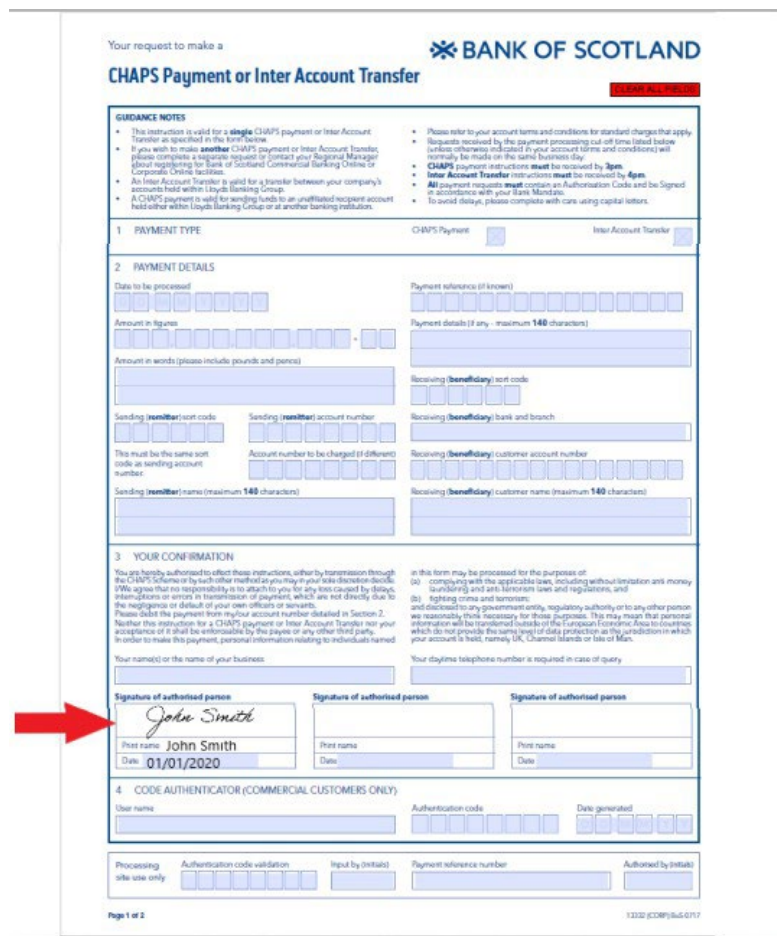


On receipt of a CHAPS instruction, please check that the details pre-completed on your behalf are correct and then sign in the first box indicated below, print your name and date accordingly.



The image shows a 'CHAPS Payment or Inter Account Transfer' form from the Bank of Scotland. The form is divided into several sections:

- 1 PAYMENT TYPE:** Includes checkboxes for 'CHAPS Payment' and 'Inter Account Transfer'.
- 2 PAYMENT DETAILS:** Contains fields for 'Data to be processed', 'Amount in figures', 'Amount in words', 'Sending (beneficiary) sort code', 'Sending (beneficiary) account number', 'Account number to be charged (if different)', 'Sending (beneficiary) name', 'Payment reference (if known)', 'Payment details (if any - maximum 140 characters)', 'Receiving (beneficiary) sort code', 'Receiving (beneficiary) bank and branch', 'Receiving (beneficiary) customer account number', and 'Receiving (beneficiary) customer name (maximum 140 characters)'.
- 3 YOUR CONFIRMATION:** Includes a section for 'Signature of authorised person' with three boxes. The first box is pre-filled with a signature 'John Smith', 'Print name: John Smith', and 'Date: 01/01/2020'. A red arrow points to this signature box. Other boxes are empty with labels for 'Print name' and 'Date'. There is also a 'Your daytime telephone number' field.
- 4 CODE AUTHENTICATOR (COMMERCIAL CUSTOMERS ONLY):** Includes fields for 'User name', 'Authentication code', and 'Date generated'.

 At the bottom, there are checkboxes for 'Processing site use only', 'Authentication code validation', 'Input by (initials)', 'Payment reference number', and 'Authorised by (initials)'. The footer indicates 'Page 1 of 2' and '1332 (COMP)US-0117'.

Once signed, if you are able to, please scan the CHAPS instruction and email it back us.

Should you not have access to a scanner but you have a camera phone or a digital camera and are able to upload the image to a computer to email it, please do so.

When taking a photo, please ensure that you take a picture of the whole page, ensuring that it is entirely legible. Taking a photo can reduce how clear an instruction is. Please avoid taking a picture at an angle.

Please email the CHAPS form back to the Client Relationship Manager/Consultant who sent it to you to sign.

Should you not have the facilities to scan/take a picture and send the document back to us by email, please send the signed CHAPS form to us by post.