

Registering a Power of Attorney on your business account

Power of Attorney is when a person appoints someone else to act on their behalf. The person making the Power of Attorney is called the Donor and the person appointed to act on their behalf is called the Attorney.

If you've been appointed to help someone manage their financial affairs, we're here to help. Follow the simple steps below to register your documents and we'll take care of the rest.

Step 1. Gather your documents

What you'll need do		✓
1	<p>Verify your identity</p>	<p>Step 1: You'll need to provide a copy of some photo ID – such as a UK passport or full/provisional photo driving licence.</p> <p>Step 2: You'll need to provide us with your full name, address, date of birth and email address.</p> <p>Attorney's name:</p> <p>Attorney's signature:</p>
2	<p>Provide the POA document Power of Attorney document or access code (provided by the Office of the Public Guardian)</p>	<p>If you have an access code, provide this on the next page.</p> <p>If you don't have an access code, we'll need to see a copy of the full Power of Attorney document. The document can be a number of pages long, so please ensure you copy the entire document.</p> <p>If there are any restrictions stated in the document that require evidence, please also send the required evidence. e.g. medical confirmation of the Donor's capacity.</p>

Office of the Public Guardian 'Use LPA' service

If you've registered your Lasting Power of Attorney¹ with the Office of the Public Guardian (OPG) after September 2019, you may have been provided with a unique activation key on your registration letter. If you don't have a code, search 'Use LPA' to request one from the Office of the Public Guardian.

Using this key, you're able to give Barclays and other banks an access code to view your LPA online. This may mean that you don't need to send us certified copies or original documents.²

1. Search 'Use LPA' to set up an account with the Office of the Public Guardian
2. Add the LPA reference number, activation key and date of birth (these will be on your registration letter provided by the OPG, and your activation key will start with a 'C')
3. Once you've added the LPA to your account, select 'Give an organisation access' and type Barclays in the reference field
4. You will then be given an access code, this will start with 'V' and will have an expiry date. Insert these in the boxes below

For help using the service provided by the OPG, search 'Use LPA' or contact the Office of the Public Guardian Helpline.

'Use LPA' access code	Expiry date
V - _____ - _____ - _____	

¹Only new Lasting Powers of Attorney registered after September 2019 are eligible for the 'Use LPA' service, other types of Power of Attorney (e.g. General Powers of Attorney) are not accepted.

²If there are any 'Preferences or Instructions' stipulated within the Lasting Power of Attorney, we'll need to see the full certified or original paper document.

Step 2. Complete the submission form

(An additional sheet is enclosed if more space is required)

The Donor's details

Title	
Forename(s)	
Surname	
Date of Birth	
Postcode	
6 digit corporate number or Merchant Identification Number	

First Attorney's details

Title	
Forename(s)	
Surname	
Date of Birth	
Postcode	

Second Attorney's details

Title	
Forename(s)	
Surname	
Date of Birth	
Postcode	

Declaration of Capacity Status

Use this form to tell us whether or not the donor is mentally capable of managing their own affairs. Attorneys may wish to seek legal advice or to contact the Office of the Public Guardian before signing this declaration.

Please read declaration A and B below, then tick the appropriate option on the next page.

Declaration A: Donor is NOT mentally capable of managing their own financial affairs	Declaration B: Donor IS mentally capable of managing their own financial affairs
<ol style="list-style-type: none"> 1. I/We confirm that the Donor is (in accordance with the provisions of the Lasting Power of Attorney) currently unable to manage their financial affairs and operate their Bank account(s). 2. I/We agree to inform the Bank if the Donor becomes able to manage their financial affairs and operate any of their bank accounts at any time in the future. 3. I/We understand that the Bank will generally no longer accept instructions from the Donor (this means we'll cancel their cards and online access; we'll also remove their signature from the account). 4. I/We understand that if the Donor disputes this Declaration the Bank might only allow payments from the Donor's accounts on the joint instructions of the Donor and me/us and that any such dispute might need to be referred to the Office of the Public Guardian. 5. I/We certify that to the best of my/our knowledge I/we have complied with my/our duties imposed on me/us under the Lasting Power of Attorney. 	<ol style="list-style-type: none"> 1. I/We confirm that the Donor is able to manage their financial affairs and operate their Bank Account(s). 2. I/We as Attorney(s) agree to inform the Bank if the Donor again becomes in accordance with the provisions of the Lasting Power of Attorney unable to manage their financial affairs and operate their Bank Account(s).

I/We confirm that I have read the Declaration of Capacity Status terms on the previous page and can confirm that:

Select one option (tick the box that applies)	✓
The Donor is NOT mentally capable of managing their own financial affairs	
The Donor IS mentally capable of managing their own financial affairs	

All Attorneys must sign the declaration

First Attorney's signature	
Date	
Name	
Second Attorney's signature	
Date	
Name	

Step 3. Send your documents

Once you've gathered your documents and completed the submission form, simply send all of the documents to us and we'll get you set up. You don't need to call us; we'll write to you as soon as your request is complete.

By post	By email
Barclaycard Payments – KYC Refresh Barclaycard House 1234 Pavilion Drive Northampton NN4 7SG	Accepting payments acquiringkyc@barclays.com Business cardholders bpknowyourcustomerqueries@barclays.com

Consent to the Use of Personal Information

Personal Information Concerning Authorised Third Party

I agree you may use my personal information as described below. I accept the customer agreement in so far as it applies to the instruction given by me on the accounts described below: in particular clauses 2 and 3, which include reference to security procedures.

Barclays will collect, use and store your information in order to enable you to administer the account on which you have been given authority. By 'your information' we mean personal and financial information that we obtain from you or from third parties, such as the account holder(s), and other organisations such as fraud prevention agencies, or which you or they give to us at any time.

If you give us information about other people which we use to provide our services, then you confirm that you know they agree or are otherwise allowed to give us this information.

We and other companies in the Barclays Group will use your information to manage the account holder(s) and provide our services, for assessment and analysis (including credit and/or behaviour scoring, market, product analysis and market research), prevent and detect fraud, money laundering and other crime, carry out regularity checks and meet our obligations to any relevant regulatory authority, and to develop and improve our services to you and other customers and protect our interests.

We may give information about you and how you manage the accounts over which you have authority to the following:

- other companies within the Barclays Group and our relationship partners, which may be outside the UK
- companies and organisations who provide a service to us or are acting as our agents (including their sub-contractors), on the understanding that they will keep the information confidential
- anyone to whom we transfer or may transfer our rights and duties in this agreement
- companies and organisations that assist us in processing transactions you make (including but not limited to payment processing service providers) and in providing value added services that you have requested

in addition, we can share your information with:

- your advisors (including but not limited to accountants, lawyers, financial advisors and other professional advisors) where authorised by you and to any other person notified by you as authorised to give instructions or to use the account or products or services on your behalf
- in order to make or receive some payments, the details of the payment (including information relating to those involved in the payment) may be received from or sent abroad, where it could be accessible by overseas regulators and authorise in connection with their legitimate duties (e.g. the prevention of crime), in instructing us to make payments you agree to this on behalf of yourself and others involved in your payments
- any third party as a result of any restructure, sale or acquisition of any company within the Barclays Group, provided that any recipient uses your information for the same purposes as it was originally supplied to us and/or used by us
- fraud prevention agencies. In particular, we will always tell fraud prevention agencies if you give us false or fraudulent information. They will also allow other organisations (in the UK or abroad), including law enforcement agencies, to access this information to prevent and detect fraud, money laundering or other crimes. You can write to us at Barclays, Leicester, LE87 2BB for details of fraud prevention agencies with which we share information

Otherwise we will keep information about you confidential unless we have a duty to disclose it or law or regulation allows us to do so for legitimate business purposes.

If we transfer your information to a person, office, branch, or organisation located in another country, we will make sure that they agree to apply the same levels of protection as we are required to apply to information held in the UK and use your information strictly in accordance with our instructions.

We need you to tell us about any changes to your personal or contact details so that where necessary we can continue to manage the accounts over which you have authority and can communicate with you safely and quickly. We will contact you using the contact details that you have provided to us and will use the most recent address or mobile number that we have for you. Where we contact you electronically we may send important messages on matters relating to the accounts for which you have authority using text, email and digital methods.

We may monitor or record any communication between you and us including telephone calls. We will use these to check your instructions to us, to analyse, assess and improve our services, and for training and quality purposes. For security and to prevent and detect crime we may also use CCTV in and around our premises to monitor and collect images or recordings of your voice.

We will retain information about you after the closure or removal of your authority from the account(s) for as long as permitted for legal, regulatory and other financial crime prevention and legitimate business purposes.

You can find out more about how we use the information we hold about you, and request a copy here:

[barclays.co.uk/important-information/control-your-data/](https://www.barclays.co.uk/important-information/control-your-data/)

Additional Attorney details

Use this sheet if there are more than two named Attorneys

Title	
Forename(s)	
Surname	
Date of Birth	
Postcode	
16-digit corporate number	
Attorney's signature	
Date	
Name	

Title	
Forename(s)	
Surname	
Date of Birth	
Postcode	
16-digit corporate number	
Attorney's signature	
Date	
Name	