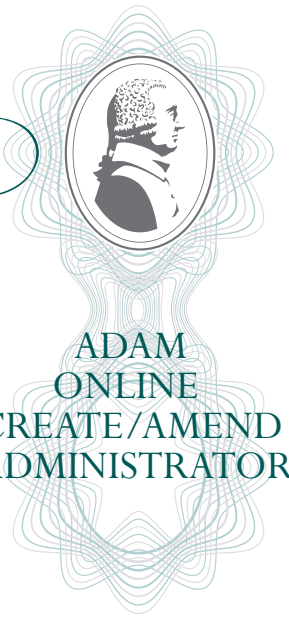


Adam & Company



ADAM
ONLINE
CREATE/AMEND
ADMINISTRATOR



This form should be used to create or amend administration and/or audit permissions.

For example:

- to add or remove the administration permission;
- to amend any personal details for an existing administrator;
- to amend the administration rights from dual to unrestricted or vice versa;
- to create a new administrator.

1. Type of administration

Administrator access – An administrator can act alone or with another administrator. Dual administration is strongly recommended as it is a security measure which requires the approval of two administrators' for all changes made to users approval limits or increases to their access rights. To ensure the availability of administrators, we recommend that if dual administration is set-up then at least three administrators should be appointed. This is set individually for each administrator so please indicate here whether this administrator can act independently (Unrestricted) or together with another administrator (Dual) or if the permission is to be removed altogether (Remove).

Access to Audit information – The audit function allows the user to search the Adam Online database for their audit records. If the user should have access to this information then select 'Yes', if not then 'No'.

2. User details

Select a username for the administrator, this must be between 6 and 10 characters long. For an existing user enter the existing username that is currently used for logging into Adam Online. Complete the user's title, name and phone number. The address only needs to be completed if it is different to the company's main address.

3. Authorisation

The form must be signed in accordance with the current Bank Mandate. We would draw your attention to paragraph 1.3 Appointment of administrators, users and authority, which outlines the responsibilities of the administrator and, in particular, their ability to allocate access to the account(s) to other users.



Please complete all sections of this form in BLOCK CAPITALS with a black ball point pen and where marked * delete as appropriate. Please return to Adam Online Team, FREEPOST LON20747, Trinity Quay, BRISTOL BS2 0FA. Should you require further assistance completing this form please contact the Adam Digital Helpdesk on 0131 278 0888.

The form should be used to create or amend administration and/or audit permissions for an existing user.

1. Type of administration

We strongly recommend dual administration and to ensure the availability of administrators, we recommend that if dual administration is set-up, then at least three administrators should be appointed.

Administrator Access Unrestricted Dual Remove

Access to Audit information Yes No

2. User details

Username

To create an administrator, please choose a username here. To amend an existing user, enter their username here.

Email

Business name

Title Mr Mrs Miss Ms Other

If 'Other' please specify

First name

Surname

Phone number

Business address - only if different to the main address and must be an address held on our files.

Address line 1

Address line 2

Address line 3

Address line 4 OR Overseas country

Postcode

3. Authorisation

I/We* confirm that the parties signing this request are on the current mandate held by the Bank. I have read and agree the terms and conditions, in particular to paragraph 1.3 Appointment of administrators, users and authority, which outlines the responsibilities of the administrator and, in particular, their ability to allocate access to the account(s) to other users. The terms and conditions are available for you to read and print. **These are important, please read them.** To access these go to adambank.com/online or alternatively please ask your Private Banker for a copy.

Signature	<input type="text"/>	Date	<input type="text"/>
-----------	----------------------	------	----------------------

Name	<input type="text"/>
------	----------------------

Position held	<input type="text"/>
---------------	----------------------

Signature	<input type="text"/>	Date	<input type="text"/>
-----------	----------------------	------	----------------------

Name	<input type="text"/>
------	----------------------

Position held	<input type="text"/>
---------------	----------------------

Adam & Company plc registered in Scotland Number 83026. Financial Services Firm Reference Number 114724.

Adam & Company plc registered office: 25 St Andrew Square, Edinburgh EH2 1AF.

Adam & Company plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Calls may be recorded.

adambank.com

ADAM0525 (04/15)