



Third Party Mandate

This document should be completed if you wish another person to deal with your Insurance/Warranty policies. This third party mandate will not come into force until we have completed all necessary checks.

General Guidelines

- This mandate can only be cancelled in writing by the policyholder.
- If you require more than one person to deal with the policies, a separate form will need to be completed.
- This mandate can cover all policies that you have with Mark Bates Ltd.
- The completed mandate needs to be returned to Mark Bates Ltd in the pre-paid envelope provided.

To: Mark Bates Ltd

Date

Section 1 – Personal details

Policyholder

Policy number

Until I give you notice in writing to the contrary please consider

Insert full name of person you are authorising to act as a third party contact.

Section 2 - Account details

If you have any existing third party contacts on your account are they to remain?

Yes No

I require this mandate to cover all policies that I have with you.

Note: If section 2 is left blank, we will assume this mandate covers all policies that you have with us.

Section 3 - Authority

Please ensure that you have ticked the appropriate box for each option.

The third party/ies are authorised to:

- a) Obtain information relating to the policies that I have with you.
- b) Advise you of any changes to my personal information e.g address, product details.
- c) Notify you and deal with a claim.
- d) Register a complaint on my behalf.
- e) Cancel the policy upon my request.
- f) Deal with any other transaction that I may not be able to do myself.

Third Party Signatory

All third party contacts must state their details and sign where indicated below.

Full name of third party

Address

Postcode

Date of Birth

Contact telephone number

Relationship to policyholder

Signature

Accountholder

I agree that:

- 1. All information provided or requested by the third party shall be my responsibility.
- 2. This mandate, if not revoked by me, shall be binding on my personal file until you receive written notice from me.

Full Name

Signature