

Guide to Authorised Signatories

Type of Business	Reg/Non-regulated	Customer Name	Signatory		
			Master Agreement	<25k	>25k
Limited Company & plc	Non Regulated	Registered Co Name	Director	Director Finance Officer CFO Head of Facilities Head of Finance Finance Group Controller Procurement Mgr/Head of Procurement Company Secretary	Director
Embassies	Regulated	Embassy of High Commission of..	N/A	Ambassador of High Commissioner and (or) official stamp	
Sole Trader	Regulated	Mr F Smith T/A Smith Design	N/A	Mr F Smith (Proprietor)	
Partnerships - <3 partners	Regulated	Mr F Smith & Ms W Weston T/A Smith & Weston Florists	N/A	<£5k – Any Partner >£5K – All Partners to sign	
Partnerships - >4 partners	Non Regulated	Business Name	N/A	<£5k – Any Partner >£5k -	
Professional Partnerships - < 3 partners <i>Eg Solicitors, Accountants, Structured & Civil Engineers, Doctors (GPs), Dentists, Barristers & QCs</i>	Regulated	Mr F Smith & Ms W Weston T/A Smith & Weston Florists	N/A	Up to £50k – Any Partner Above £50k – Two or more partners to sign Above £250k proof of signatory authorities	
Professional Partnerships - > 4 partners <i>Eg Solicitors, Accountants, Structured & Civil Engineers, Doctors (GPs), Dentists, Barristers & QCs</i>	Non Regulated	Business Name	N/A	Up to £50k – Any Partner Above £50k – Two or more partners to sign Above £250k proof of signatory authorities	
Limited Liability Partnerships (LLP)	Non Regulated	Registered name of LLP	N/A	Up to £50k – Any Partner Above £50k – Two or more partners to sign Above £250k proof of signatory authorities	
Local Authority <i>eg councils</i>	Non Regulated	Name of Authority	CFO	Signatory guidelines same as per Ltd Co for under 25k	1. Authorised signatory eg CFO, Corporate Treasurer, Town Clerk Dept Head
Local Authority Schools <i>(LEA Funded)</i>	Non Regulated	Name of School	CFO	1. Authorised signatory eg; Head/Deputy Head Acting Head/Bursar or Business Manager or Principal or Manager up to 5k	
Local Authority Universities & Colleges	Non Regulated	Name of University/College	Principal, Treasurer, Bursar & Head of Department/Acting Head (subject to checking their authority to sign) or Business Manager up to 25k		
Opted out Schools & Colleges <i>eg Private & Independent</i>	Non Regulated	Name of School/College	CFO	1. Authorised signatory eg; Head/Deputy Head, Acting Head/Bursar or Business Manager or Principal or Manager up to 5k	
Private School/College	Regulated & Non Regulated	Name of School or T/A	Refer to Sole Trader, partnership or limited depending on status		
F.E.F.F.C /Independent School	Non Regulated	Name of School	As per local authority		
Clubs, Association & Trade Unions	Regulated	Name of Club, Association or Union	N/A	2 authorised signatories, 1 of whom is either the Chairperson or Treasurer (or one signatory if deal £5k or under)	
Charities	Regulated & Non Regulated	Name of Charity	Trustee to sign up to 25K – Over 25K 2 Trustees		
Church of England or Parochial Church Council	Regulated	PCC of Church	N/A	Senior Clergyman/Warden/Treasurer – Any 2 over 5k	

Roman Catholic Church – Diocese or Non-Diocese	Regulated	Father....On behalf of St.....RC Church	N/A	Senior Clergyman/Warden/Treasurer – Any 2 over 5k
Synagogue	Regulated	(Name of signatory) on behalf of.....	N/A	Senior Clergyman/Warden/Treasurer – Any 2 over 5k
Monasteries	Regulated	(Name of signatory) on behalf of.....	N/A	Senior Clergyman/Warden/Treasurer – Any 2 over 5k
Convent	Regulated	(Name of signatory) on behalf of.....	N/A	Mother Superior/Warden/Treasurer – Any 2 over 5K
Nursing Home	Regulated Non Regulated	Name of N.H T/A Name of N.H	N/A CFO	All partners to sign or one partner with letterhead to confirm 1 authorised signatory subject to LA Number
Associations & Clubs	Regulated	Name of Club	N/A	2 of Chairman and Secretary or Treasurrer