

**APPLICATIONS TO PARTICIPATE IN ANY BANK OF ENGLAND (THE BANK) OR  
BANK SUBSIDIARY'S MARKET OPERATIONS, FACILITIES OR SCHEMES (THE  
FACILITIES) AND UPDATES TO DOCUMENTATION –**

**GUIDANCE ON DOCUMENTARY EVIDENCE TO SUPPORT THE AUTHORISED  
SIGNATORY EVIDENCE FORM**

The Bank of England (the **Bank**) requires applicants to the Facilities to provide additional documentary evidence to support the authorised signatory evidence form (the **Signatory Form**).

The person or persons who sign at the bottom of the Signatory Form certify that: (1) the specimen signatures listed in the table are authentic; (2) those persons listed in the table are authorised on behalf of the applicant to sign future documentation in connection with the Facilities; and (3) they themselves have the relevant authority to complete the Signatory Form.

Please note, further evidence may be required specifically in respect of the signatory or signatories (each a **Signatory** or **Signatories**) who have signed *at the bottom* of the Signatory Form (i.e. not in respect of those listed in the table), as follows:

1. authority evidence – see Section A; and
2. second specimen signature evidence (in addition any specimen signature(s) which will be included on the Signatory Form) - see Section B).

Set out below are guidelines on whether this evidence is required and, where it is required, examples of the forms of evidence that are acceptable to the Bank. Also set out on the last page of this document is an illustrative flowchart.

These guidelines are indicative and do not prevent the Bank from requiring further evidence, refusing to accept evidence, or accepting evidence in a form that is not listed below. Applicants are reminded that the Signatory Form must also be executed in accordance with their own internal corporate requirements and procedures.

**Section A: When evidence of the authority of the Signatory is required**

Where the applicant is incorporated in the UK:

3. If the Signatory is a statutory director of the applicant, no additional evidence of authority is usually required (as the Bank can check that the Signatory is listed as director at Companies House or on the Financial Services Register). A second specimen signature, is, however, still required (see section B);
4. If the Signatory is not a director of the applicant, authority evidence and specimen signature evidence will be required. See page 2 for further information.

Where the applicant is incorporated outside the UK:

5. Authority evidence and specimen signature evidence will both be required (even if the Signatory is a director of the applicant, as the Bank is not able to carry out similar searches for non UK applicants). See page 2 for more information.

## **Examples of evidence of authority acceptable to the Bank**

### **Power of attorney**

- The power of attorney must show that the Signatory has the necessary authority to complete and undersign the Signatory Form.
- If the power of attorney authorises the Signatory to sign documents relating only to specified transactions, it will only be accepted if the execution of the Signatory Form explicitly falls within these specified transactions.
- Where the person delegating the authority by the power of attorney derives his or her authority from another document (such as a separate power of attorney), this document must also be provided.

### **Board minutes**

- Board minutes must show that the Signatory has the necessary authority to delegate authority to sign the relevant Bank documentation to the individuals listed in the authorised signatory evidence form. If they authorise the Signatory to sign documents relating only to specified transactions, the board minutes will only be accepted if the execution of the Signatory Form explicitly falls within these specified transactions.

### **Letter from a director, company secretary or legal counsel**

- A letter or certificate, issued by a director, the company secretary or legal counsel certifying that the Signatory has the necessary corporate authority to execute and deliver these (or similar) documents. The letter must be signed, dated and be on letter headed paper.

## **Section B: Specimen signatures**

- The Bank requires a separate, second specimen signature for all Signatories (those person/s that have signed the bottom of the signatory form).
- This second specimen signature is required even in circumstances where the Signatory has also been listed as an authorised signatory on the Signatory Form.

### *Examples of second specimen signatures acceptable to the Bank*

- An official document, such as an annual report, that contains the signature of the Signatory.
- A letter in which a director, secretary or legal counsel of the applicant annexes/includes a specimen signature of the Signatory and certifies that it is true and accurate.

## **Completing the authorised signatory evidence form**

Applicants must also ensure that they make the appropriate deletions to the text of the Signatory Form, in order to clarify whether those listed in the table as authorised signatories are authorised to sign documentation singly or jointly. This text can be found underneath the main signatory box.

## **Signing via DocuSign**

The Bank's preference is that applicants and existing SMF participants provide manually signed Signatory Forms and other application documents. However, the Bank recognises that in light of current circumstances it may be particularly difficult for applicants and existing SMF participants to provide wet ink signed hard or scanned copies to the Bank. Therefore, where an applicant/participant has confirmed to the Bank that it is not possible to provide wet ink signed hard or scanned copies it may be possible to provide documents signed via DocuSign (a secure e-signing platform). Any queries in this regard should be discussed with the Applications Team at the Bank in advance.

Where the Bank has agreed to accept a new or updated Signatory Form on DocuSign:

- electronic images of manuscript signatures should be listed and included in the "specimen signature" section for the authorised signatories in the table
- the authorised signatory or signatories who certify at the bottom of the Signatory Form should also sign by uploading an electronic image of their manuscript signature using DocuSign (rather than drawing their signature or using the standard signature style on DocuSign) so that the Bank is able to check that these signatures match those held on the specimen signature evidence provided (under Section B) or match those on an existing approved Signatory Form already held by the Bank.

The Bank will still need to check authority evidence and specimen signature evidence for the signatories who certify the Signatory Form and/or sign admission letters. Applicants/participants may also need to provide confirmation of the correct email accounts for any DocuSign signatories.

Any questions on this guidance or the authorised signatory evidence form should be directed to the Applications Team ([applications@bankofengland.co.uk](mailto:applications@bankofengland.co.uk)).

# GUIDANCE ON DOCUMENTARY EVIDENCE TO SUPPORT THE AUTHORISED SIGNATORY EVIDENCE FORM

## FLOWCHART

This flowchart is to be read together with the guidance on documentary evidence to support the authorised signatory evidence form.

