

RESERVE ACCOUNT



The Cater Allen Reserve Account offers you a convenient and flexible way to achieve attractive returns, minimise your costs and have instant access to your money.

Many organisations have funds that are regularly set aside to meet future obligations, such as monthly payroll or the purchase of capital equipment. The Reserve Account is ideal for businesses aiming to earn higher returns on their funds, without sacrificing access. It's available in sterling, US dollar and/or euro and appeals to businesses that require their banking to be both cost-effective and flexible. In addition, the Sterling Reserve Account comes with the added benefit of our full Internet Banking Service.

We can link your organisation's different currency accounts, each with their own Account Number, under your business' Customer Number to give added flexibility such as the opportunity to move money between Reserve Accounts without incurring any currency conversion charges (as long as the accounts are in your business' name). When we do this for you, we will convert your money from one currency to another by applying the prevailing exchange rate on that date. Our exchange rates are set daily. Please refer to our website www.caterallen.co.uk for details of our exchange rates. You can earn interest, transfer funds and make payments directly to foreign banks in the currency of your account.

All accounts come with their own currency VISA Deferred-Debit Cards. You'll find more information in our VISA Card Cardholder's Guide. You can use your VISA card to pay for goods and services at more than 29 million outlets worldwide, withdraw cash from over 1.5 million VISA cash machines around the globe.

Key Features

- Available to companies, sole traders, partnerships, charities, pension managers, trustees, associations, clubs and societies.
- Operated by telephone, post and online (sterling only).
- In-branch deposit taking available at Royal Bank of Scotland branches¹ for sterling accounts only. Fees may apply for this service, please see our Banking Tariff for details.
- Funds may be held in sterling, euro or US dollar – each currency will be held in a separate account with a separate Account Number.
- Different currency accounts can be linked together under your business' customer number.
- 30 day-to-day banking transactions² are allowed per calendar month without incurring a transaction fee. Please see the Transaction Limits section for more details.

¹ This does not include Royal Bank of Scotland Group associated companies such as NatWest.

² Day-to-day transactions on this account are: cheque withdrawals; cash machine withdrawals; cash withdrawals over-the-counter; card purchases including recurring transactions; Standing Orders, Direct Debits; bill payments and BACS transfers.

- No currency conversion commission/charges when you transfer money between any of your currency Reserve Accounts.
- Minimum account opening balance per account of £5,000³ (US dollar or euro equivalent).
- VISA Deferred-Debit Cards available in the appropriate currency of your account, i.e. sterling card on Sterling Reserve Account, US dollar card on Dollar Reserve Account, euro card on Euro Reserve Account⁴.
- Quarterly statements by post as well as downloadable transaction listings at any time using our Internet Banking Service.
- View balances, pending credits and payments online⁵.
- Set up and manage Standing Orders, Direct Debits, transfers and payments online⁵ for sterling accounts only.
- View only internet access for multiple account users and US dollar and euro accounts.
- Interest is calculated daily and credited quarterly.
- Full chequebook and banking facilities on sterling accounts only; bill payments, Standing Orders and Direct Debits.
- Can request interim or duplicate statements. See Banking Tariff for charges.
- Paying-in books available on sterling accounts only, pre-personalised with your Account Name and Account Number.
- Do not have to hold a Sterling Reserve Account in order to hold a Dollar Reserve Account or a Euro Reserve Account.
- Pre-paid envelopes provided for easy paying-in to your account.
- To meet the needs of other specialist organisations such as Charities, Trustees and Pension Trustees, Scheme Administrators and Authorised Pension Scheme Practitioners, we also have three tailored versions of the Reserve Account. Please call us on 0800 092 3300 or visit www.caterallen.co.uk to request information about these other accounts.

VISA Deferred-Debit Card Features⁴

- Continue to earn interest on money spent using your VISA card.
- No annual fee.
- Total daily cash withdrawal limit (via a combination of withdrawals over the counter in banks and via cash machines) of £2,000, \$1,000 or €1,000 depending upon which currency account you hold.
- Maximum of 2 cards per account.

³ We will not open the account without the correct value of deposit being received and we'll write to you to request the correct value of deposit if it's not supplied with your application.

⁴ Full details about the cards are to be found in the VISA Card Cardholder's Guide. Terms and Conditions apply to all cards.

⁵ Accounts that require more than one signature to authorise transactions will have 'View Only' access via Cater Allen's Banking Service.

- Cash may be withdrawn from over 1.5 million VISA cash machines worldwide; free of the usual 1.50% handling charge.
- VISA cards accepted at over 29 million outlets worldwide.

Card Limits: Please note that all cash machine limits stated are subject to the limits imposed by the financial institution that owns the cash machine that you use.

Sterling Card

- Maximum of 3 cash withdrawals per day (when withdrawing via cash machines) with a maximum of £600 per withdrawal.
- Minimum of £10 per cash machine withdrawal.

US Dollar and Euro Accounts and Cards

- Standing Orders, Direct Debits and bill payments are not allowed on US dollar and euro accounts.
- Maximum of 3 cash withdrawals per day (when withdrawing via cash machines) with a maximum of \$1000/€1000 per withdrawal.
- Minimum of \$10/€10 per cash machine withdrawal.

Operating your account

If you wish to have access to your account, even if only at a simple information level, then you will need to complete the Authorised Signatory section of the account application form as well as completing the Account Mandate, authorising the opening of the account and the Personal Details section. Anyone else you wish to have access to the account will need to complete the Authorised Signatory and Personal Details sections of the account application form.

Transaction Limits

The number of transactions you can make on the account is not limited. However, once you have made 30 day-to-day transactions in a calendar month, a charge will be made for each additional transaction made. Please see footnote 2 for a listing of all transactions that are considered 'day-to-day'.

The following non-standard services/transactions such as CHAPs; TTs/SWIFT Payments; Sterling Banker's Drafts; Foreign Currency Drafts; Currency Cheques; etc are not considered day-to-day transactions. Separate service charges are payable for all of these services.

Service charges, for withdrawals such as CHAPs, that are applied to your account are not treated as transactions. Transfers between accounts held with Cater Allen Private Bank are also excluded.

Details of the service charges that will be applied to your account, depending on the type of transaction, can be found on our Banking Tariff.

Statements

The default date for production of your statement is after close of business on the last day of each quarter. A statement quarter runs from the day after your statement issue date to the statement issue date the following quarter. You can request that we change the date for production of your statement, in which case your statement quarter will change accordingly. You may also request a change in statement frequency, except where any VISA Deferred-Debit Cards are issued on the account, in which case statements must be sent out at a minimum frequency of monthly.

If no VISA Deferred-Debit Cards are issued on the account and you request a statement is sent to you less than once a quarter, we will still make a statement available to you on a quarterly basis at no extra charge if you call us on 0800 092 3300. Or, you can download transactions listings online at any time using our Internet Banking Service.

Interest Payments

Interest rates are tiered and interest is calculated daily.

Interest is credited to your account quarterly, after close of business on the last day of March, June, September and December.

Your interest payment date will not be affected by any change you make to your statement date.

Details of our current interest rates and charges are available on our website www.caterallen.co.uk or by calling us on 0800 092 3300.

Terms and Conditions

The Non-Personal Terms and Conditions apply to this Account.

Additional Terms and Conditions apply to the Internet Banking Services and are available on our website www.caterallen.co.uk or by calling us on 0800 092 3300.

What to do next

If you'd like more information about the Reserve Account please visit www.caterallen.co.uk or call us on 0800 092 3300 (7am-11pm, 7 days a week). Alternatively, your Financial Adviser can also provide you with more information.

All Cater Allen Accounts and VISA Deferred Debit Cards are subject to status.



Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print (as recommended by RNIB), Braille, Audio Tape and PC Disk. If you would like to register to receive correspondence in an alternative format please contact us on 0800 092 3300. For the hard of hearing and/or speech impaired please use the Typetalk service via 18001 0800 092 3300.

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