

## HOW TO COMPLETE THE YOURPLACE REPRESENTATION MANDATE



The form is numbered from 1 to 4 and you MUST complete each section in full.

<b>Mandate No.</b>	Leave this blank.
<b>Section 1</b>	Enter full details of the person who will be acting as your Representative. Please make sure you provide as much information as possible, including postcode and telephone number.
<b>Section 2</b>	As a property owner to whom we provide a factoring service, you are the Data Subject. Please complete this section with your details including postcode and your telephone number.
<b>Section 3</b>	We need to know what areas you wish us to discuss with your Representative. Tick the relevant box for each area. Without this instruction the Data Protection Act 1998 prevents us discussing anything with your Representative.
<b>Section 3.a</b>	If you want to receive copies of any correspondence that we send to your Representative please confirm this by ticking the relevant box.  If you do NOT wish your Representative to change any information held about you in our records, then please make sure you tick the relevant box.
<b>Section 4</b>	This is important. We need to know how long you want your Representative to act for you.  Please indicate how long you want them to act on your behalf. At the end of this period, we will automatically terminate the mandate and notify you and your Representative accordingly.
<b>Signature Section</b>	Please complete this section by writing your name, the date on which you are signing the form, and signing where indicated.

Once you have completed the form, post it to GHA's Information Compliance Advisor at the address on the form.

You must provide proof of identity for both you and your Representative.

Acceptable forms of identity must provide proof of name and address, for example:-

- Electricity or Gas Bill
- Bank Statement
- Social Security letter
- Driving Licence
- Rent Book
- Birth Certificate
- Passport
- Marriage / Divorce Certificate
- Tenancy Agreement

If there is any part of this form you need assistance with then please contact YourPlace at Granite House, 177 Trongate, Glasgow G1 5HF (tel: 0141 274 6460) during normal office hours.