

UNITED KINGDOM

# Account switching authorisation form and guidelines



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# Account switching authorisation form

Please complete in BLOCK CAPITALS, once completed send the form to your Private Banker

## Account Details

Union Bancaire Privée account to switch into:

Account name	
Sort code	■ — ■ — ■
Account number	

Old bank account switching from:

Bank name	
Bank address	
Account name	
Sort code	■ — ■ — ■
Account number	

## Switch Request

Tick the relevant option(s) for your switch request:

- Direct Debit switch (for UK GBP accounts only)  All  Some
- Standing Order switch (for UK GBP and EURO accounts only)  All  Some

If ticked "Some" we will send you information received from your old bank in order for you to confirm the items to be switched

- Credit transfers (please complete the Credit Redirection Form)
- Balance transfers to my Union Bancaire Privée account
- Account closure (with this choice, all the above will be applied)

Tick box to confirm that I will destroy all cheque books and cards issued to me for my old account (only required in the event of account closure)

## Switching your current account to Union Bancaire Privée

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The Switching Service is free and lets you switch your current account or payments from your old bank or building society to Union Bancaire Privée.

In order to switch, you must have an existing current account with Union Bancaire Privée.

### Benefits of the Switch Service

- You can choose and agree your switch date with us.
- You can review your regular payments to decide which Direct Debits and Standing Orders you wish to transfer to Union Bancaire Privée.
- You may request a different switch date for each payment arrangement to suit you. For Direct Debits, we will advise the Originator of the change of bank details and they should claim from your Union Bancaire Privée account from the switch date. The originator may confirm this change with you directly.
- We will move your requested payments to your Union Bancaire Privée account. However, this will be dependent to all the information being made available by your old bank or building society.
- If required, we will request that your old bank or building society, closes your account on your behalf and transfers any balance. However, you do not have to do this.

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**The Union Bancaire Privée Switch Service is not covered by the Current Account 7 Day Switch Service (CASS) Guarantee. Payments sent to your old account will not be automatically redirected to your new account unless you complete a Credit Redirection Form.**

If you have any questions regarding your switch, please do not hesitate to contact your Private Banker.

# Account switching service guide and agreement

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## How to Switch

### Step 1

Complete a **Union Bancaire Privée Account Switching Authorisation Agreement** to provide us with the following information:

- Your Union Bancaire Privée sort code and account number;
- The name and address of your old bank or building society, sort code and account number.

**Provide confirmation if you require:**

- All or some of your Direct Debits and Standing Orders to be switched;
- The balance to be transferred to your Union Bancaire Privée account; and
- Your old account to be closed (with this choice all the above will be applied).

#### **Credit transfers:**

Please note that this switch service does not support credit transfers i.e. payments made into your account by your employer, pension provider and any other organisations who makes regular payments into your bank/building society account(s). You will need to complete Credit Redirection Letter(s) to inform them of your new Union Bancaire Privée account details. We will provide you with copies of this letter.

### Step 2

**Sign the completed Union Bancaire Privée Account Switching Authorisation form and guidelines and send it and any other relevant documents to us:**

#### **By post**

Union Bancaire Privée Banking Operations  
One Bank Street, Canary Wharf  
London E14 4SG

#### **By email**

Your Private Banker

## Start of Switch

### Step 3

**Contact your old bank/building society:**

- Within 2 Business Days of receiving completed documents, we will send copies of the Authorisation Agreement and any additional documents that you have provided, to your old bank or building society.
- We will request a list of payments from them e.g. Direct Debits, Standing Orders and bill payments for the last 13 months.

# Account switching service guide and agreement

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## Start of Switch continued

### Step 4

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#### Contact you:

- Within 5 Business Days of receipt of the information from your old bank or building society, we will write to you to ask you to confirm which Direct Debits and Standing Orders are to be transferred or to inform you if there are any payments that cannot be transferred.
- We will ask you to confirm the start of your switch date, which must be at least 5 days in the future but may be up to 60 days.
- We will ask you to confirm the dates that suit you to transfer the different payment arrangements.

### Step 5

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#### The transfer:

- Once you have confirmed details of the payments that are to be transferred, we will set them up on your Union Bancaire Privée account within 5 Business Days.
- We will inform the entities that you pay by Direct Debit to collect future payments from your Union Bancaire Privée account.
- You will need to contact anybody else who regularly sends payments to you (such as pension, savings or investment income) and inform them of your Union Bancaire Privée account details if you want these payments to be made into your new account. We can send you standard letters to aid this notification.
- We will send you your cards and Personal Identification Numbers (PINs) as well as your internet banking registration details, if you have requested them.
- It is a good idea to have enough money in your old account and your new Union Bancaire Privée account to cover your usual payments while we complete your switch.

### Step 6

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#### Completion

All of the following will happen on the switch date:

- Your new Union Bancaire Privée account will be ready to use.
- Your chosen payments will have been transferred to your new account.
- The payment mandates on your old account will be cancelled and if you have chosen to close your account with your old provider, this will be completed if there is no outstanding overdraft debit balance on the account. This would have to be cleared before the account can be closed.
- If requested, any credit balance from your old account will have been transferred to your new Union Bancaire Privée account.

## Frequently asked questions

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### Does the switching service cover joint accounts?

- Yes, but all parties to the account will need to complete the relevant application form and sign this agreement.

### Will switching my current account affect my credit rating?

- No, providing you repay any outstanding overdraft(s) on your previous account(s) as required by your old bank or building society.

If there is any problem with payments (as part of the switching process) Union Bancaire Privée will correct them.

### How do I make a complaint about my switch?

- If you have a complaint about our services, please telephone us and ask to speak to your Private Banker. Alternatively, you may write to us and address your letter to the Head of Private Banking, Union Bancaire Privée (UK) Limited, One Bank Street, Canary Wharf, London E14 4SG or contact us via the website contact form: <https://www.ubp.com/uk>.

We will try to resolve it as soon as possible, however if you are not happy with the result, you may refer the matter to the Financial Ombudsman Service. Further information is available on our website <https://www.ubp.com/en/legal-aspects/uk>

### What if there is an error on my account during the switching process?

- We will do everything that we can to ensure that your switch goes as smoothly as possible. However, if you have to pay any bank fees as a result of a mistake we make during the switch, we will refund any fees in full.

### Is my Union Bancaire Privée account covered by a Compensation Scheme?

- We are covered by the UK Financial Services Compensation Scheme ("FSCS"). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors, including most individuals and small businesses, are covered by the scheme. For further information about the scheme (including the amounts covered and eligibility to claim) please contact your Private Banker or refer to the FSCS website: [www.fscs.org.uk](http://www.fscs.org.uk).

### Can I cancel this Switch Agreement?

- Yes you can. Please see process below.

### How do I cancel this Switch Agreement?

- You have 14 calendar days to contact us to cancel this Agreement, which begins the day after you authorise us to switch your account. If you cancel this Agreement, any account switch processes already completed cannot be reversed or unwound.

The following points outline what will happen if you cancel the Agreement.

#### 1. At least 7 working days before the Switch Date:

- You can continue to use your old bank account.
- Details of the payment beneficiaries and regular payment mandates on your old account will not be transferred to your new account.
- No balance transfer will take place, if you have requested such a transfer.

#### 2. During the 6 working days before the switch date or on the switch date, or later (and within the 14 day cancellation period):

- If you have requested that your old account is closed, it will be closed from the switch date because your Account Closure Instruction cannot be cancelled.
- Details of the payment beneficiaries on your old account will still be transferred to your new Union Bancaire Privée account and you will need to contact them if you wish to cancel any of them. Please note that if you decide to cancel any payment arrangements with us it does not mean they will remain available to you at your old bank.

## Frequently asked questions

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### **How do I cancel this Switch Agreement?** continued

- If you have requested the transfer of your old account balance to your new Union Bancaire Privée account, this transfer will be stopped provided we have enough time to notify your old bank that you have cancelled the Agreement before your old bank closes for business on the working day before the switch. Your old bank will contact you to find out where you would like your money (e.g. the credit balance in your old account) to be sent.
- No payment redirection activities will be undertaken after the switch date.

If you change your mind after the switch has started, you might want to consider waiting until after the switch date. You can then request another bank, building society or payment account provider to switch your account from Union Bancaire Privée. Please note that you may not be able to switch back to your old bank or to the type of current account you held with your old bank.

## About me and my authorisation to switch

All authorised parties on this account are required to complete this section as this will authorise your old bank to perform the switch out actions on their side and to provide us with the necessary information.

I/We authorise Union Bancaire Privée to switch my/our account with \_\_\_\_\_  
(existing bank name) to my/our Union Bancaire Privée account.

All parties to the account must complete the below to enable the switch to process.

### Existing Bank Party 1

First name

Surname

Address

Date of birth

Nationality

Country of residence

Signature

Please print name in full

Date **DD / MM / YYYY**

### Existing Bank Party 2

First name

Surname

Address

Date of birth

Nationality

Country of residence

Signature

Please print name in full

Date **DD / MM / YYYY**

### Existing Bank Party 3

First name

Surname

Address

Date of birth

Nationality

Country of residence

Signature

Please print name in full

Date **DD / MM / YYYY**

### Existing Bank Party 4

First name

Surname

Address

Date of birth

Nationality

Country of residence

Signature

Please print name in full

Date **DD / MM / YYYY**

(Please duplicate the signature page if required for more signatories)

**Union Bancaire Privée (UK) Limited**

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[www.ubp.com/uk](http://www.ubp.com/uk)

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