

# Online Account Access and Reporting Request Form

Use this form to request online access to your account.

**Please email this form to**

europaean\_client\_services@vanguard.co.uk

The originals are not required by post.

**Contact Us**

**Europe:** +44 (0) 203 753 4305

**UK:** 0800 032 3731

**Email:** europaean\_client\_services@vanguard.co.uk

## To authorise

By completing, signing and submitting this form, you are authorising Vanguard Asset Management, Limited ("Vanguard") to provide designated individuals with access to account information e.g. client specific reporting and transactional data for the account(s)

specified below. Where possible all information will be issued through the online service, but on some occasions other forms of communication may be required. Upon receipt of a valid instruction, Vanguard will aim to set up the required access within 5 business days.

## To revoke your authorisation

To revoke your authorisation for account information please email us using the contact details provided above.

## Account information

**Registered name of account holder:**

\_\_\_\_\_  
**Underlying client name** (if different from above):

\_\_\_\_\_  
**Contact name:**

\_\_\_\_\_  
**Telephone:**

\_\_\_\_\_  
**Fax:**

\_\_\_\_\_  
**Vanguard account numbers** (If you need more space to list additional account numbers, please attach a separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Online user information

Once set up, the below users will receive two emails detailing their temporary username and password.

**First name:**

**Family name:**

**Email:**

**First name:**

**Family name:**

**Email:**

**First name:**

**Family name:**

**Email:**

Please tick the following box if you wish for the user information provided above to override all existing users that are currently set up for the accounts listed above.

## Appointing an authorised representative

Please complete this section if you wish to appoint an authorised representative. The authorised representative will then be able to complete and sign any future online and/or reporting requests on behalf of the authorised signatories.

**Name** (please type or print)

**Signature:**

**Date (dd/mm/yyyy)**

< Please sign  
here

**Email:**

**Telephone:**

## Authorisation

This form must be signed by a previously appointed authorised representative, or two authorised signatories. Vanguard may require you to provide a copy of your companies Authorised Signatory List. By signing this application form, the signer represents that:

- (i) They authorise Vanguard Asset Management to provide the individuals specified under the 'Online User Information', to access the Vanguard online service and the information that it contains on your accounts;
- (ii) They will notify Vanguard Asset Management of any changes to the personnel authorised to view this information, in particular, if these persons have left its organisation or no longer represent it;
- (iii) They will agree to indemnify, defend and hold Vanguard harmless from and against any losses your firm suffers (including attorneys' fees) through the use of the Vanguard online service, except when Vanguard is responsible for those losses due to its intentional misconduct;
- (iv) The Account Holder will ensure there are measures in place to prevent authorised online users from sharing log on details with persons who are not authorised users;
- (v) The Account Holder acknowledges and agrees that Vanguard will have no liability for any loss or damage suffered or incurred by the account holder or any of its authorised representatives, through the use of the online service including, but not limited to, any access by persons who are not authorised online users.

**Authorised Signature(s)**

**Name** (please type or print)

Signature:	Date (dd/mm/yyyy)
< Please sign here	

Name (please type or print)	
-----------------------------	--

Signature:	Date (dd/mm/yyyy)
------------	-------------------

Name (please type or print)	
-----------------------------	--

Signature:	Date (dd/mm/yyyy)
------------	-------------------

--	--