**Please only remove or replace all the text highlighted in yellow. All other text must remain.**

**If you are a professional process agent, please provide this letter on your headed notepaper.**

Gatehouse Bank plc (**Bank**)

The Helicon

One South Place

London

EC2M 2RB

**Reference: Home Finance**

Date: DD/MM/YYYY

Dear Sirs

**Appointment of Process Agent**

In this letter, Client means:

Replace this text with the name(s) of the individual(s) you are acting as a process agent for.

We refer to the agreement(s) between you and the Client dated on or around the date of this letter and the related Home or Buy-to-Let Purchase Plan terms and conditions (the Terms and Conditions).

Terms defined in the Terms and Conditions shall have the same meaning when used in this letter unless otherwise defined in this letter.

1. We confirm that we have been appointed to act as process agent for the Client to receive service of process in respect of any proceedings commenced by any party in the courts of England and Wales arising out of or in connection with each agreement to which the Client is a party (the Appointment).
2. Our contact details for service are:

|  |  |
| --- | --- |
| Address | Replace this text with your address |
| Fax number | Replace this text with your fax number |
| Email address | Replace this text with your email address |
| Attention | Replace this text with the name of the person we should address any notice to |

We undertake that we shall promptly notify you of any change to this address.

1. We shall not cease to act as process agent for the Client or allow our Appointment to be terminated, nor take any steps to do so, and our obligations as agent for service of process under this letter will continue until we have provided to you at least 2 months’ prior written notice before any such termination becomes effective.
2. Any notices to be given by us to the Bank under this letter shall be to the registered address of the Bank or such other address the Bank may notify to us in writing from time to time.
3. This letter (and any non-contractual obligations arising out of or in connection with it) shall be governed by and construed in accordance with English law.

Yours faithfully

Replace this text with your signature.

Replace this text with the name of the signatory.