



PAYEE & BANKING AUTHORISATION FORM (BAF) — LEAD PAYEE ONLY

(Intermediaries: Agents / Introducers / Deal Scouts)

Document Control Header

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Approver: Group CEO / CFO (as applicable)

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Controlled Document: Yes

Related Standards/Policies: MZRN-POL-004 (Agent & Introducer Policy) | Intermediaries Page | NCNDA+IMFPA (AGT) | Annex E (Team Deed)

Change Log (Mandatory)

Date	Version	Summary of Changes	Reason
24 Jan 2026	v1.0	First issue of Lead Payee banking authorisation form	Prevent payment diversion and multi-payee disputes



1) PAYEE IDENTIFICATION (LEAD PAYEE)

Payee Type (tick one): ☐ Individual ☐ Company/Firm

AGID (if issued): _____

TXID(s) / Scope Ref (if known): _____

1.1 Individual Payee Details (complete if Individual)

Full Legal Name (as per ID): _____

Other Names / Aliases (if any): _____

DOB: _____ Nationality/Citizenship: _____

Country of Residence: _____

ID/Passport No.: _____ Issuing Country: _____

Residential Address: _____

Email: _____ Phone: _____

Tax ID (TIN/PAN/SSN/etc., if applicable): _____

1.2 Company/Firm Payee Details (complete if Company/Firm)

Legal Name (as registered): _____

Registration No.: _____ Country of Incorporation: _____

Registered Address: _____

Business Address (if different): _____

Primary Contact (Name/Title): _____

Email: _____ Phone: _____

Tax/VAT No. (if applicable): _____

UBO Declaration Completed? ☐ Yes ☐ No (if No, onboarding is incomplete)



2) BANK ACCOUNT DETAILS (PAYEE ACCOUNT)

Important: Mezzarion will pay **only** to a bank account held in the **same legal name** as the Payee above. No third-party accounts.

Bank Name: _____
Bank Country: _____ Bank City: _____
Bank Branch (if applicable): _____
Account Name (must match Payee legal name): _____
Account Number: _____
Currency: _____
IBAN (if applicable): _____
SWIFT/BIC: _____
Routing / Sort Code / ABA (as applicable): _____
Bank Address (optional but recommended): _____

2.1 Intermediary/Correspondent Bank (if applicable)

Intermediary Bank Name: _____
SWIFT/BIC: _____ Country: _____
Account/Reference Instructions (if any): _____

3) PAYMENT INSTRUCTION RULES (NON-NEGOTIABLE)

3.1 One-Payee Rule. The Payee acknowledges that Mezzarion will not split payments among multiple parties. Any internal fee split is solely the Payee's responsibility.

3.2 No Third-Party Payees. Mezzarion will not pay fees to third-party accounts, nominees, or alternative beneficiaries.

3.3 No Cash/Crypto. Payments are made via bank transfer only. No cash, crypto, or informal channels.

3.4 Verification Requirement. Mezzarion may require additional verification prior to payment (bank letter, void cheque, confirmation call to the bank relationship manager, or equivalent).

3.5 Reference Requirements. Mezzarion may include reference fields (e.g., AGID, TXID, invoice number) on payment confirmations for audit and traceability.

Acknowledged (tick): ☐ Yes



4) SUPPORTING EVIDENCE (ATTACHMENTS)

Attach the following documents (mandatory):

Individuals

- Copy of passport/national ID
- Proof of address (\leq 3 months)
- Proof of bank account in same legal name (bank letter or bank statement showing name + account details; sensitive balances may be redacted)

Companies/Firms

- Certificate of Incorporation/Registration
- Proof of bank account in company legal name (bank letter or statement)
- Authorised signatory proof (board resolution / authority letter / PoA as applicable)
- UBO & director KYC pack completed (as required by Mezzarion onboarding)

5) CHANGE OF BANK DETAILS (STRICT PROCESS)

5.1 Any change of banking details requires submission of a **new BAF** signed by the Payee and re-verification by Mezzarion.

5.2 Mezzarion will apply a **cooling-off period** for banking detail changes (recommended: 5 business days) and may require enhanced verification.

5.3 Mezzarion is not responsible for losses arising from unauthorised change requests, compromised emails, or instructions not submitted through the approved BAF process.

Acknowledged (tick): ☐ Yes

6) REPRESENTATIONS & WARRANTIES

The Payee represents and warrants that:

6.1 All details provided in this BAF are true, complete, and not misleading.

6.2 The bank account specified is lawfully held by the Payee and is not used for money laundering, sanctions evasion, or unlawful activity.

6.3 The Payee will immediately notify Mezzarion of any material change affecting these representations (including sanctions/PEP status or banking changes).

Acknowledged (tick): ☐ Yes



7) CONSENT & DATA PROCESSING

7.1 The Payee consents to Mezzarion verifying the banking details and conducting screening checks required for compliance and payment control.

7.2 The Payee consents to Mezzarion sharing relevant information with its banks, financiers, insurers, auditors, and advisers strictly on a need-to-know basis.

Consented (tick): ☐ Yes

8) AUTHORISATION & SIGNATURE

Payee Declaration: I confirm this is the only bank account Mezzarion is authorised to use for payments to me in relation to Mezzarion transactions, unless and until a replacement BAF is properly submitted and verified.

Signed by Payee (Individual / Authorised Signatory of Company):

Name: _____ Title (if company): _____

Signature: _____ Date: _____

Place: _____

9) MEZZARION INTERNAL USE (DO NOT COMPLETE)

BAF Received By: _____ Date: _____

Verification Method: ☐ Bank letter ☐ Statement ☐ Void cheque ☐ Call-back ☐ Other

Verified By (Finance): _____ Date: _____

Compliance Clearance: ☐ Yes ☐ No Notes: _____

Approved For Payment: ☐ Yes ☐ No Approver: _____