



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

(Intermediaries: Agents / Introducers / Deal Scouts)

## Document Control Header

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**Status:** Controlled Template (External Signature)

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**Review Cycle:** 12 months or upon any banking detail change

**Document Owner:** Finance Operations Lead

**Approver:** Group CEO / CFO (as applicable)

**Classification:** Internal – Restricted (Template for External Signature)

**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 (≤ 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: \_\_\_\_\_