



# Institute of Safety in Technology and Research

Kemp House  
152-160 City Road  
LONDON  
EC1V 2NX

27<sup>th</sup> October 2018

Dear Member or Financial Controller

The Institute (ISTR) is moving its bank to Lloyds Bank from HSBC and I ask you please to update your records for all transactions involving ISTR. **It is essential that your membership number and name are included in the BACS reference (eg 123 Smith), failure may lead to your payment not being credited to you.**

Also, please may I advise you that the email address [istr-treasurer@istr.org.uk](mailto:istr-treasurer@istr.org.uk) is configured as receive only one and I cannot send out email on it. The email address I will use is [mark.cheshire@icloud.com](mailto:mark.cheshire@icloud.com) for all out going emails. This I realise causes problems for some institution's internal fraud procedures. May I suggest some workarounds that others have used.

- Ask the initial order requisitioner to verify the validity by verbal assurance or retrieving the details from the ISTR website members' only area.
- Going to the ISTR website ([istr.org.uk](http://istr.org.uk)) and using one of the other contact email addresses to confirm the validity.
- Contact me direct by phone to confirm the new accounts details.
- Finally, why not use the card payment system on the website to make the payment?

The new details are as below, and I have included information which most institutions have requested for your convenience.

Full Trading Name	Institute of Safety in Technology and Research
Company Registration No ( UK Only )	Not currently registered
VAT Registration No ( UK – EU Only )	N/A
	<b>Payment Address</b>
Address Line 1	Institute of Safety in Technology and Research
Address Line 2	Kemp House
Address Line 3	152-160 City Road
Town/City	London
Postcode	EC1V 2NX
Country	UK
Telephone	01720 423893 or 07778 301745
Email for payments	<a href="mailto:istr-treasurer@istr.org.uk">istr-treasurer@istr.org.uk</a>
	<b>ISTR Contact</b>
Name	<b>M Cheshire, Treasurer ISTR</b>

## **ISTR'S NEW BANKING DETAILS**

Institute of Safety in Technology and Research  
Lloyds Bank PLC  
IBAN: GB87 LOYD 3098 9017 1263 60 BIC: LOYDGB21592  
Sort Code: 30-98-90  
Account No.: 17126360

Attached is a copy of a bank statement header for confirmation of these details if requested by your organisation.

Finally may I advise you that the old HSBC account will be closed in January and will no longer accept any transactions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Cheshire', with a long horizontal flourish extending to the right.

Mark Cheshire, Hon Treasurer, ISTR



## Treasurers Account Statement

Printed: 18 November 2017

**INSTITUTE OF SAFETY IN TECHNOLOGY AND RESEARCH**

KEMP HOUSE  
152-160 CITY ROAD  
LONDON  
EC1V 2NX

Sort code 30-98-90  
BIC: LOYDGB21592

Account number 17126360  
IBAN: GB87LOYD30989017126360

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
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**17 Nov 17**

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).