



Application for a change of Registered Contact

This form should be used if you wish to notify us of a change in the Registered Contact (RC) for the Child Trust Fund (CTF). Please make sure you sign and date all relevant sections.

Once you've completed all the details on this form, please sign overleaf and return it to us. Please make sure you've included any documentation we need to see. Please send the information to **HSBC UK Bank plc, PO Box 6189, Coventry, CV3 9HS.**

If you need help with this form, you can call us on 03456 066 241 (textphone 03457 066 391). Lines are open 8:00am to 6:00pm Monday to Friday (excluding public holidays in England). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us.

Before we can process your application, we'll need a valid Common Reporting Standards self-certification for the child. You can find the forms you need here: crs.hsbc.com/en/rbwm/uk. This is needed for tax reporting purposes.

If you're not sure about any of the definitions used in this form, you'll find a list in the HSBC Child Trust Fund Terms and Conditions we gave you. A copy is also available on our website at hsbc.co.uk/ctf.

If you're the Child named in this Child Trust Fund, and you're over 16 and now applying to be the Registered Contact, you don't need to complete Section 1 - please go straight to section 2.

If you're not the Child, and you're applying to be the new Registered Contact, you need to complete all sections.

1. Personal details of the person applying to be the new Registered Contact ("RC")

If you'd like to know more about how we use your information, please read the section titled 'Your Information' within the Child Trust Fund (CTF) Terms and Conditions.

RC's title Mr Mrs Miss Ms Dr (Other please specify)

RC's gender

RC's first name

RC's middle initials

RC's surname

Have you ever had or been known by any other names? Yes ☐ No ☐

If yes, please state:

First name

Middle name

Surname	
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RC's date of birth (DD/MM/YYYY)

RC's country of birth		
RC's address		
		RC's postcode
When did you move in? (DD/MM/YYYY)		
If you have lived at the present address for less than three years, please provide the previous address		
		Postcode
Do you have another address where we should write to you?	Yes ☐ No ☐	
If yes, please provide details:		
RC's alternative address		
		RC's postcode
RC's home tel. no.		
RC's daytime/work tel. no.		
RC's mobile tel. no.		
RC's email address		
Nationality/citizenship		
If multiple nationalities or citizenships are held please provide details		
In which country are you resident for tax purposes?		
If you are resident for tax purposes in more than one country, If yes, please provide details:		
What is your employment status?		
	Full time employee ☐	Part time employee ☐ Key time employee ☐ Self employed ☐
	Unemployed ☐	Retired ☐ Other ☐
If other, please provide details		
Occupation		
Employer details - only applicable if you've ticked full time /part time/key time employee		
Employer's name		

Employer's address

					Employer's postcode				

We may use your details to contact you, as Registered Contact for the Child, for service related reasons regarding the HSBC CTF and any other accounts, products or services, we provide to you.

Existing HSBC or first direct customers only:

Sort code

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Bank account no.

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2. Personal details of the CHILD

Child's title (if any)

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Child's first name

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Child's middle initials

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Child's surname

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Child's date of birth
(DD/MM/YYYY)

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Child's Unique
Reference Number
(URN) - this can be
found on any CTF
document from HSBC

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Child's address

															Postcode				

When did the child move
in? (DD/MM/YYYY)

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If the child has lived
at the present address
for less than three
years, please provide
the previous address

															Postcode				

Nationality/citizenship

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If multiple nationalities
or citizenships are held
please provide details

In which country is
the child resident for
tax purposes?

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If the child is resident
for tax purposes in
more than one country,
please provide these

We may use the Child's details to contact them regarding the HSBC CTF, once they are 16 years old. At 16, the Child is entitled to become the RC themselves if they want to, without requiring the consent of the current RC. Where the Child does not choose this option, the present RC may remain in place until the Child reaches the age of 18. If the Child is, or becomes, permanently resident outside the UK, you may need to complete a Non-Resident Regulatory Details Form, which is available from any HSBC bank branch. Alternatively you can call **03456 066 241** (textphone **03457 066 391**). Lines are open 8:00am to 6:00pm Monday to Friday (excluding public holidays in England).

3. Declaration

I apply to be the Registered Contact for the HSBC CTF (which is a Stakeholder CTF) in the name of the Child named in Section 2 of this application form.

I declare that:

- I am 16 years of age or over.
- I am the Child / I have parental responsibility for the Child.
- I will be the Registered Contact for the HSBC CTF.
- I have received and read the HSBC CTF Key Features Document and Key Investor Information Document¹. These are important documents which you should read.
- I agree to the HSBC CTF Terms and Conditions.
- I understand that, except in accordance with Clause 18 of the HSBC CTF Terms and Conditions, money cannot be withdrawn until the Child reaches 18 years of age.
- The information on this form is true and correct to the best of my knowledge and I will notify HSBC UK Bank plc without delay if any of the circumstances change affecting the information on this application form.
- I understand that subscriptions to this HSBC CTF are a gift to the Child named on this application form, who is the beneficial owner of the HSBC CTF.
- I understand that, except in accordance with Clause 18 of the HSBC CTF Terms and Conditions, any excess subscriptions held in the Overflow Account, in accordance with the HSBC CTF Terms and Conditions, cannot be repaid to either myself or the person(s) who made the subscription(s).
- I/We have received a copy of the FSCS Information Sheet and Exclusions List.

I understand that I must tell all persons who want to subscribe to the HSBC CTF that:

- The money they subscribe will be a gift to the Child and cannot be repaid to them; and
- If the Maximum Subscription Limit has been reached for that Subscription Year, then their money will still be a gift to the Child and this cannot be repaid to them and will be placed in the Overflow Account.

I authorise HSBC UK Bank plc:

- To hold the Child's HM Revenue & Customs contributions, subscriptions, Child Trust Fund investments, interest, dividends and any other rights or proceeds in respect of those investments and cash, and to make on the Child's behalf any claims to relief from tax in respect of Child Trust Fund investments.
- To hold excess subscriptions to this HSBC CTF in an Overflow Account in accordance with the HSBC CTF Terms and Conditions.

This authorisation shall continue to be effective until I cease to be the Registered Contact and a new Registered Contact provides an equivalent authorisation.

Information about products, services and promotions

If you agree, the HSBC Group may use and share relevant information about you, your transactions and your relationships with the HSBC Group, to give you information about products, services (including mortgages) and promotions available from members of the HSBC Group and selected third parties which may interest you by post, telephone, electronic and other means.

Please tick the appropriate box(es) if you don't want to receive such information

No post ☐ No email ☐ No telephone ☐ No mobile messaging ☐

By signing this application, you agree that we can use your information in the way set out above and in our HSBC Child Trust Fund Terms and Conditions.

Signature

Date (DD/MM/YYYY)

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If the current RC is resigning, they should complete Section 4. If there are other reasons they are being replaced, please complete Section 5.

1. The Key Investor Information Document ("KIID") is provided for your information by HSBC Global Asset Management (UK) Limited. HSBC Global Asset Management (UK) Limited is responsible for the reliability and accuracy of the KIID.

4. Agreement of existing Registered Contact

Name of existing
Registered Contact

Date of birth
(DD/MM/YYYY)

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I no longer wish to be the Registered Contact for the HSBC CTF in the name of the Child named in Section 2 of this application form and agree to the change of Registered Contact. Any authorisation I have given HSBC UK Bank plc to:

- Hold the Child's HM Revenue & Customs contributions, Subscriptions, Child Trust Fund investments, interest, dividends and any other rights or proceeds in respect of those investments and cash; and
- To make on the Child's behalf any claims to relief from tax in respect of Child Trust Fund investments shall be cancelled when the change of Registered Contact is effective.

Signature

Date (DD/MM/YYYY)

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5. Reason for change of Registered Contact

We can only change the Registered Contact without their permission for the following reasons.

Please tick the appropriate reason and supply the supporting documents.

The Child is now 16 years of age or over and wishes to be Registered Contact.

Please send proof of age, either a certified copy of passport or birth certificate, or a copy of NHS letter.

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Incapacity or death of the Registered Contact.

Please send an original or a certified copy² of evidence of incapacity, or an original copy of the Death Certificate. Alternatively, we can accept a Death Certificate Verification Form prepared by your solicitor or an official³ copy of the original Death Certificate which can be verified by an HSBC branch.

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Adoption of the Child.

Please send a certified copy⁴ of the adoption papers.

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Expiration of a previous court order naming the existing Registered Contact as a responsible person for the Child.

Please send a certified copy⁵ of the court order showing expiry date or other such evidence.

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New court order confirming that the existing Registered Contact should cease to be so.

Please send a certified copy⁶ of the court order.

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Lost contact with the Registered Contact.

If we have also lost contact with the existing Registered Contact we can accept this reason and rely on our own records.

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2. Certified copies of documents may be prepared by your solicitor.

3. An Official Copy is an official watermarked copy certificate produced by a Registrar Office subject to a fee. For further information on the current fees, refer to your local Registrar Office.

4. Certified copies of documents may be prepared by your solicitor.

5. Certified copies of documents may be prepared by your solicitor.

6. Certified copies of documents may be prepared by your solicitor.

Accessibility

If you need any of this information in a different format, please let us know. **This includes large print, braille, or audio.** You can speak to us using the live chat on our website, by visiting one of our branches, or by giving us a call.

There are also lots of other options available to help you communicate with us. Some of these are provided by third parties who are responsible for the service. These include a Text Relay Service and a British Sign Language (BSL) Video Relay Service. To find out more please get in touch. You can also visit: [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility) or: [hsbc.co.uk/contact](https://www.hsbc.co.uk/contact).

hsbc.co.uk

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