

HSBC Matured Child Trust Fund (CTF) payment instruction form

(For use Overseas or in the UK, if unable to visit the UK branch and not registered for Telephone Banking)

Please complete this form to instruct us to sell your HSBC Matured CTF invested funds and pay the sale proceeds into your nominated bank account.

Should you wish to transfer into your UK Individual Saving Account (ISA) or 3rd party ISA provider, please visit [hsbc.co.uk/ctf](https://www.hsbc.co.uk/ctf) for more information.

This application form must be signed in Section 3 by the Account holder. Guidance on how to complete this form is provided on page 3.

Once you have completed and signed this application form, please send it to: **Customer Service Centre, BX8 6HB**. If you're sending from outside the UK or by courier, please send to **HSBC, Abbey View, Penfold Drive, Wymondham, Norfolk, NR18 0WZ**.

1. Your Details:

HSBC CTF Unique Reference Number

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Surname

Forename(s)

Date of birth

Permanent residential address

Postcode/ZIP code

Daytime phone number

Mobile phone number

Email address

2. Maturity Liquidity Instruction:

(Please complete either 2.1 or 2.2 in this section only)

2.1 – Pay the sale proceeds into my UK bank account

Sort code

 – –

Account number

Bank name

Address	
Your name – as it appears on your account	

2.2 – Pay the sale proceeds into a non UK bank account

Please note: we will only transfer sale proceeds directly to an overseas bank account, where a UK bank account is not held.

Bank Country/Region											
Bank Identifier Code (BIC)											
International Bank Account Number (IBAN)											
Routing Code/Number (if applicable)											
Your name – as it appears on your account											
Bank name											
Bank address											
City											
State/province						Postcode/ZIP code					

Note: So we can verify that we are paying the money into an account held in the beneficiary's name, please provide a recent statement from your bank or building society showing your name, address and account details as stated above.

Please check if your account can accept deposit payments. If not, money may be returned at a loss.

When sending money overseas, we'll make payment in local currency. We don't charge a fee for this, however your bank may. Please ask your bank for instructions for making international payments into your account, i.e. intermediary bank details.

3. Declaration

Only the account holder of the HSBC Matured CTF can complete and sign this form.

I declare that:

- I am the legal owner of the account.
- I instruct HSBC UK Bank Plc to sell my HSBC Matured CTF invested funds and transfer the sale proceeds into my nominated bank account.
- I acknowledge that this instruction is to withdraw all holdings from my HSBC Matured CTF and transfer into the nominated bank account provided. In doing so, I acknowledge that I will lose the tax advantages associated with either continuing to hold my investments in my Matured CTF or transferring the sale proceeds of those investments to an ISA.
- I acknowledge that the HSBC Matured CTF invests in a fund, which invests in stocks and shares. This means the value of the investment and any income from it can go down as well as up and may fall below the amount put in.
- I understand that HSBC UK Bank Plc can only execute my instruction when the account has matured, i.e. my 18th birthday onward.

I acknowledge that once the form is received, it may take up to 10 business days to complete the request, and the actual sale value will not be known until the funds are sold. Therefore, the value could change.

Guidance notes to help you complete this form.

Signature

Date (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y
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4. Proof of Certification:

I as the certifier confirm that this document was signed in front of me by the named individual:

Certifier full

name printed:

Certifier occupation,
company (or

professional) address:

Certifier

phone number:

Certifier professional
registration number:

Certifier signature:

Date of certification

D	D	M	M	Y	Y	Y	Y
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Guidance on completing this form

HSBC Matured Child Trust Fund (CTF) Payment Instruction Form

Ask your chosen certifier to witness you signing this form – Section 4. Proof of Certification.

Please return this completed form and Certified Copies of documents to: **Customer Service Centre, BX8 6HB.**

If you're sending from outside the UK or by courier, please send to **HSBC, Abbey View, Penfold Drive, Wymondham, Norfolk, NR18 0WZ.**

If you have any queries about completing this form please call us on **0345 606 6241**, 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. Any calls that may or do lead to a transaction will be recorded. We will keep these records for seven years. You can ask for a copy at any time during those seven years.

If you live in the UK and you're unable to access an HSBC branch

The certifier named in section 4 must be currently active in their profession and not retired. They can't be a family member or someone who lives at your address. If required, we may contact the professional who has certified the document for further verification. Any documents not in the English language must be translated to English prior to submission. This should be completed by a recognised translation service and accompanied by confirmation on headed paper.

Your proof of identity

Please provide a certified copy of one of the below documents:

- Your current passport
- Your current UK photocard driving licence
- Your valid National EEA/Swiss ID Card

If you are unable to provide any of the above documents, please refer to [hsbc.co.uk/help/banking-made-easy/help-us-identify-you](https://www.hsbc.co.uk/help/banking-made-easy/help-us-identify-you) for other options.

Your proof of bank details

- Please provide a recent and certified copy of your bank or building society statement showing the details of your bank account into which you wish to receive the money. The statement must be no older than 4 months and it must show your name, address and account details as provided in section 2.1 – Pay the sale proceeds into my UK bank account.

Certifying documents

The documents must be certified by one of the following:

Professional

- Airline pilot
- Barrister
- Chairman/Director of limited company
- Chartered accountant
- Chartered legal executive
- Financial services intermediary
- Fire service official
- Funeral director
- Legal secretary
- Licensed Conveyancer
- Paralegal – must be qualified
- Solicitor

Public Service and Government

- Councillor (local or county)
- Civil servant – Permanent
- Justice of the Peace
- Local government officer
- Member of the judiciary
- Member of Parliament
- Officer in the armed services
- Police officer
- Post Office official
- Salvation Army Officer

- Surveyor
- Teacher or Lecturer

Healthcare

- Dentist
- Medical doctor
- Nurse – RGN or RMN
- Optician
- Pharmacist

Other

- Trade Union Officer
- Valuer or auctioneer
- Warrant Officers
- Chief Petty Officers
- Person with an honour (such as an OBE or MBE)
- Member of the Incorporated Society

Next, ask your chosen certifier to write this on the document they are certifying:

For your documents that contain a photo:

I [full name of certifier]
confirm that this is an
accurate copy of the
original and the photo
is a true likeness of
the person concerned.

For your documents that don't contain a photo:

I [full name of certifier]
confirm this is an
accurate copy of the
original.

They should also write:

- Their signature and full name, printed on the document
- Their occupation, company (or professional) address and phone number
- Their professional registration number (if they have one)
- The date of certification

If you don't live in the UK

Here's an overview:

Your proof of identity

Please provide a certified copy of one of the below documents:

- Your current passport or valid travel document (copies of passports should include all pages that contain signatures, the passport number and any extension dates where applicable).
- Your current driving licence (must include your full name, signature and photograph).
- Your valid National EEA/Swiss ID card.

Your proof of bank details

- Please provide a recent and certified copy of your bank statement showing the details of your bank account into which you wish to receive the money. The statement must be no older than 4 months and it must show your name, address and account details as provided in section 2.2 – Pay the sale proceeds into a non UK bank account.

Certifying overseas documents

You'll need to do one of the following:

- If you're resident in a Country/Region of equivalent jurisdiction to the UK, contact your local bank and ask them to certify your documents.
- Contact the **UK Embassy or Consulate** where a certification service is provided
- Contact a lawyer, solicitor or barrister in your Country/Region of residence listed on the **Legal 500** or on this **UK Government list of lawyers abroad**.

Note: any documents not in the English language must be translated to English prior to submission. This should be completed by a recognised translation service and accompanied by confirmation on headed paper.

Next, ask your chosen certifier to write this on the document they are certifying:

For your documents that contain a photo:

I [full name of certifier]
confirm that this is an
accurate copy of the
original and the photo
is a true likeness of
the person concerned.

For your documents that don't contain a photo:

I [full name of certifier]
confirm this is an
accurate copy of the
original.

They should also write:

- Their signature and full name, printed on the document
- Their occupation, company (or professional) address and phone number
- Their professional registration number (if they have one)
- The date of certification

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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Customer information: HSBC Customer Service Centre, BX8 6HB

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