



Granting Third Party Authority Form

Application guide

This form should be completed if you wish to allow a third party to receive information on your SIPP, Modular ISA or Modular GIA. Where you are appointing a Financial Conduct Authority (FCA) regulated financial adviser who will have authority to provide us with instructions, please complete the Appointment of Financial Adviser Form instead.

Please complete this form in BLOCK CAPITALS and black ink and return it to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury SP2 7BF. If you need any help to complete this form please call your Service Executive Team or our general enquiry number 03455 212 414.

Please note: If you disclose personal information about a third party in this form, please ensure you have their permission and have informed them of the purposes for which their information will be processed, before doing so.

1 My details

Client to complete

Client's full name

Product number(s)

Please list all product numbers you wish this authority to apply to.

2 Authority for a third party to receive information

Client to complete

I confirm that I wish

Title

Full name

Company name (if applicable)

Address

to be able to receive information on the products listed in Section 1 by request.

This authority will remain in force until I notify you otherwise in writing.

The third party being given authority will need to read and sign Section 5.

3 Authority for an individual to provide instructions

Client to complete

Where you are appointing an FCA regulated financial adviser who will have authority to provide us with instructions, please complete the Appointment of Financial Adviser Form instead.

If you wish the named third party to also be able to provide instructions to James Hay Partnership in respect of your SIPP, Modular ISA or Modular GIA, please complete this section. This will mean that we will accept instructions from them without checking with you that they are in accordance with your wishes.

I confirm that I also wish the named third party to be able to provide James Hay Partnership with instructions in relation to the products listed in Section 1. (please tick if applicable)

I agree that James Hay Partnership may rely on such instructions as if they were from me.

In order for James Hay Partnership to fulfil its anti-money laundering responsibilities we require further information on any third party (named in Section 2) who is authorised to provide instructions:

Any other name known by

Date of birth

Nationality

Does the third party have dual nationality?

Yes No

If Yes, please specify

4 Client declaration

Client to complete

I agree to the release of information as detailed in this form. Where I have indicated that I authorise the named third party to be able to provide instructions in respect of my SIPP, Modular ISA or Modular GIA, I request the scheme administrator to act on these instructions in accordance with the provisions of my SIPP, Modular ISA or Modular GIA, until otherwise instructed by me in writing.

Client's signature

Date

5 Third party declaration - Please read carefully

Individual given authority

DATA PROTECTION STATEMENT

You can access full details on what to expect when we process your personal data in respect of your authority to receive information and/or provide instructions under the client's product(s) in the Data Protection Statement - James Hay Products document, which is available on our website at www.jameshay.co.uk or by calling us on 03455 212 414. If you have any questions about data protection, please contact us using the contact details in the Data Protection Statement.

This declaration is hereby made by me.

Signature of individual named in Section 2

Date

Checklists

CLIENT TO ALLOW THIRD PARTY TO RECEIVE INFORMATION ONLY

- Client completes Sections 1, 2 & 4.
- Individual to be given authority signs and dates Section 5.

CLIENT TO PROVIDE AUTHORITY FOR A THIRD PARTY INDIVIDUAL TO PROVIDE INSTRUCTIONS

- Client completes Sections 1, 2, 3 & 4.
- Individual to be given authority signs and dates Section 5.

Checklist of additional documentation required

If you have a financial adviser, they can verify your identity by completing a 'Confirmation of Verification of Identity' form. If you do not have a financial adviser, you will need to supply us with appropriate documentation from the list below.

Please send photocopies of the documentation to us at James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

If you require any assistance, please call your Service Executive Team or our general enquiry number 03455 212 414.

Copies of supporting literature and forms are available at www.jameshay.co.uk.

We may be able to verify your name, address and age electronically by doing a search with an external agency if you provide us with your full UK passport number.

Passport number

This is the full number from the bottom line of your passport including the two digits at the end.

Passport expiry date

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EVIDENCE OF YOUR IDENTITY

Black and white photocopies of two documents - one from list A and one from list B. (Items from the same source cannot be used twice).

List A

- Unexpired passport
- Unexpired UK old style driving licence (not provisional)
- Unexpired UK Photocard driving licence
- Firearms certificate or shotgun licence
- EEA or Switzerland National Identity Card
- Northern Ireland voters card.

List B

- Unexpired UK old style driving licence (not provisional)
- Unexpired UK Photocard driving licence
- Council tax bill dated within the last 12 months
- Firearms certificate or shotgun licence
- Credit card or bank statement dated within the last three months statement (not internet printed)
- Utility bill dated within the last three months (not mobile phone, satellite/cable TV or internet printed bills)
- HM Revenue & Customs coding/assessment/ statement/tax credit
- Northern Ireland voters card.

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Tynetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNOC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNOC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)