



# Power of Attorney Registration Form

## Application guide

This form should be completed by a person who has been appointed as attorney and is enabled to act individually on behalf of a James Hay Partnership client under a Power of Attorney. This form is required so that we can fulfil our Anti-Money Laundering responsibilities in respect of the attorney.

For instances where two or more attorneys are being appointed, a separate form is required for each attorney.

**Sections A, B, E and F must be completed.**

**If you have been appointed as an attorney in a personal capacity please also complete Section C.**

**If you have been appointed as an attorney in a professional capacity please also complete Section D.**

**You must enclose copies of the following documents:**

- Documents to verify your identity. Please see the 'Additional documentation required' section
- Confirmation of the appointed Power of Attorney. We can accept the lasting power of attorney access code which is to be provided in Section E OR the original Power of Attorney document or a certified copy (to be certified on each page). The document should be certified by a Financial Conduct Authority (FCA) regulated company or a solicitor.

**We will not be able to proceed with your registration without this additional information.**

**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 with completing this form, please call our Customer Support Team or our general enquiry number 03455 212 414.**

## A Client details

Attorney to complete

Full name of the client for whom you have the Power of Attorney

James Hay Partnership product i.e. Modular iSIPP, Wrap

James Hay Partnership product number(s)/Wrap client number(s)

## B Your details

Attorney to complete

Title

Forename

Surname

Any other name you have been, or are, known by

Date of birth

Permanent residential address

  
  
 Postcode

Nationality



## 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 lists 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 our Customer Support Team or our general enquiry number 03455 212 414.

**Copies of supporting literature and forms are available at [www.jameshay.co.uk](http://www.jameshay.co.uk)**

### 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 (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.

## Checklists

### PERSONAL ATTORNEY CHECKLIST

- Have you completed Section A?
- Have you completed Section B?
- Have you completed Section C?
- Have you completed Section E?
- Have you signed and dated Section F?
- Have you enclosed evidence of identity?
- Have you enclosed or already sent a certified copy of the Power of Attorney?

### PROFESSIONAL ATTORNEY CHECKLIST

- Have you completed Section A?
- Have you completed Section B?
- Have you completed Section D?
- Have you completed Section E?
- Have you signed and dated Section F?
- Have you enclosed or already sent a certified copy of the Power of Attorney?

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 Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of Nucleus Group Services Limited (NGSL) (registered in England number 02538532); 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 (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371). JHS has its registered office at Aztec Group House, 11-15 Seaton Place, St Helier, Jersey, JE4 0QH. NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPS Plc, and UPT 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. (2/23)