



JHP0144

## Legal Guardian Declaration

### Application guide

Please complete this form if you are acting as the legal guardian to an applicant (member) of a James Hay SIPP who is under 18 years of age at the date of the application.

**Please note:** If you disclose personal information about a third party, you must ensure you have their permission and have informed them of the purposes for which their information will be processed.

#### Identity documents required:

- Evidence of identity for the legal guardian to open the SIPP
- Evidence of age for the applicant
- Evidence of the legal guardian's relationship to the applicant (member)

A checklist of the required identity documents can be found on page 3.

Please complete this form in BLOCK CAPITALS and black ink and return it to:



James Hay, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB



If you need any help with completing this form, please speak to your financial adviser, or call your Customer Support Team or our general enquiry number on 03455 212 414.

## 1 Personal details

Product name	<input type="text"/>
Member number	<input type="text"/>
Applicant (member) name	<input type="text"/>
Applicant (member) date of birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Legal guardian's name	<input type="text"/>
Permanent residential address	<input type="text"/> <input type="text"/> <input type="text" value="Postcode"/>
Legal guardian's date of birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Legal guardian's relationship to the applicant	<input type="text"/>

### Data Protection Statement

You can access full details on what to expect when we process the applicant's and your personal data under the product in our group Privacy Notice, which is available on our website at [www.jameshay.co.uk](http://www.jameshay.co.uk) or by calling us on 03455 212 414. If you have any questions about data protection, please contact us.



## 2 Declaration (to be signed by the legal guardian)

I confirm that I am the legal guardian of the applicant named above.

I agree to remain responsible for, and act on behalf of, the applicant in all matters relating to the SIPP until the named applicant reaches 18 years of age.

I confirm that I am over 18 years of age at the date of signature.

I understand that the contributions paid to the product may only be returned to the applicant, as a member of the SIPP, in the form of benefits payable under the rules of the product.

I agree to notify James Hay Partnership when the applicant reaches their 18th birthday.

Legal guardian's name

Legal guardian's signature

Date

# Checklist of identity documentation required

## Explanatory notes

When you apply for a product through James Hay, we need to verify your identity. If you have a financial adviser, they will do this for us and confirm they have done so 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, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB.

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

## 1. EVIDENCE OF IDENTITY FOR THE LEGAL GUARDIAN TO OPEN THE SIPP

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.

## 2. EVIDENCE OF AGE FOR THE APPLICANT (MEMBER)

- Black and white photocopy of unexpired passport; or
- Original birth certificate<sup>1</sup>

<sup>1</sup> Crown Copyright rules mean that we can only accept originals of birth certificates as proof of the applicant's age

**OR** An original letter from your financial adviser. An example letter which satisfies our requirements (Evidence of Age proforma) is available at [www.jameshay.co.uk](http://www.jameshay.co.uk).

## 3. EVIDENCE OF THE LEGAL GUARDIAN'S RELATIONSHIP TO THE APPLICANT (MEMBER)

If you are the parent of the applicant and named on their birth certificate, this is acceptable.

Otherwise, a certified copy of the document that appoints you legal guardian is required, such as a court order or a will naming you guardian along with the grant of probate.

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).

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