JAMES HAY PARTNERSHIP

Power of Attorney Details Form

(for WRAP and SIPP Products)

JHAY0747

Application Guide

This form should be completed by someone who has been appointed to act 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 who will be acting.

Sections B and E are compulsory and must be completed by everyone.

Please complete this form in BLOCK CAPITALS and black ink.

A — Applicant to complete

Full name of the Client you have the Power of Attorney for

James Hay Partnership Member number / Client number

B — Applicant to complete

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other ☐ If 'Other' please state

Forename

Surname

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

Date of birth D D M M Y Y Y Y

Permanent residential address

Post Code

Nationality

Is your country of residence the United Kingdom?

Yes ☐ No ☐

If '**No**' please specify

Do you have dual nationality?

Yes ☐ No ☐

If '**Yes**' please specify

If you are private individual who has been appointed as an attorney please complete Sections B and D.

If you are a professional who has been appointed as an attorney in a professional capacity please complete Sections C and D.

C — Applicant to complete

Home address (personal attorneys)

Post Code

D — Applicant to complete

Practice address (professional attorneys only)

Post Code

Regulatory number

Name of regulator/professional body or society's website

E Declaration (PLEASE READ CAREFULLY)

Applicant to complete

DATA PROTECTION

Whether or not I become a customer, all the information I and/or my Financial Adviser give to you, James Hay Partnership, or you hold on me including transactional data, may only be shared by the group of SIPP administration companies within the IFG Group, and their service providers and agents who may be located in other companies.

I accept that you will ensure that my information is only used in accordance with your instructions and your own strict internal confidentiality policies. If you transfer my information to another country, you will also ensure that it is given the same levels of protection as required under the UK Data Protection Act.

I agree that my information may be used in this way for administration purposes, and to:

- Provide and run the product I have been granted a Power of Attorney for and develop and improve your products and services
- Identify and advise me by post, telephone or electronic media of products or services, which your group of companies and associated companies think may interest me
- Invite me to take part in market research surveys.

I would prefer not to receive up to date information on other products or services or be included in market research (tick box) ☐

Before you accept I have authority to act under Power of Attorney, you may make searches at credit reference agencies who will supply you with information including information from the electoral register, for the purposes of verifying my identity. Scoring methods may be used to verify my identity. The credit reference agencies will record details of the search whether or not the application proceeds but I accept that this is not a credit check and will not be seen or used by lenders to assess my ability to obtain credit.

If I give you false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by IFG Group PLC. Law enforcement agencies may access and use this information.

You, and other organisations may search and use these records to prevent fraud and money laundering, for example:

- To help make decisions about credit and credit related services, insurance proposals and claims, and all types of facilities
- To manage accounts and facilities, (including tracing debtors) and recovering debt
- To help make decisions about job applicants and employees.

You and other organisations may search and use from other countries the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies that you use is available by contacting you.

You may also give essential information about the person's account I have been granted Power of Attorney to for others if necessary to run the account and for regulatory purposes. Information about me will be kept after my account is closed. I accept that I have the right to see certain records you hold about me, on payment of a fee and that an information sheet explaining my rights is available from James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

This declaration is hereby made by me.

Attorney's signature

Date D D M M Y Y Y Y

Checklists

PRIVATE INDIVIDUAL'S CHECKLIST

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

PROFESSIONAL'S CHECKLIST

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

Checklist of Additional Documentation Required

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

EVIDENCE OF YOUR IDENTITY

Completion of the Confirmation of Verification of Identity by your Financial Adviser available to download from www.jameshay.co.uk

OR

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
- Firearms certificate or shotgun licence
- Bank Statement (not internet printed)
- Credit Card statement (not internet printed)
- Utility Bill (not mobile phone, satellite/cable TV or internet printed bills)
- HM Revenue & Customs coding/assessment/statement/ tax credit
- Northern Ireland Voters Card.

We may 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 D D M M Y Y Y Y

James Hay Partnership is able to provide literature in alternative formats. The formats available are: Large Print (as recommended by RNIB), Braille, Audio Tape and PC Disk. If you would like to receive this document in an alternative format please contact us on 0845 850 4455. For the hard of hearing and / or speech impaired, please use the Typetalk service via 18001 0845 850 4455.

James Hay Partnership is the trading name of James Hay Insurance Company Limited (JHIC) (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); Santhouse Pensioneer 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). JHIC has its registered office at IFG House, 15 Union Street, St Helier, Jersey, JE1 1FG. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, STL and IPS Plc have their registered office at Trinity House, Buckingway Business Park, Anderson Road, Swavesey, Cambs CB24 4UQ. PAL, STL, and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. UPTL has its registered office at Boundary House, 91-93 Charterhouse Street, London, EC1M 6HR. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS, and IPS Plc are authorised and regulated by the Financial Services Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FSA. Therefore, IPS and IPS Plc are not regulated by the FSA in relation to these schemes or services.