SIPP

JAMES HAY PARTNERSHIP

James Hay Online Registration Form - For Members

JHAY0298

Application Guide

We need to establish your access to James Hay Online therefore please read the enclosed Terms and Conditions. Please ensure that you have signed the declaration below.

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 Account Executive or our general enquiry number 0845 850 4455.

1 Personal Details

Applicant to complete

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other ☐ If 'Other' please state

Forename

Surname

Address

Post Code

Telephone (day)

Telephone (eve)

Email

Member number or client reference number.

Product name

1a Memorable Information

Applicant to complete

Security information must be provided to enable us to verify users. You will need to remember this information as we will ask you about it when you first log in.

Please use a maximum of 20 characters, and avoid the use of punctuation, for all the information below.

Mother's maiden name

Please note: When entering your memorable date, the year should be between 1900 and the current date.

Memorable date D D M M Y Y Y Y

Place of birth

Memorable school

Memorable place

1b Declaration

Applicant to complete

I declare that I have read and accepted the James Hay Online Services Terms and Conditions.

Signature

Please sign here once printed and before sending to James Hay Partnership

Date D D M M Y Y Y Y

These Terms and Conditions give you important information about the James Hay Online service. You should read these Terms and Conditions carefully. If there is anything you do not understand, please contact your Financial Adviser.

All queries and correspondence about James Hay Online must be directed to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, Wiltshire, SP2 7BF.

1. Login and Security

Access to the James Hay Online Service (the "Service") is controlled by each user having a unique user record or other security identification data or token. You will receive this once your SIPP application has been accepted by James Hay Partnership.

The information relating to your SIPP can only be accessed by member name and SIPP Plan Number.

You are responsible for ensuring you protect your login details or other security identification information, or token, and to ensure this you must:

- take reasonable steps to keep it secret
- not share your login details with anyone
- not allow anyone else to use it
- never write it down without disguising it
- not leave a PC unattended whilst logged onto the service
- and destroy or securely store any information printed off from the service.

If you think your login details or other security identification have been lost, stolen or misused, or may be misused in the future, you must notify James Hay Partnership as soon as possible by telephoning us using the contact telephone number listed on our website at www.jameshay.co.uk or writing to us at Dunn's House, St Paul's Road, Salisbury, Wiltshire, SP2 7BF.

2. Data Protection

For each online session, we may gather information relating to the identity of the user, the time of use, and the way in which the user has navigated through our website and our online services. This information may be used for administrative or security purposes.

The data held on our systems belongs to James Hay Partnership.

You are only authorised to view information on your own SIPP. If data is accessible to you that does not relate to your own SIPP, due to our error or yours, you have no authority to use it and must notify us immediately.

3. Information Available

The Service will provide you with details about your SIPP. The date when the information for your SIPP was last updated will be indicated where possible.

James Hay Partnership acts as a central collection point for investment information. We rely on third parties to get up-to-date information and are dependent on their efficiency.

James Hay Partnership will use reasonable endeavours to keep its records up to date at all times. However, there may be changes which we may not have been notified of by you or a third party. If you access a record, which contains errors or omissions, please tell us immediately.

We will not accept liability for any claims by you, your Financial Adviser or another representative you have appointed for damages or loss arising from an inaccurate record.

4. Instructions

If the Service allows you to provide James Hay Partnership with instructions about your SIPP, we may refuse to act on any instructions which are unclear, or if we doubt their authenticity. We may refuse to act in such circumstances if:

(a) we believe or suspect it may place us in breach of any legislation or law; or

(b) we believe or suspect it relates to frauds or any other criminal act.

If we refuse to act we will tell you that we have done so and where permitted the reason why we refused.

The Service may also have limited update facilities allowing you to inform James Hay Partnership of changes. If any changes are made to the data by you, James Hay Partnership will not accept responsibility for its accuracy.

5. Additional Users

James Hay Partnership in principle will grant separate online access to your SIPP, to you, your Financial Adviser and any of your representatives.

It is your responsibility to keep James Hay Partnership informed of any change in your Financial Adviser or representatives.

6. Revoking Access

James Hay Partnership reserves the right to revoke any online user access for its SIPP members, Financial Advisers and/or appointed representatives as it sees fit.

7. Availability/Alteration of Service

Availability of our Service depends on our own computer and administration systems availability, telephone and normal internet availability. We will not accept liability if any part of the Service, whether provided by James Hay Partnership or a third party provider, or our website is unavailable.

We may amend, extend or withdraw any online service at any time. We will notify you of any changes to the Service either online or by writing to you. When you first log in to the Service after the changes take effect you will be asked to accept these changes before you proceed with using the Service.

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.