



# 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. If 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 Customer Support 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

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

Telephone

Full name

Email address

Company name (if applicable)

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

FCA number (if applicable)

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

Address

## 2a Lasting power of attorney access code (if applicable)

Client to complete

Please provide us with the lasting power of attorney access code. The access code starts with a V and is 13 characters long. For example - V-GH23- IJ45-KL67.

V

**3 Authority for an individual to provide instructions (if applicable)**

Client to complete

If 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 named in Section 2 above to also be authorised to provide instructions to James Hay Partnership in respect of your SIPP, Modular ISA or Modular GIA, please complete this section. This means that we will accept instructions from them without checking with you that they are in accordance with your wishes.

I confirm that I wish the third party named in Section 2 above to be able to provide James Hay Partnership with instructions in relation to the products listed in Section 1 (please tick if applicable)

I confirm 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 to the third party named in Section 2 of 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**

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](http://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.

I confirm that I am the person named in Section 2 of this form and that I have been given authority to receive information (and, if applicable, to issue instructions) in respect of the Client's product(s) named in Section 1 of this form. I acknowledge that the Client has requested that the scheme administrator provides information on the Client's product(s) to me on my request and, if applicable, acts on my instructions in accordance with the provisions of the product(s).

I accept that my personal data will be held by James Hay Partnership in accordance with the Data Protection Statement.

This declaration is hereby made by me.

Signature of individual named in Section 2

Date

Proof of identity of the individual named in Section 2 (and who is making this declaration in this Section 5) must be provided by including the documentation listed on the following page.

## 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 RECEIVE INFORMATION AND 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 Customer Service 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.

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)