

Suffolk**Building****Society**

SIPP Cash Deposit Application Form.

Use this application form to apply for a SIPP cash deposit account. Please note that SIPP cash deposits will only be accepted from Scheme Administrators authorised by the Financial Conduct Authority. Please use BLOCK CAPITALS and then READ AND SIGN THE DECLARATION OVERLEAF.

For office use only

Account No. |

SIPP Administrator Customer Number |

SIPP scheme details.

SIPP Scheme Name

PSTR No

(Only UK HMRC registered schemes are acceptable)

Scheme Administrator

Administrator's Address

Postcode

Company Reg No.

FCA Reg No.

Contact Telephone No.

Email Address

Confirm that (select as applicable)

☐ (a) the Trustee Company and the SIPP Scheme Administrator are the same company
OR☐ (b) the Trustee Company is a wholly owned subsidiary of the SIPP Scheme Administrator. The Trustee Company acts solely as a Bare Trustee in relation to the assets of the SIPP Scheme and the day to day operation of the account is hereby delegated to the SIPP Scheme Administrator (in accordance with the requirements of the SIPP Scheme's governing documents).**Full details of trustee company.**

Trustee Company

Company Address

Postcode

Company Reg No.

Contact Telephone No.

Email Address

For office use only

Customer No. |

Full details of scheme member.

Title

Forename

Middle name(s)

Surname

Address

Postcode

Date of Birth (dd/mm/yy)

National Insurance No

Telephone Number

Mobile

Email Address

☐ Tick to confirm that the scheme member is a permanent UK resident☐ Tick to confirm if the scheme member is a Co-Trustee

Full details of financial advisor.

Please fill in the information below if you consent for us to provide the financial advisor with information on this deposit.

Company Name

Company Address

Postcode

Telephone No.

FCA Registration No.

Designated SIPP bank account.

Member's SIPP Bank Account Name

Sort Code

Account No.

Roll number (if applicable)

(These details will be used to verify that deposits into the SIPP Cash Deposit Account have been received from the SIPP Bank Account and will be used as a designated account for requests for withdrawal or closure).

Account opening.

Which account would you like to open

Deposit Amount £

Please refer to the SIPP Terms and Conditions for details of the minimum deposit. All deposits must be in GBP sterling.

Cheques must be drawn from the SIPP bank account and made payable to Suffolk Building Society IRO 'The Scheme Member'.

We cannot accept funds from a Personal Account to open a SIPP. However, the relevant Suffolk Building Society account details can be provided in order that payments can be made to the account electronically.

Customer identification.

One certified ID for Scheme Member. Please provide both ID documents, if both are available. (Please tick to confirm enclosures)

☐

Full UK Passport

☐

Current Full UK/Photo card Driving Licence

The Society will also complete an electronic check of their identity. The Society reserves the right to ask for additional documentation as we deem necessary.

For a first time application into a SIPP Cash Deposit, please ensure that the following are enclosed with your application

Enclosures.

☐

A Certified Copy of HMRC approval letter quoting the name and number of the Scheme

☐

Certified Copies of the Scheme Member's Identification

☐

A Certified List of all authorised signatories

☐

A cheque made payable to Suffolk Building Society IRO 'The Scheme Member' drawn on the main SIPP bank account.

☐

Please indicate if you would like to send funds electronically In which case, we will contact you

Please read the following declarations before signing this form.

Data protection.

Personal information is held in accordance with the Society's Privacy Notice which has been provided to you separately. Suffolk Building Society takes privacy seriously and will only use personal information to administer the account and to provide the products and services requested from us.

You have the right to request access to personal information and to obtain information about how we process it. These requests can be made in writing to the Data Protection Officer or via email to DPO@suffolkbuildingsociety.co.uk

Processing applications.

We make every effort to process applications as soon as we receive them, please ensure that you have checked the required enclosures and that you have provided identification for the Scheme Member.

The Society is happy to accept a cheque made payable to Suffolk Building Society IRO 'The Scheme Member' alternatively we will provide you with the necessary bank details for an electronic transfer once we have processed the application.

Declarations by the SIPP administrator/trustee.

We declare

- That we are applying for the account to be opened in our name as trustee(s) of the Scheme.
- This SIPP cash deposit is being opened and operated in accordance with the Trust Deed and Scheme Rules.
- That the account will be held by us for the benefit of the Beneficiary and that all sums deposited will be held by us for the benefit of the Beneficiary.
- That the Scheme to which this application relates is a UK Scheme, registered by HM Revenue & Customs.
- That we or another third party has verified the identity of the client, in accordance with current JMLSG Guidance Notes.
- We authorise HM Revenue & Customs to tell Suffolk Building Society if the Scheme is not registered or if that registration is withdrawn.
- That we or our successors shall notify Suffolk Building Society if at any time the Scheme (or arrangements under the Scheme in respect of which benefits are to be secured under the Scheme) cease(s) to be registered.
- That the Beneficiary of the Scheme has agreed that Suffolk Building Society may in its discretion perform such checks in relation to them.
- That we have read and understood the SIPP Cash Deposit Account Terms and Condition and agree to be bound by them.
- That we have received the Financial Services Compensation Sheet and Exclusions List and Suffolk Building Society Privacy Notice prior to applying for this account and these have been provided to the Scheme Member.

We agree

- To the Society using the information contained in this form for the processing of our application and managing our account.
- That Suffolk Building Society can disclose information about us and this account to the IFA/agent named in this application.
- That Suffolk Building Society may apply its discretion to perform independent checks to validate certified documents that we have provided.

Signed on behalf of the Scheme Administrator/Trustee from the supplied Authorised Signatory List

Full Name

Signature

Date

Scheme Member Co-Trustee Signature (If applicable)

Full Name

Signature

Date

Call validate additional notes (For office use only)

For office use only:

Branch code _____

SIPP Beneficiary

☐ Name, Address, DOB, NINO, Nationality
CUS01/Personal details

☐ Phone numbers, email address
CUS01/Communication Details

☐ ID attached and updated on system
AML01

☐ Notes Updated
PAD01

Administrator

☐ CUS08 Customer category, Company name

☐ CUS15, address, email

☐ Signature matches ID and form dated correctly

☐ Call Validate completed and attached

☐ Call Validate escalation process followed correctly

☐ Is the ID in date?

☐ Account name & category
IAD01

☐ Customer Capacity
CUS51

☐ Opening Investment
IAD08

☐ Interest mandate
IMN01

☐ Withdrawal mandate
IMN08

☐ Correspondence Address
IAD06 for separate trust company

User input _____ Date Amended by and checked _____ Date CVAL(s) signed off by _____ Date

Suffolk

Building

Society

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