

Change of Registered Contact form



To change the registered contact on a Child Trust Fund (CTF), please complete and return this form.
If you have any questions about this form please call the Customer Experience Centre on **0345 0700 720**.

Please complete all fields in this form (where applicable).

Section A: Registered Contact Details

Title Mr Mrs Miss Ms Other

First name(s)

Last name

Date of birth

Day Month Year

Postal address

Telephone number

Tax Residence Details:

Country of tax residence

National Insurance number

I have no National Insurance number/Tax Identification number

If you do not have a National Insurance number/
Tax Identification number, please indicate why

Additional country of tax
residence (1)

Taxpayer Identification
number (1)

Additional country of tax
residence (2)

Taxpayer Identification
number (2)

Are you a United States
Green Card holder? Yes No

Nationality details:

Please disclose your nationality details, by completing the country of each (up to three) in the boxes below.

Primary nationality details:

If you have **sole UK nationality**, you do not need to complete this part. For all other customers, you will need to establish your primary nationality and complete the relevant National Identifier & National ID Code for this in the box below, according to the instructions in **Appendix** or using www.nationalitycalculator.co.uk.

National Identifier

National ID

Tick if unable
to provide

First priority

Second priority

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Section B: Child's Details

I am applying to become the registered contact for the CTF of:

Account number

Child's first name(s)

Child's last name

Child's postal address

Child's date of birth

Day Month Year

Child's unique reference number (URN)

Tick this box if you are applying because you have adopted the child named above

I have enclosed the adoption certificate to confirm legal guardianship of the child named above

Section C: Declaration

I declare that

- I am 16 years of age or over
- I am the child/I have parental responsibility for the above named child (Delete as appropriate)
- I will be the Registered Contact for the CTF

I authorise EQi

- to hold the HM Revenue & Customs contributions, subscriptions, CTF investments, interest, dividends and any other rights or proceeds in respect of those investments and cash, and
- to make on the child's behalf any claims to relief from tax in respect of CTF investments

I agree to the CTF Terms and Conditions

Signed

Date

Day Month Year

Signed by
the existing
registered
contact

Date

Day Month Year

Next Steps

Please remember to print and sign your form with a wet signature before submission.

Please return this form to: **EQi, PO BOX 4923, Worthing, BN99 6SF**

- As part of the application, we need to confirm the identity of all individuals using our service. If this fails, we will require identity documents from you to complete your request.
- Once completed, you will receive a new PIN (sent separately) which you will need to change the first time you log into the EQi website.

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Appendix: National Identifier Instructions

Below, you will find a table that lists the countries of the European Economic Area (EEA), including a section for any non-EEA countries, and details of each country's requested National Identifier. Following the instructions and using the information provided in the table, please establish your **primary nationality** & complete the relevant **National Identifier** number in Section A. Alternatively you can refer to www.nationalitycalculator.co.uk.

You are not required to complete the National Identifier details in Section A if you are a UK National only.

Using the table

1. Establishing your primary nationality

Referring to the table below and the **country column**, whichever of your nationalities is listed **highest** will be your primary nationality. (Please note, the countries are ordered alphabetically according to the National ID Code). *E.g. if you are a national of the United Kingdom and Spain, as Spain is listed higher than the UK in the country column list, your primary nationality will be Spain.*

2. Identifying your National Identifier

Once you have established your **primary nationality**, you must provide us with the relevant **National Identifier** details as requested in the table, in the order of priority as indicated in each field. Please refer to the country specific instructions in the table for further guidance. *E.g. using the same example as above, if your country of primary nationality is Spain, you will need to complete your Spanish Tax Identification Number & the National ID Code (E1) in Section A.*

Please note:

- If you are unable to provide a National Identifier number as requested, please complete the National ID Code(s) & **tick the box** in Section F to confirm that you are unable to provide the details.
- You only need to provide **one** National Identifier **in the order of priority** listed in each field. *E.g. if you have established that your country of primary nationality is Czech Republic, you should only provide us with your Czech Republic National Passport Number if you are unable to provide your National Identification Number in the first instance and tick to confirm you are unable to provide the first priority National Identifier.*
- *If you have established your primary nationality as one of the following countries, **Estonia, Spain, Iceland, Italy, Malta or Poland** and you are unable to provide a National Identifier as requested, **trading rules will prevent us from accepting your instruction to trade or transfer.**

Please contact the Customer Experience Centre if you have any questions regarding this table and/or completing the relevant details in Section A.

Country	National Identifier	National ID Code	Country specific instructions for completing Section A
Austria	No additional data required	AT1	Leave the National Identifier & National ID Code boxes blank.
Belgium	Belgian National Number (Numéro de registre national – Rijksregisternummer)	BE1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
Bulgaria	Bulgarian Personal Number	BG1	
Cyprus	National Passport Number	CY1	
Czech Republic	First Priority: National Identification Number (Rodné číslo)	CZ1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: National Passport Number		
Germany	No additional data required	DE1	Leave the National Identifier & National ID Code boxes blank.

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Country	National Identifier	National ID Code	Country specific instructions for completing Section A
Denmark	Personal Identity Code	DK1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have it.
*Estonia	Estonian Personal Identification Code (Isikukood)	EE1	
*Spain	Tax Identification Number (Código de identificación fiscal)	ES1	
Finland	Personal Identity Code	FI1	
France	No additional data required	FR1	Leave the National Identifier & National ID Code boxes blank.
United Kingdom	UK National Insurance Number	GB1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
Greece	10 DSS Digit Investor Share	GR1	
Croatia	Personal Identification Number (OIB – Osobni identifikacijski broj)	HR1	
Hungary	No additional data required	HU1	Leave the National Identifier & National ID Code boxes blank.
Ireland	No additional data required	IR1	
*Iceland	Personal Identity Code	IS1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
*Italy	Fiscal code (Codice Fiscale)	IT1	
Liechtenstein	First Priority: Personal code (Asmens Kodas)	LI1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: National Passport Number	LI2	
Lithuania	First Priority: Personal code (Asmens Kodas)	LT1	
	Second Priority: National Passport Number	LT2	
Luxembourg	No additional data required	LU1	Leave the National Identifier & National ID Code boxes blank.
Latvia	Personal Code (Personas Kods)	LV1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.

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Country	National Identifier	National ID Code	Country specific instructions for completing Section A	
*Malta	First Priority: National Identification Number	MT1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.	
	Second Priority: National Passport Number	MT2		
Netherlands	First Priority: National Passport Number	NL1		
	Second Priority: National Identity Card Number	NL2		
Norway	11 digit Personal ID (Foedselsnummer)	NO1		Enter the requested National Identifier & National ID Code details, or tick to confirm if you do not have this.
*Poland	First Priority: National Identification Number (PESEL)	PL1		Enter the National Identifier & National ID Code in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: Tax Number (Number Identyfikacji podatkowej)	PL2		
Portugal	First Priority: Tax Number (Número de Identificação Fiscal)	PT1		
	Second Priority: National Passport Number	PT2		
Romania	First Priority: National Identification Number (Cod Numeric Personal)	RO1		
	Second Priority: National Passport Number	RO2		
Sweden	Personal Identity Number	SE1	Enter the requested National Identifier and National ID Code details or tick to confirm if you do not have this.	
Slovenia	Personal Identification Number (EMŠO: Enotna Matična Številka Občana)	SL1		
Slovakia	First Priority: Personal Number (Rodné číslo)	SK1	Enter the National Identifier details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.	
	Second Priority: National Passport Number	SK2		
All other Countries (including Crown Dependencies such as Jersey, Guernsey, Isle of Man etc)	National Passport Number	XX1	Enter the requested National Identifier and National ID Code or tick to confirm you do not have it. If you are a national of more than one non-EEA country, please refer to www.nationalitycalculator.co.uk or contact our Customer Experience Centre to assist in establishing your primary nationality.	