

# Child Trust Fund Maturity Instruction Form



## Section A: Child Trust Fund (CTF) account details (mandatory)

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Please confirm your Child Trust Fund account number here:

Title                                      Mr                                      Mrs                                      Miss                                      Ms                                      Other

First name(s)

Last name

Date of birth

Day                                      Month                                      Year

Telephone number

Email address

Postal address

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

### 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 the National Identifier section below.
- **If you have another nationality in addition to UK**, complete the section below:
  - Non-EEA nationals (including Crown Dependencies such as Jersey, Guernsey, Isle of Man), your National Identifier is your National Passport Number and use National ID code XX1.
  - EEA nationals, refer to the [National Identifier Guide](#) to establish your primary and secondary nationality and include your National ID code below, or you can use: [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk)

National Identifier

National ID Code

Tick if unable to provide

If you are taking cash only, please move on to Section B – CTF Maturity Instructions

### If you are choosing to open an account with EQi (mandatory)

Country and town of birth

Mother's maiden name

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## Tax Residence details:

Country of tax residence

Additional country of tax residence (1) (2)

Taxpayer Identification number (1) (2)

Are you a United States Green Card holder? Yes No

## Section B: CTF Maturity Instructions (mandatory)

In this section you can provide us with your instructions for the investments and cash in your CTF.

- Ensure you cover everything held in your CTF account, which includes both the cash and investments.
- Remember investments can fall as well as rise, so your account balance may differ between now and when your instructions are being implemented (on your 18th birthday).

### You have the following options:

1. Keep your CTF balance invested
2. Take your CTF balance as cash

You can also mix and match by keeping some of your CTF balance invested and have some paid out in cash. To do this, please complete both section 1 and 2 below.

### 1. Keep your CTF balance invested

#### First choose the EQi account you would like to open

- If you choose a Lifetime ISA or an ISA a free Dealing account will be opened automatically for you
  - Stamp Duty Reserve Tax will apply when we re-purchase shares in a LISA.
  - As investment prices fluctuate, you might get more, or less, when these are re-purchased.

Choose from the EQi accounts below	Please tick
Flexible ISA (Cash and investments coming out of a CTF does not count towards the £20,000 annual allowance)	<input type="checkbox"/>
Lifetime ISA (£4,000 maximum annual allowance)	<input type="checkbox"/>
Dealing account (no limit on contributions, not tax free)	<input type="checkbox"/>



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## Section B: CTF Maturity Instructions (continued)

### 2. Take your CTF balance as cash

If you would like to have the balance of your CTF account paid as cash into your bank account, please be aware of the following:

- Any investment(s) will need to be sold to convert them into cash.
- The cost of selling each investment will be taken from the account before the balance of your CTF is paid into your bank account.
- Our dealing commission, and other applicable fees can be viewed on our [pricing page](#).

**Please tick this box if you would like to take the full CTF balance as cash**

**Or if you have also opened an EQi account, please tell us how you would like to take cash from the account below**

Select how you would like to take cash from your CTF	
Write 'cash' in the rows below or tell us <b>what</b> investment to sell to take the cash 'Name of investment'	Tell us <b>how much</b> cash to move or the Quantity of investments to sell i.e. the number of units you hold
<i>Example: Cash</i>	<i>All cash or £300</i>
<i>Example: Lloyds ordinary shares</i>	<i>All 100 units</i>

## Section C: Bank details (mandatory)

**Send us a bank statement that is less than three months old by post or email.**

- By email we can accept a scan or a photo of your bank statement to [forms@eqi.co.uk](mailto:forms@eqi.co.uk)
- By post the statement can be an original or a photocopy; if it is an original, we will return it to you. Send to: EQi, PO Box 4923, Worthing, BN99 6SF

**Please note you are sending documents at your own risk.**

### 1. If you are taking cash

Please note your bank account needs to be in your name and must match the details you provided in Section A.

Sort code

Account number

Bank name

Please move on to Section F Declarations and Authority.

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## Section C: Bank details (continued)

### 2. If you are opening an EQi account

You must set up a Direct Debit to us from your nominated bank account by filling in this section. This will allow you to pay money into your account and allow us to transfer any income you receive from dividends and proceeds from sales to your bank account. Your bank account needs to be in your name and must match the details you provided in Section A

Instruction to your bank or building society to pay by Direct Debit

Service User Number

Name and full postal address of your bank or building society:

8 3 8 5 1 0



To: The Manager

Service User Reference (if applicable)

EQi

Bank/Building Society address

Bank/Building Society

#### Instruction to your bank or building society

Please pay Equiniti Financial Services Limited, trading as EQi ("EQi"), Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with EQi and, if so, will be passed electronically to my bank/building society.

**Braille, Electronic and Wet signatures are acceptable for agreement to the Direct Debit Guarantee.**

Signature

Postcode

Name of account holder(s)

Print name

Bank/Building Society account number

Date

Branch sort code

Day                      Month                      Year

We recommend that you retain a copy of the Direct Debit guarantee

#### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Equiniti Financial Services Limited, trading as EQi ("EQi"), will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request EQi to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by EQi or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when EQi asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## Section D: Account fees

Pay my EQi fees:	Please tick
From my bank account as a Direct Debit	<input type="checkbox"/>
From the EQi account the charge or fee relates to (ISA, LISA, Dealing account)	<input type="checkbox"/>
From a specific EQi account (Dealing account or ISA). Please state your chosen account below	<input type="checkbox"/>

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## Section E: International Bank details

### If you are taking your CTF balance as cash to be paid to an overseas bank account

If you wish to have any cash balance paid outside of the UK, please complete the details below and indicate the currency in which you wish to be paid. Please note that additional fees are payable and should be confirmed with your bank.

**Please note** the amount received will have any fees deducted and the calculation will be based on the FX rate at the time of transaction.

If you select this payment method we would require you send us a bank statement confirming the account details, that matches the residential address we have for you and is dated within the last three months. You can submit this via email or post, however EQi would like to remind you that you are sending documents at your own risk.

Please ensure that the details given are clear and accurate, as giving incorrect or unclear information may result in your settlement payment being delayed. An additional fee is applied for payments that do not contain a valid BIC or IBAN.

Bank Name	Payment Reference
	<input type="text"/>
Bank/Building Society address	Print name
	Signature
	Date
IBAN	Day      Month      Year      GBP      EUR      USD
	Currency Requested
Swift Code/Routing Number	Other

- By email we can accept a scan or a photo of your bank statement to [forms@eqi.co.uk](mailto:forms@eqi.co.uk)
- By post the statement can be an original or a photocopy; if it is an original, we will return it to you.  
Send to: EQi, PO Box 4923, Worthing, BN99 6SF

Please be aware that you are sending personal data at your own risk. We cannot take any responsibility for any data that is lost or intercepted in transit via email. Emails can be intercepted and your personal data could potentially be lost if the information you are sending is not protected in some way.

EQi will apply a fee to complete Payments to overseas bank accounts, the rates are listed below. **Please note these fees are not inclusive of any additional charges made by the receiving bank.**

EQ International Payment Tariff	
Euro Payment	£12.00
International* Payment	£14.00
Please note this is a maximum fee applicable for these payment types	
*International payments cover the common currencies - GBP, Euro, USD, CAD, if we are unable to transfer any cash balances to an international bank account or currency, we will contact you to confirm the options available. If you have any queries regarding currencies please contact our Customer Experience Centre on the contact details within the <b>'Next Steps'</b> section of this form."	

# Child Trust Fund Maturity Instruction Form



## Section F: Declarations and Authority

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Please read each declaration that applies to your instructions carefully before signing.

### ISA Declaration and Authority

I apply to subscribe to the EQi Flexible Stocks & Shares ISA (Individual Savings Account) for the tax year 2024/25 and each subsequent year until further notice.

I declare that:

- All subscriptions made, and to be made, belong to me.
- I am 18 years of age or over.
- I have not subscribed, and will not subscribe, to more than the overall ISA subscription limit total in the same tax year.
- For any subsequent subscriptions I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I shall inform EQi if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- I agree to the EQi Flexible Stocks & Shares ISA Terms & Conditions.

I authorise EQi:

- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- to make on my behalf any claims to relief from tax in respect of ISA investments.

### LISA Declaration and Authority

I apply to subscribe for a Lifetime ISA for the tax year 2024/25 and each subsequent year until further notice.

- I have not subscribed, and will not subscribe, to more than the overall ISA subscription limit total in the same tax year.
- All subscriptions made, and to be made, belong to me.
- I have not made, and will not make, current year payments, which exceed the Lifetime ISA annual allowance.
- For any subsequent subscriptions I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I shall inform EQi if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- I agree to the EQi Lifetime ISA Terms & Conditions

I authorise EQi:

- to hold my cash subscription, Lifetime ISA investments, interest, dividends and any other rights or proceeds (including any government bonus) in respect of those investments and any other cash;
- to make on my behalf any claims to relief from tax in respect of Lifetime ISA investments.
- to submit Lifetime ISA bonus claims to HMRC on my behalf
- to withhold and deduct from a balance in the Lifetime ISA, and pay to HMRC any charges due to withdrawals or any wrongly paid amount of Lifetime ISA bonus.

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## Section F: Declarations and Authority (continued)

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### Dealing account Declaration and Authority

#### I declare that

- I am over 18 years of age and wish to open a Dealing account as indicated in this application form.

### Taking cash from your CTF Declaration

#### I declare that

- I am the Child Trust Fund (CTF) account holder and I understand I am choosing to take cash from my CTF account upon its maturity.

### General Declaration

This service is managed and administered in accordance with the Terms and Conditions which can be viewed on our website or sent to you upon request. This is our standard client agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before completing this form.

- I agree to be bound by the EQi Terms and Conditions which form part of this instruction form.
- I declare that this instruction form has been completed to the best of my knowledge and belief and I will promptly inform EQi of any changes in my circumstances.

### Sign the form

To sign this form you may provide an electronic signature. You can do this via Adobe Acrobat Reader DC, or Docusign which is a free of charge service.

Instructions to create an electronic signature are as follows:

1. On Adobe open the file, or on Docusign upload the file
2. In the editor, select sign and draw your signature. Then place your signature in the signed box below
3. Save the document to send with this form

Please note, we cannot accept a typed or written name in the box below. Alternatively, you may print and sign the

Signed

Date

Day

Month

Year



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## Section G: Identification documents

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If you have decided to open a new EQi account, we will need to see two of the following documents one from each of the lists below.

Please send a scan, a photo, or a photocopy of the original document. We would encourage you to password protect your scan or photo when you send this for your security. Please note you are sending documents at your own risk.

Both documents must show your full name and, between them include your date of birth and current address. Unfortunately we cannot accept a PO Box number as an address.

Please tick the boxes below to show the documents you are enclosing, and return them with the form.

### List A

- Current UK or EEA driving licence
- Current signed passport
- Current EEA member state identity card
- Letter from educational facility such as secondary school, further education college, or university. It must confirm your identity and residential address on letter headed paper from the educational facility
- Letter of employment confirming your identity and residential address
- Letter from institution of care confirming your identity and residential address
- HMRC letter containing information such as National Insurance number
- Any verifiable government document containing a photograph

### List B

- Bank/building society/credit union statement or pass book – less than three months old
- Utility bill or statement – less than three months old (we cannot accept mobile phone bills)
- HM Revenue & Customs tax notification (the most recent version, we are not able to accept a P45 or P60)
- Local authority council tax bill (valid for the current year)
- Signed document from a regulated financial services firm which shows a current relationship with the firm

### Third Party manager

If you wish to have a third party on your new EQi account such as a parent, guardian or Independent Financial Advisor (IFA) to manage your investments on your behalf, please complete a separate [EQi Third Party Authorisation form](#).

Please be aware that you are sending personal data at your own risk. We cannot take any responsibility for any data that is lost or intercepted in transit via email. Emails can be intercepted and your personal data could potentially be lost if the information you are sending is not protected in some way.

## Next Steps

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Check you have completed the following before sending your instructions:

1. The instructions cover the entire CTF balance. We will contact you for further instructions if the whole balance has not been covered or we have any other query.
2. Read the relevant declaration to your instructions and signed the form.
3. Attach a copy of your ID document.
4. Attach your bank statement.

To send your form, please email [forms@eqi.co.uk](mailto:forms@eqi.co.uk) or you can post the form to: **EQi, PO Box 4923, Worthing, BN99 6SF**