

Dealing Account Application



Section B: Employer Contract Notes

Does your employer need copies of your contract notes?

Please note: we can only issue one copy contract note per account

Yes

No

If so, please provide your employer's details (including contact name, UK office address and postcode).

Section C: Banking Details - this must be completed

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. The nominated bank account provided must be held in the name of all applicants.

Setting up regular payments

Do you want to make regular payments from your bank account into your EQi account?

Yes

No

If Yes, choose one of the dates you would like payments to be debited from your bank account each month.

1st

15th

If the regular payment date falls on a non-working day, the payment will be collected on the next working day.

£

Amount that you would like to transfer each month

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(s)

Bank/Building Society account number

Branch sort code

Date

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.



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Section D: Funding your Dealing Account

1. I/We enclose a cheque in my/our own name(s) payable to "EQi" in order to subscribe to my/our Dealing Account. I/We understand that this will be returned to me/us should my/our application be unsuccessful. Please write the amount of the cheque in this box. £
2. I/We wish to credit funds by Mastercard Debit Card or VISA Debit Card to my/our Dealing Account. (You can do this on the secure website or by contacting our Customer Experience Centre once your application has been accepted).
3. I/We have completed the request to make a payment or regular payment from my/our nominated bank account to my/our Dealing Account in Section C of this application form. If making regular payments, I/We understand these will be taken on either the 1st or 15th of the month, and will begin once my/our application has been accepted.
4. I/We wish to transfer from another plan Manager. I/We have completed and signed a Dealing Account Transfer In form.
5. I/We wish to transfer Certificated Shares into my/our Dealing Account. I/We have completed a CREST transfer form for each holding.

Section E: Declaration

I/We declare that

- I am/We are over 18 years of age and wish to open a EQi Dealing Account as indicated in this application form.
- I/We agree to be bound by the EQi Terms and Conditions which form part of this application form.
- I/We declare that this application form has been completed to the best of my/our knowledge and belief, and I/we will promptly inform EQi of any changes in my/our 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 and follow the return instruction in the 'Next Steps' section.

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

Signed

Date

Day Month Year

Joint
Applicant
(if any)
Signature

Date

Day Month Year

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Joint
Applicant
(if any)
Signature

Date

Day

Month

Year

Joint
Applicant
(if any)
Signature

Date

Day

Month

Year

Next Steps

1. If your application is accepted you will receive the following:
 - Your account number
 - Sent separately, your PIN, which you will need to change the first time you log in on the EQi website.
2. We may need to request identity documents from you to complete your application.
3. You will receive most communications from us by secure message, accessible from your account. Should you wish to change this, please call **0345 0700 720**.

To return your form, please send to forms@eqi.co.uk, this and all related documents must be received from the registered email on your EQi account or the email address applied in **Section A**. Forms received from an unregistered email account will not be actioned, to assist with this, once PIN is received please login to your account and ensure all contact details are correct.

Alternatively you can post the form to: **EQi, PO Box 4923, Worthing, BN99 6SF**



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 (ES1) 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 register 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.