Change of trustees form

How to fill in this form:

- You can use this form to update trustees on an existing bare, discretionary or occupational/SSAS pension trust account. Personal pension accounts should use a stock transfer form.
- The existing account number will remain the same. New trustees will be added and retiring trustees removed.
- All existing account details and ongoing instructions continue unchanged.
- Please **do not use this form if a trustee has died**. Instead call **0800 41 41 16** and a member of our dedicated team will explain what information we need from you.
- Please use black ink and write clearly inside the boxes using capital letters.
- If you are adding more than one trustee, please copy section 3 for each new trustee

- We require a certified or original copy of:

- the Deed of retirement where trustee is stepping down
- the Deed of appointment where trustee is added, either company or individual
- an updated extract from the Trust Registration Service, unless the trust is exempt. The document we need is available on the Government Gateway by following steps under " Manage your trust's details". It is not the declared copy of TRS.

- If you make a mistake, please correct it but don't use correction fluid.

Next steps:

Please send your completed application form to:

Fidelity
PO Box 391
Tadworth, KT20 9FU

1 About the trust

Number of your present account
(This should be the number of the account you already have. The change of trustees won't impact your account number.)

Name of Lead trustee, who will receive correspondence.
The Lead Trustee can be an existing trustee, or someone appointed in this form.

2 About a trustee who is stepping down

Please read the guidance at the start of this form for information about the documents you will need to include, and what you should do if a trustee has died. You may photocopy this section if more than one trustee is stepping down.

Name of retiring Trustee in Full (Individual or Company)

3 About the new Trustees

Where the new trustee is an individual:

Title **Surname**

First and other names in full

Address - This must be a UK residential address. We cannot accept 'Care of' and 'PO Box' addresses.

Already a Fidelity client?
(please mark an X in the box if appropriate) ☐

House number and/or name

Street, city, county and country details

Postcode

Date of birth (DDMMYYYY) **Telephone number** (in case we need to check anything)

Email

National Insurance number
It is two letters and six digits, followed by A, B, C or D.

No National Insurance number?
If you have never been issued with a National Insurance number, please mark an X in the box. ☐

Are you a UK national only? (please mark an X in the box) ☐

Are you a UK National and national of one or more other countries? ☐
(mark an X in the box and list all other countries below)

Are you a national of non-UK countries only? ☐
(mark an X in the box and list all other countries below)

Nationality 1 **Nationality 2**

Nationality 3 **Nationality 4**

Are you also a resident in any other countries for tax purposes? If so, please mark an X in this box and complete the following fields ☐

First country **First country tax identifier**

Additional country **Additional country tax identifier**

3 About the new Trustees (continued)

Where the new trustee is an organisation:

Name of the Organisation

Companies House Registration number
(Required also for Incorporated Charities and Societies)

OR

Charity registration number

Registered address of the Organisation - (We cannot accept 'Care of' and 'PO Box' addresses. Only UK addresses are eligible)

House number and/or name

Street, city, county and country details

Postcode

Legal Entity Identifier (LEI)

You will need to give us a Legal Entity Identifier (LEI) if you are going to buy, sell or switch into or out of Exchange Traded Instruments (ETIs). An LEI is a unique identifier for legal entities or companies, charities, and societies, it helps to clearly identify the entity and is a regulatory reporting requirement when trading in ETIs. It displays amongst other attributes, the legal name of an entity, the registration number, legal jurisdiction, as well as contact details such as the legal address the entity. For information on how to apply for an LEI, please go to fca.org.uk and search for 'LEI update'. Fidelity will always use the LEI for reporting purposes companies and charities

Organisation's Tax Residency

If your organisation has more than one country of tax residency, please duplicate this section for each country.

Tax Residency

Tax identification number (TIN)

Additional tax Residency

Additional tax identification number

Additional tax Residency

Additional tax identification number

If your organisation does not have a TIN, please select one of the reasons below.

- ☐ The relevant jurisdiction does not issue TINs
- ☐ The account holder has not been issued with a TIN
- ☐ Domestic law of the tax jurisdiction does not allow collection of the TIN
- ☐ Other

If the country is USA and the organisation is not a Specified US Person, please tick this box ☐

3 About the new Trustees (continued)

Organisation's classification under FATCA and CRS

Please mark and X only one box in the below table. This is in reference to the tax residency stated in section 3, for organisations.

	FATCA Classification	CRS Classification	
3.1	Participating Financial Institution / Registered Deemed Compliant Financial Institution or IGA Reporting Financial Institution	Financial Institution	☐
3.2	Certified Deemed Compliant Financial Institution / Excepted Financial Institution or IGA Non Reporting Financial Institution	Financial Institution	☐
3.3	Sponsored Financial Institution	Financial Institution	☐
3.4	Financial Institution resident in the USA or in a US Territory	Financial Institution	☐
3.5	Non-Participating Foreign Financial	Financial Institution	☐
3.6	Exempt Beneficial Owner – Government or international organisation	Active Non-Financial Entity which is a Governmental Entity or International organisation	☐
3.7	Exempt Beneficial owner – recognised Pension scheme or plan	Financial Institution	☐
3.8	Active Non-Financial Entity which is regularly traded on an established securities market or affiliated thereto	Active Non-Financial Entity which is regularly traded on an established securities market or affiliated thereto	☐
3.9	Non-profit organisation	Active Non-Financial Entity (other than those listed in 3.6 or 3.8 above)	☐
4.0	Active Non-Financial Entity (other than 3.8)	Active Non-Financial Entity (other than those listed in 3.6, 3.8 or 3.9 above)	☐
4.1	Passive Non-Financial Entity (If you tick this box, please include individual self-certification forms for your US Controlling Persons)	Passive Non-Financial Entity (If you tick this box, please include individual self-certification forms for your Controlling Persons)	☐

If you have ticked boxes 3.1 or 3.3 in the table above, please complete your GIIN below

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

If the GIIN provided above is issued in the name of your sponsor, please provide your sponsors name as shown on the IRS list

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

4 About continuing Trustees

Continuing Trustee 1

Name

Personal account number, such as ISA or SIPP (if applicable)

Date of birth (DDMMYYYY)

Continuing Trustee 2 (if applicable)

Name

Personal account number, such as ISA or SIPP (if applicable)

Date of birth (DDMMYYYY)

Continuing Trustee 3 (if applicable)

Name

Personal account number, such as ISA or SIPP (if applicable)

Date of birth (DDMMYYYY)

5 Adviser details — (if applicable)

Company stamp

Unique Adviser Number

Office use only
Please ignore

FCA number
I confirm that I am registered with the FCA to conduct business and my authorisation number is:

Verification of identity

I confirm and consent to Fidelity's reliance on the fact that I have verified all trustees in accordance with the UK Money Laundering Regulations and standards set out in guidance issued by the Joint Money Laundering Steering Group and will retain the supporting documentation for five years after the end of the relationship with the client.

This confirmation must carry an original signature. This does not apply to corporate trustees and documentation may be required to verify the entity.

I confirm that I have provided the client with the appropriate documentation for their investment:

- The Key Features Document - Doing Business with FundsNetwork.
- The key information document applicable to the client's investment.
- The FundsNetwork Client Terms.

Adviser's signature

Date signed

(DDMMYYYY)

/03.26/v2.0

C&T_ChangeTrusteeIntP

6 Declaration and signature

All new and continuing trustees must sign the following declaration.

- I am not a US citizen, am not resident in the US, and do not have an obligation to pay tax to the US authorities on my worldwide income.
- I/We understand that the information I/we provide on this application form will be processed in accordance with Fidelity's privacy statement, a link to which is contained in the Fidelity Client Terms or the "Your personal information" section of the Fidelity Adviser Solutions Client Terms (as applicable). I/We understand that such information will be held in confidence and not passed to any company other than as outlined without my/our permission or unless required by law
- I/We have read and agree the latest Fidelity Client Terms or the Fidelity Adviser Solutions Client Terms (as applicable)
- I/We I have read and agree the latest Key Features Document, either Doing Business with Fidelity or Doing Business with Fidelity Adviser Solutions (as applicable)
- I/We have read the latest key information document
- The information I/we have given is correct to the best of my knowledge, and I/We will tell Fidelity immediately if any of it changes.

Where the change of Trustees is for a pension Scheme, As new Trustees I/We declare that

- Is solely tax resident in the UK
- Meets the definition of an exempt beneficial owner under the International Tax Compliance Regulations 2015 for the purpose of FATCA
- Meets the definition of a non-reporting financial institution under the International Tax Compliance Regulations 2015 for the purposes of Common Reporting Standard.

Signature of trustees where individual

Individual Trustee Signature

Print name

Individual Trustee Signature

Print name

Individual Trustee Signature

Print name

Date

(DDMMYYYY)

/03.26/v2.0

C&T_ChangeTrusteeIntP

6 Declaration and signature (continued)

- No beneficiaries of the trust are US citizens, are not resident in the US and do not have an obligation to pay tax to the US tax authorities on their worldwide income.
- I understand that Fidelity cannot make payments to trust beneficiaries who are US citizens, are resident in the US and have an obligation to pay tax to the US authorities on their worldwide income.

Signatures of trustees where a Company

We need the signatures of two authorised signatories, unless the signatory list states that one is enough. Please provide an up-to-date signatory list with this form.

First Corporate Body Signature

Second Corporate Body Signature

Print name

Print name

Date

(DDMMYYYY)

/03.26/v2.0

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