

Using the editable fields?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

Change of registered contact

– Junior ISA (JISA)

With this form you can:

- request a change to the registered contact on a JISA.

We regularly update our forms; your financial adviser can confirm that this **September 2023** version is the latest by checking on our website [quilter.com](https://www.quilter.com)

Completing this form

- Tick/complete this form, as applicable, using BLOCK CAPITALS and blue or black ink.
- For dates, please use the format day/month/year.
- Missing or unclear information can result in delays.

Additional documents or information we might need

- **Proof of your identity** – if not already provided (see sections 5 and 6).
- **Documents outlined in section 3.1** – if applicable, but not already provided.

Send your completed form as follows:

- **Email:** send your scanned copy* by email to ask@quilter.com or via PROMPT, our tool for uploading documents direct to us.

For customers, visit: [quilter.com/help-and-support/tools/promptcustomer/](https://www.quilter.com/help-and-support/tools/promptcustomer/)

For advisers, visit: [quilter.com/help-and-support/tools/new-prompt/](https://www.quilter.com/help-and-support/tools/new-prompt/)

*Before sending any supporting documents to us, please refer to our guide about which documents must be certified as true copies and who can certify them. The guide is available via the PROMPT link above.

- **Post:** send the completed form to Quilter, SUNDERLAND, SR43 4JP.

1. JISA details

1.1 JISA number

Customer Reference		Account
A	C	–

1.2 Child's details

Full name

Date of birth

2. Registered contact details

2.1 Current registered contact

First name(s)

Surname

Date of birth



2.2 New registered contact

The new registered contact must have parental responsibility for the child named in section 1.2.

Title	Mr	Mrs	Miss	Ms	Other ▶ <i>(Please specify)</i>
First name(s)					
Surname					
Date of birth	<input type="text"/>				
Telephone number				Email	
National Insurance (NI) number	<input type="text"/>			OR If you have never been issued with an NI number, tick here	
Permanent UK residential address	<input type="text"/>				
	Postcode				
▶ We cannot accept a residential address that is 'care of', which contains a PO Box number, or which is the financial adviser's address.					
Use the residential address for correspondence?	Yes		No - enter the correspondence address below		
Correspondence address	<input type="text"/>				
	Postcode				

Tax Residency

a) Do you hold tax residency status* anywhere other than the UK?	Yes - go to b)	No - go to f)
b) Are you or your spouse/civil partner, a Crown employee?	Yes - go to f)	No - go to c)
c) Country of tax residency*		
d) Tax identification type**	<input type="text"/>	
e) Tax identification number**	<input type="text"/>	
f) Do you hold dual tax residency status?	Yes - go to g)	No - go to j)
g) Country of tax residency*	<input type="text"/>	
h) Tax identification type**	<input type="text"/>	
i) Tax identification number**	<input type="text"/>	
j) Country of nationality	UK - go to l)	Other <i>(Please specify)</i> <input type="text"/>
k) Passport number and expiry date***		
l) Do you have a dual nationality?	Yes - go to m)	No - go to section 3
m) Second country of nationality	UK - go to section 3	Other <i>(Please specify)</i> <input type="text"/>
n) Passport number and expiry date***	<input type="text"/>	

***Country of tax residence**

Normally you are resident for taxation in the country in which you spend the majority of your time each year. However, some countries (eg the United States) may also treat an individual as resident for taxation based on their nationality or citizenship. As tax residence is determined by the country in which tax is paid, it is possible to be tax resident in more than one country.

****Tax identification type/number**

If your country of tax residence is the UK or the Isle of Man your 'tax identification type' is your National Insurance number. For Guernsey, Jersey or Gibraltar it's your Social Security Number. If you are a US national/tax resident it's your US Tax Identification Number. For many European countries it's your National ID Number; for Greece and Portugal it's the Tax Identification Number; and for Italy it's the Fiscal Code. If the tax identification type has an expiry date, this will also be needed.

For help to work out where you are tax resident, or if you are unsure about your tax identification type/number, please consult a financial adviser or the information at www.oecd.org/tax/automatic-exchange.

*****Passport number**

Passport numbers and expiry dates are required for most non-UK nationalities; for many European nationalities, the tax identification 'type' is required in the passport number field, see ** above. If we need any additional information, we'll let you know.



3. Consent of the current registered contact

3.1. The consent of the current registered contact is not required in the following circumstances.

Please tick as applicable and include the required supporting documents with this form.

The current registered contact has died or become incapacitated.

Please send an original or certified copy* of a letter from a medical practitioner as evidence of incapacity, or an original copy of the Death Certificate.

The child has been adopted by the new registered contact.

Please send a certified copy* of the adoption papers.

A Court Order has ended the current registered contact's parental responsibility for the child.

Please send a certified copy* of the Court Order.

A Court Order confirms that the current registered contact should cease to be so.

Please send a certified copy* of the Court Order.

The existing registered contact cannot be contacted.

We will let you know if our records suggest that we still have contact with the current registered contact.

A court has appointed a Guardian or a Special Guardian of the child.

Please send a certified copy* of the Court Order.

* Copies of documents must be certified as outlined in section 6.2.

If none of these circumstances apply, the current registered contact must sign in section 3.2.

3.2.a) I am the current registered contact for the JISA detailed in section 1.

b) I give my consent for the person named in section 2.2 to become the new registered contact on this JISA.

c) I understand that:

- I will no longer be named on the JISA as a registered contact or receive any correspondence in respect of the JISA
- all management for the JISA will pass to the new registered contact.

Signature

Date

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4. Declaration of the new registered contact

1. a) I apply to be the new registered contact for the JISA detailed in section 1 of this form.

b) I declare that:

- I am 18 years of age or over;
- I am resident in the UK;
- I have parental responsibility for the child named in section 1.2.

c) I understand that the child named in section 1.2 is the beneficial owner of the investments held within the JISA.

2. I authorise Quilter Investment Platform Limited ('Quilter')

- a) to hold the subscriptions, JISA investments, interest distributions, dividends and any other rights or proceeds in respect of those investments and any other cash; and
- b) to make on the child's behalf any claims to relief from tax in respect of JISA investments; and
- c) to sell units or shares in investments within the JISA to meet any charges in accordance with the Terms and Conditions; and
- d) to give effect to my instructions in accordance with the Terms and Conditions.

3. **Privacy information** – I confirm that I have read Quilter's privacy notice available at quilter.com/privacy concerning use of my personal information.

4. I declare that this form has been completed correctly and to the best of my knowledge and belief.

Signature

Date

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5. Financial adviser's declaration

I confirm that:

- a) I have verified the identity of all relevant parties referred to in this form
- b) the information in this form was obtained by me in respect of the relevant parties
- c) the evidence I have obtained to verify the identity of the relevant parties can be produced on demand and meets the standard of evidence set out within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group (JMLSG)
- d) if any individual referred to in this application has changed address within the last three months, I can provide evidence on demand
- e) I have not verified the identity of the following parties referred to in this form because they are exempt from verification under Money Laundering Regulations

f) this section is signed below by the person who has seen the documentary evidence (which may include an electronic identity check).

Financial adviser's
signature

Date

Print name

Position

Email address

Telephone number

Full name of regulated firm
(or sole trader)

Financial Services
number

6. Money laundering regulations: proof of identity

6.1 If your financial adviser has not completed section 5, we will need to see proof of identity for the new registered contact, to meet our requirements under UK anti-money laundering regulations.

Please include with this form a copy of a **current valid passport** or **photo driving licence** for the registered contact (unless already provided for one of our platform products).

6.2 Copies of documents must be certified as a true copy by one of the following UK-based officials:

- Financial adviser
- Bank or building society official
- Barrister
- Solicitor
- Doctor
- Accountant.

The person certifying the copy must write on it 'Certified as a true copy of an original seen by (print his/her name and title)' then he/she must sign and date the copy (with a company stamp where applicable). You can scan and send certified documents to us by email - see page 1 for details.



[quilter.com](https://www.quilter.com)

Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years. Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

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