



Application to become a registered contact



To become a registered contact you must read, complete and sign this form overleaf and return it to the Society. All information given will be treated in the strictest confidence. Please complete this form in **BLOCK CAPITALS**

1. Details of child

Title: Child's forename(s):	Surname:
Date of Birth:	
Child's unique ref no /account no:	
Permanent residential address of child:	
Postcode:	

2. Your details (registered contact)

Title: Your forename(s):	Surname:
Date of Birth:	
Permanent residential address (if different from the child's):	
Postcode:	
Telephone: (home)	
Mobile:	
Email:	

3. Additional contributions to the Child Trust Fund

If you choose, additional voluntary contributions can be made (please see our website for further details). Contributions can be made via Direct Debit or as a lump sum by bank transfer, standing order or cheque. **Payments can also be taken by debit card, please call 01226 741 000**

4. Adoption

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

5. Using your personal information

Sheffield Mutual takes your privacy seriously and we will use the personal information supplied on this form and information we obtain from other sources to administer this policy.

Your personal information may be obtained from / passed to legal and regulatory bodies, auditors, your financial adviser, credit and fraud prevention agencies and third party service providers as necessary for the performance of this contract. We'll retain your personal information for a reasonable period after the plan has ended.

For further information on how your personal data is used, how we maintain the security of your data and your rights to access / remove the data we hold, please visit www.sheffieldmutual.com/privacy or write to us at the address overleaf.

6. Please help us to keep in contact with you

CRAFV01

Sheffield Mutual will never sell your personal data to any third parties.

We would, however, like to keep you up to date with Society news, offers, competitions and other products and services that we offer. We use MailChimp for our marketing/service emails. Please let us know how you'd like to be contacted below.

I agree to Sheffield Mutual contacting me: By Email ☐ By Post ☐ By Telephone ☐ By Text ☐

You can update your contact preferences easily at any time by phone, email, in writing or online.

7. Declaration

I declare that

- ☒ I am 16 years of age or over
- ☒ I am the child/I have parental responsibility for the child
- ☒ I will be the registered contact for the CTF

I authorise Sheffield Mutual Friendly Society:

- ☒ to hold the child's 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.

Money Laundering - Sheffield Mutual reserves the right to make authentication checks on the name and address of the applicant for the purpose of compliance with Money Laundering Regulations.

Important - By signing this form you are agreeing to the CTF terms and conditions stated overleaf. If you do not understand any point please ask for further information before proceeding.

Please tick the box if you would like to receive annual statements by email rather than by post. My email address is above and I will notify the Society if this changes ☐

Signature of registered contact

Date:

8. CTF Terms and Conditions

A CTF is a scheme of investment managed in accordance with the CTF regulations by us under terms agreed between us and the registered contact. The CTF must be held in the name of the child.

- ✓ CTF investments shall be in the beneficial ownership of the child
- ✓ except for cash deposits, National Savings products and certain insurance policies (see below), the title to the CTF investments will be registered in
- ✓ our name, or
- ✓ the name of our nominee.
- ✓ where a share certificate or other document evidencing title to a CTF investment is issued, it will be held by us or as we may direct.
- ✓ where insurance policies are with an insurer who is also a provider, the title to the policies shall be vested in the registered contact, and the policy document or other document showing title to the insurance policy shall be held by the registered contact.
- ✓ we will arrange, if the registered contact elects, for you to receive a copy of the annual report and accounts issued by every company or other concern in respect of shares, securities or units which are held directly in the CTF (separate charge may be levied for this service).
- ✓ we will arrange, if the registered contact elects, for you to attend shareholders', securities holders' or unit holders' meetings, to vote, and to receive, in addition to the annual report and accounts, any other information issued to shareholders, securities holders or unit holders (separate charge may be levied for these services).
- ✓ we will satisfy ourselves that any person to whom we delegate any functions or responsibilities under the terms agreed with the registered contact is competent to carry out those functions and responsibilities.
- ✓ on the instructions of the registered contact and within the time stipulated by you, the CTF with all rights and obligations shall be transferred free of charge (except charges such as stamp duty and other dealing costs connected with disposal or acquisition of investments) to another provider.
- ✓ where an account is transferred to us it will be accepted free of charge (except charges such as stamp duty and other dealing costs associated with disposal or acquisition of investments).
- ✓ if we were to offer both types of CTF on the instructions of the registered contact and within the time stipulated by you, the CTF shall become a CTF of the other description (any necessary changes in the investments being made) free of expense (except expenses such as stamp duty and other dealing costs connected with disposal or acquisition of investments).

In addition, we

- ✓ may place a minimum period on the time stipulated by the registered contact for transfer. This period must not exceed 30 days, and should represent a reasonable period required for practical implementation of the transfer.
- ✓ we will notify the registered contact if, by reason of any failure to satisfy the provisions of the CTF regulations, a CTF has, or will, become void.

These terms and conditions should be read in conjunction with the CTF booklet and Key Information Document.

Published by: Sheffield Mutual Friendly Society Limited, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, South Yorkshire, S75 3DP, Tel: 01226 741 000

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Sheffield Mutual Friendly Society

3 Maple Park,
Maple Court,
Wentworth Business Park,
Tankersley,
Barnsley,
South Yorkshire,
S75 3DP

Service user number

6 4 8 1 8 3

For Sheffield Mutual Friendly Society official use only.
This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The
Manager

Bank/Building
Society

Address

Postcode

Reference (FOR OFFICE USE ONLY)

Banks and Building Societies may not accept Direct Debit Instruction for some types of account.

Signature(s)

Date

DDI 15/15

This guarantee should be detached and retained by the Payer.

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 Sheffield Mutual Friendly Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Sheffield Mutual Friendly Society 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 Sheffield Mutual Friendly Society 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 Sheffield Mutual Friendly Society 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