

## PRIVACY NOTICE

- Data protection regulations require Harpenden Building Society (the Society) to inform customers about how their personal data will be processed
- Personal data includes customer's name, address, financial information and other personal information needed for opening an account
- The Society will restrict its processing of your personal data to the minimum required to open and manage your account, update you on your account status and inform you of any new savings products. Your personal information will also be processed to comply with the Society's legal and regulatory obligations and to ensure that we continue to operate the Society in a way to safeguard your investment
- The Society will not send you marketing material on any other services and will not share your personal details with any other organisation for marketing purposes, without your consent
- Your personal details will be stored securely by the Society and its specialist suppliers, in countries that have equivalent data protection rules, and will only be used to communicate with you whilst you have an account with the Society
- Further information on how our Society handles your personal data is available under the 'privacy' menu option on the website
- You are entitled to request the Society to restrict its use of your personal data. If you have any questions about how we manage your personal data, or wish to complain about this, please contact the Data Protection Officer in the first instance on: [privacy@harpendenbs.co.uk](mailto:privacy@harpendenbs.co.uk)
- If you are not satisfied with the handling of your complaint by the Society, you can also make a complaint to the Information Commissioner's Office on: [ico.org.uk](http://ico.org.uk)

## CONSENT FOR COMMUNICATIONS

The Society will contact the signatory in the future about this account and may send updates about our other products that may be of interest to you. If you would be happy to receive this information by email please indicate this by ticking the following box.

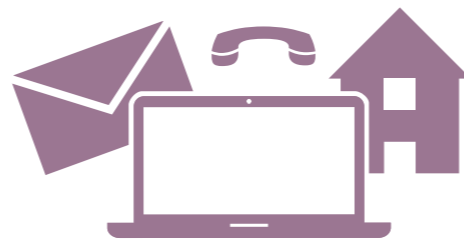
<b>Signatory 1</b> By Email <input type="checkbox"/>	<b>Signatory 2</b> By Email <input type="checkbox"/>
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## SIGNATURE(S)

I/We have read the section titled Privacy Notice and understand that the Society must process my personal information in order to process my/our request.

Nominee / Attorney / Deputy 1	Attorney / Deputy 2
Signature	Signature
Date	Date

<b>FOR OFFICE USE ONLY</b>		<b>BRANCH:</b>	
CIN (1)		CIN (2)	
ID (1)		ID (1)	
ID (2)		ID (2)	
Date added:	Initials:	Date checked:	Initials:



Contact us by post • phone • online • in branch  
[harpendenbs.co.uk](http://harpendenbs.co.uk)

**Harpenden**  
Aberdeen House  
14 Station Road,  
Harpenden  
Hertfordshire AL5 4SE  
Tel: 01582 344204

**Tring**  
38 High Street  
Tring  
Hertfordshire HP23 5AA  
Tel: 01442 824722

**Radlett**  
341 Watling Street  
Radlett  
Hertfordshire WD7 7LB  
Tel: 01923 854457

**Leighton Buzzard**  
22 Market Square  
Leighton Buzzard  
Bedfordshire LU7 1HE  
Tel: 01525 852525

**Head Office:** Mardall House, 9–11 Vaughan Road, Harpenden, Hertfordshire AL5 4HU  
Tel: 01582 765411 Email: [enquiries@harpendenbs.co.uk](mailto:enquiries@harpendenbs.co.uk)



**Supporting our local communities to create a better future**

Harpenden Building Society is authorised for investments by Trustees and is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Firm reference number: 157260.

## Operating an Account for Someone Else



There are several ways you can protect and secure a family member's or friend's money if they become unwell or unable to make financial decisions for themselves. Working together to safeguard their financial future, can help to ensure their interests will be properly looked after.

There are various options available to you to help you with this:

### 1. Third Party Mandate

This is a free and simple arrangement, to be used in the short term. It will allow the account holder to appoint you as a third party to access their savings held with Harpenden Building Society on their behalf. An account holder can appoint one nominee to their account and this can be set up entirely with us.

### 2. General Power of Attorney

This allows the account holder to appoint you as their attorney to support and help them manage all or some of their accounts. A General Power of Attorney is usually best for short-term support while the account holder is still able to make their own financial decisions. The account holder can appoint more than one attorney should they wish. If help is needed for a longer period of time a Lasting Power of Attorney may be more suitable.

### 3. Lasting Power of Attorney

Registered with the Office of the Public Guardian, this allows the account holder to appoint you as their attorney to support and help them manage some or all of their accounts. Unlike a General Power of Attorney, this will continue beyond such time as the account holder can no longer make decisions for themselves. The account holder can appoint more than one attorney should they wish.

### 4. Court of Protection Order

This is a legal document from the court appointing you to make ongoing decisions on someone else's behalf. It is used when the account holder has lost mental capacity and no Lasting Power of Attorney has been set up. The court may appoint more than one deputy where appropriate.

**How do you know which is the right choice for you?**

This may be right for them if they:	Third Party Mandate	General Power of Attorney	Lasting Power of Attorney	Court of Protection Order
Just need some short-term help	Yes	Yes	No	No
Are abroad and won't have access to their accounts	Yes	Yes	Yes	No
Are physically ill, injured or disabled	Yes	Yes	Yes	No
Are preparing for when they'll be unable to make decisions	No	No	Yes	No
Have lost their mental capacity	No	No	No	Yes

## Third Party Mandate

A Third Party Mandate is a good solution to allow one person to give support in the short-medium term. It will allow the account holder to nominate an individual to manage their account(s) with the Society on their behalf. This individual is known as a nominee.

A Third Party Withdrawal Mandate form will be required alongside this form. To obtain a Third Party Mandate form please visit our website, your local branch or request one from our Member Services team on 01582 765411.

## General Power of Attorney

This will give temporary support to someone with all of their finances.

A General Power of Attorney allows a family member, friend or professional person to look after someone else's finances on their behalf. These people are known as attorneys.

If the account holder sets up a General Power of Attorney, their attorney(s) can:

- Use it on all the account holder's accounts – or they may specify

- Cancel it at any time

It can be useful if:

- They go into hospital or are recuperating from an illness, operation or accident

- They travel a lot and need someone in the UK to manage their finances

They're waiting for a Lasting Power of Attorney to be set up.

To set up a General Power of Attorney the account holder needs to be able to make financial decisions for themselves. If this changes after the General Power of Attorney has been set up, it will end.

### NEW ACCOUNTS TO BE OPENED

In the event that new accounts are being opened at the time of registering to operate an account for someone else, we will require the account holder to complete the relevant application form(s) and provide us with identification. In the instance of the account holder no longer being able to make financial decisions themselves we will only require identification from them, the attorney(s) are able to sign the applications(s) on their behalf.

## Lasting Power of Attorney

This will give someone long term support with their finances.

A Lasting Power of Attorney allows family, friends or a professional person to support in managing someone else's finances, known as attorneys.

If a time comes when an account holder is unable to work with their attorney(s) to manage their money, a Lasting Power of Attorney means their attorney(s) will be able to take care of long term financial decisions in the account holder's best interests.

Account holders can only arrange a Lasting Power of Attorney while they still have the mental capacity to do so. If they don't have a Lasting Power of Attorney and they eventually lose mental capacity, a Court of Protection will be needed.

## Court of Protection Order

This will be put in place when someone is unable to appoint or manage an attorney

Where someone can no longer make decisions for themselves and no Lasting Power of Attorney is in place the court will appoint a deputy to act on their behalf.

### Next steps

#### Setting up a Third Party Mandate

If you decide to set up a Third Party Mandate we will require a Third Party Mandate form to be completed and sent to us or taken into a branch along with identification for the nominee.

#### Appointing a General Power of Attorney

If a General Power of Attorney is most suitable you will need to complete and return this form with the appropriate General Power of Attorney documentation including; ID of the attorney(s) by post or in any of our branches.

#### Lasting Power of Attorney

If a Lasting Power of Attorney is most appropriate we will require you will need to complete and return this form with the appropriate General Power of Attorney documentation including; ID of the attorney(s) by post or in any of our branches.

## Operating an Account for Someone Else



This form MUST be completed when opening a new Harpenden Building Society account, and/or if you wish to manage an existing Harpenden Building Society account, on behalf of another person.

An original or certified copy of the Power of Attorney or Court of Protection (as applicable) must accompany this application.

### 1. PERSONAL DETAILS Please complete in BLACK INK with BLOCK CAPITALS

#### Nominee, Attorney or Deputy 1

Title: ..... Forenames (in full): ..... Surname: .....

Permanent residential address: ..... Postcode: .....

Nationality: .....

Address for correspondence if different to above .....

..... Postcode: .....

Date of birth: ..... National insurance number: .....

Home contact no. .... Mobile contact no. ....

Email address: .....

Are you an existing customer?  Yes  No

Relationship to Applicant/ Existing customer: .....

Tax residency: .....

Are you a resident for tax purposes only in the UK?  Yes  No Are you a citizen only of the UK?  Yes  No

Please list the countries other than the UK of which you are a tax resident, if any, together with any associated tax reference number.

Country/Countries of tax residency Tax reference number

.....

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.....

IF YOU ARE THE ONLY SIGNATORY WISHING TO OPERATE THIS ACCOUNT PLEASE GO TO SECTION 2.

#### Attorney or Deputy 2

Title: ..... Forenames (in full): ..... Surname: .....

Permanent Residential Address: .....

..... Postcode: .....

Nationality: .....

Address for correspondence if different to above .....

..... Postcode: .....

Date of Birth: ..... National Insurance Number: .....

Home Contact no. .... Mobile Contact no. ....

Email address: .....

Are you an existing customer?  Yes  No

Relationship to Applicant/ Existing customer: .....

Tax Residency: .....

Are you a resident for tax purposes only in the UK?  Yes  No Are you a citizen only of the UK?  Yes  No

Please list the countries other than the UK of which you are a tax resident, if any, together with any associated tax reference number.

Country/Countries of tax residency Tax reference number

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### 2. ACCOUNT DETAILS Please complete in BLACK INK with BLOCK CAPITALS

I/We will be operating the account(s) of:

Full Name(s): .....

.....

Address: .....

.....

.....

.....

Existing account number(s): .....

### 3. RELATIONSHIP TO ACCOUNT HOLDER(S)

I/We are operating the account as:

Nominee  and I enclose a completed Third Party Withdrawal Mandate form

Attorney(s) \*  and I/We enclose a copy of the Power of Attorney

Deputy/Appointee  and I/We enclose a copy of the Court of Protection Order

\*Please confirm by ticking the appropriate boxes below, to confirm if the account holder is currently:

Physically incapacitated  Mentally incapacitated  Neither physically or mentally incapacitated

If neither, please state the reason for the registration: .....

.....

### 4. SIGNING MANDATE (not applicable for Third Party Mandates)

Please note – if the account requires more than one signature to operate the account, you will not be permitted to transact using our Online Services.

I/We authorise the Society to permit the following signatures to operate the account(s):

Any one signature  Any two signatures  All signatures required

### 5. SIGNATURE(S) & DECLARATION: All signatories must read, complete and sign

**Important information – it is essential that you read and understand the terms within this declaration before signing below.**

1. I/We consent and acknowledge that the Society will carry out an electronic check to verify my/our identity.
2. I/We confirm that the account will not be held by me/us as a trustee for a corporate body, or for persons who include a corporate body.
3. I/We declare that the information provided on the application form is true to the best of my/our knowledge and belief.
4. I/We authorise the Society to operate the account according to the instructions indicated on this application form.

Please note that if there are additional signatories to be added to the account, another 'Operating an Account for Someone Else' form will need to be completed and attached to this application.