

Adding or removing a party from an account



Please complete this form if you are adding or removing someone from an existing HBS account. We will require signatories from all parties, and we may require identification for individuals being added to the account. Please see our ID requirements document for further details (this can be found in the savings section on our website or you can ask a member of staff for an ID requirements booklet).

Please use additional forms if there are more than two people being added or if you wish you add or remove a party from another HBS account.

1. ACCOUNT DETAILS

Name of account	
Account number	

Individuals being **retained** on the account

Full Name		Full Name	
Signature		Signature	
Date		Date	

Individuals being **removed** from the account

Individuals being **retained** on the account

Full Name		Full Name	
Signature		Signature	
Date		Date	

Individuals being **removed** from the account

Operation of Account- please tick as appropriate

I/We agree that all or part of the money in this account may be withdrawn on the authority of:

PREVIOUS INSTRUCTION	NEW INSTRUCTION
☐ Any one authorised signature	☐ Any one authorised signature
☐ All authorised signatories	☐ All authorised signatories
Or any ____ signatories to sign	Or any ____ signatories to sign

Signature of the first individual being retained on the account	Signature of the first individual being retained on the account
Signature of the first individual being retained on the account	Signature of the first individual being retained on the account

Please turn over to add individuals to the account, and for these individuals to sign our declaration.

Title	Date of birth
Forename	Surname
Marital status	
Mobile number	Landline number
Employment status	Occupation
Nationality	Are you a resident for tax purposes only in the UK? Y ☐ N ☐
Are you a citizen only of the UK? Y ☐ N ☐	If you are a citizen elsewhere, please state:
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
Email address	Are you an existing HBS customer? Y ☐ N ☐
Permanent Residential Address including postcode	If you have lived at your current address for less than two years, please give your previous address including postcode:
Signature of the individual being added to the the account	
.....	

Title	Date of birth
Forename	Surname
Marital status	
Mobile number	Landline number
Employment status	Occupation
Nationality	Are you a resident for tax purposes only in the UK? Y ☐ N ☐
Are you a citizen only of the UK? Y ☐ N ☐	If you are a citizen elsewhere, please state:
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 residencyTax reference number	
Email address	Are you an existing HBS customer? Y ☐ N ☐
Permanent Residential Address including postcode	If you have lived at your current address for less than two years, please give your previous address including postcode:
Signature of the individual being added to the the account	

**IMPORTANT: PLEASE READ AND SIGN THE DECLARATION BELOW ONLY
IF YOU ARE AN INDIVIDUAL BEING ADDED TO THE ACCOUNT**

AGREEMENT TO ASSIGN AND INVESTOR DECLARATION

I/We have read the section titled 'Charitable assignment' within the General Terms and Conditions for Retail Savings Accounts, and agree that I/we will transfer to the Charitable Aid Foundation my/our rights to any windfall conversion benefits to which I/we may be entitled to, unless I/we fall within the exceptions contained within that section. Further details of this are available in the General Terms & Conditions for Retail Savings Accounts on the website and a copy can be posted to you on request.

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, addresses, 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 the Society handles your personal data is available under the 'Privacy' menu option on our 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 make a complaint, please contact the Data Protection Officer in the first instance on: 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.

CONSENT FOR COMMUNICATIONS

The Society will contact you in the future about this account. We may send you updates about our other products which may be of interest to you. If you are happy to receive this information by letter or email please indicate this by ticking the following box. ☐

INVESTOR DECLARATION

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 agree to the specific terms and conditions applying to the account, the General Terms & Conditions for Retail Savings Accounts and to be bound by the rules of the Society (a copy of which is available on the website and/or can be posted to you upon request).
4. I/We declare that the information provided on this form is true to the best of my/our knowledge and belief.
5. I/We will inform the Society of any changes in our citizenship or tax residency such as moving outside the UK that may affect this declaration.
6. I/We authorise the Society to operate the account according to the instructions indicated on this form.
7. I/We have read the section titled Privacy Notice and understand that the Society must process my/our personal information in order to provide a savings account.

This is our standard customer agreement upon which we intend to rely. For your own benefit and protection you should fully read the declarations on this form and the terms and conditions on the account you wish to add or remove a party from. You should do this before signing this form. If you do not understand any of the points please ask us for further information. You are confirming the receipt of the Financial Services Compensation Scheme Information Sheet and Exclusions List.

.....
Signature of first individual
being added to the account

.....
Signature of first individual
being added to the account

.....
Date

WARNING: FALSE STATEMENTS MAY RESULT IN PENALTIES OR PROSECUTION

Please return completed form to: **Head Office, Mardall House, 9-11 Vaughan Road, Harpenden, Hertfordshire AL5 4HU**
Tel: 01582 765411 Email: enquiries@harpendenbs.co.uk

FOR OFFICE USE ONLY		BRANCH:	
CIN (1)		CIN (2)	
ID (1)		ID (1)	
ID (2)		ID (2)	
Date signatory(ies) added/removed:		Initials:	
Date checked:		Initials:	