

# SIPP Cash Deposit Product Switch Form

**Please note: This form is only to be used for the transfer of one SIPP Savings product to another. For changes to SIPP details or signing instructions please request the relevant form(s) from a member of staff.**

## Account Holders

SIPP account name:	
SIPP administrator:	
Administrator's address:	
	Postcode:
Contact name:	
Contact number:	
Email address:	

## Existing Product and Account Number

Product name:	
Account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## New Product Name

The new product I wish to convert to:	
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## Expected Transaction Frequency

<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Half yearly	<input type="checkbox"/> Annually
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**MARKETING AND COMMUNICATION PREFERENCES**

Choose your preferences to receive updates from us. Please note- this relates specifically to the Scheme Member and not the Administrator or Trustee.

As a customer, at times we will contact you about our services and any improvements we make, or any changes to your account. You can also choose to opt in to receive any marketing communication from us regarding our products and promotions in any of the channels below:

Post  Email  SMS  Telephone

We also provide our communication and documents in alternative formats. Please select the following if they are required:

Large print  Braille

Or you can request the above by calling our Member Services Team on 01582 765 411 - Option 1

**IMPORTANT: PLEASE READ AND SIGN THE DECLARATION BELOW**

**IMPORTANT DECLARATION** By submitting this application I/we declare that:

1. I/We as authorised signatories request that a SIPP Cash Deposit Account be opened with Harpenden Building Society and acknowledge that the account forms part of the Scheme referred to in the Deed.
2. All information supplied is true and accurate to the best of my knowledge.
3. I have permission and authority to apply for this account on behalf of the SIPP Scheme and the scheme member is aware that their information has been shared with Harpenden Building Society.
4. I understand that to comply with its legal and regulatory obligations the information supplied in this application will be verified. Harpenden Building Society uses third parties to verify information, one being SmartSearch which leave a non-credit footprint on the applicable record. A record of the output will be supplied to Harpenden Building Society and retained.
5. As detailed in the relevant account terms and conditions, I understand how the information I have provided will be processed, my rights and how to contact the Data Protection Officer.
6. I have read and agree to the specific terms and conditions applying to the account, the General Terms and Conditions for Deposit 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 on request.)
7. I/We acknowledge that the SIPP Cash Deposit Account is a deposit account and agree to be bound by the Society’s Rules so far as they apply to Deposit account holders. I also understand that a depositor is not a Member of the Society and cannot vote at meetings of the Society or exercise other membership rights.

Tick to confirm you have read and accept the above declaration statements which constitute our agreement.

**SIPP MANDATE (to be signed by the Scheme Member):**

- I instruct the trustees of my SIPP to open a SIPP Cash Deposit Account with Harpenden Building Society and acknowledge that the account forms part of the Scheme referred to in the Deed.
- I acknowledge that the sum is being invested in a deposit account.
- I confirm that the information and instructions on this form are complete and accurate.

**I have received, read and understood the Financial Services Compensation Scheme Information Sheet**

Scheme Member Signature: ..... Date: .....

**SIPP MANDATE (to be signed by the Scheme Trustee(s)):**

- I authorise you to comply with all instructions relating to the account, including instructions to withdraw or transfer funds to or from the account to the designated bank account of the Scheme Member, are in writing and the document bearing the instructions is verified by the original signatures of any two of the authorised signatories.

Full Name: .....

Scheme Trustee Signature: ..... Date: .....

Full Name: .....

Scheme Trustee Signature: ..... Date: .....

## 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](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).

## NEXT STEPS

- Send your completed form to us by post at: Harpenden Building Society, Mardall House, 9-11 Vaughan Road, Harpenden AL5 4HU OR by email to [specialistaccounts@harpendenbs.co.uk](mailto:specialistaccounts@harpendenbs.co.uk).
- Or you can leave your completed form with any members of our Team in any of our branches.
- We will contact you (and any other authorised users) within two business days on receipt of your application.
- If you need any support completing this form please contact the team on 01582 765411 Monday-Friday 9am-5pm, excluding bank holidays.
- Further information can be found on our website at [www.harpendenbs.co.uk](http://www.harpendenbs.co.uk).

Leave us a review with **Smart Money People**  
Visit [harpendenbs.co.uk/your-feedback](http://harpendenbs.co.uk/your-feedback)



Compare our specialist accounts  
Visit [harpendenbs.co.uk/compare-specialist-accounts](http://harpendenbs.co.uk/compare-specialist-accounts)



Useful documents to help manage your SIPP accounts  
Visit [harpendenbs.co.uk/useful-forms-documents](http://harpendenbs.co.uk/useful-forms-documents)



### FOR OFFICE USE ONLY

### BRANCH:

CIN (1)

CIN (2)

ID (1)

ID (1)

ID (2)

ID (2)

Date opened:

Initials:

Date checked:

Initials: