

# Child Trust Fund Transfer Application Form



## How to complete this form

Please complete this form in BLOCK CAPITALS and in black ink. Mark the boxes with a cross as appropriate. Please do not write on or mark this form outside the boxes and lines provided.

The Child Trust Fund is provided by RBS Collective Investment Funds Limited.

## Introduction

As advice has not been given, we have not assessed the suitability or the appropriateness of this investment for your circumstances, therefore if you wish to proceed with this application you should ensure that you familiarise yourself with the fund and fully consider the nature of the risks involved for the funds you are applying to subscribe to.

Before completing this application form please read:

- **Child Trust Fund – Key Investor Information Document (KIID) and Supplementary Information Document (SID), specifically the disclosure of information on costs and charges;** and
- **Child Trust Fund – Terms and Conditions**

These should be retained for future reference. Please read these documents carefully as they contain all the information you need to be aware of before transferring your Child Trust Fund.

## 1. How we will use your information

Before continuing with this application, please read the information below which explains how we and others will use your personal and financial information during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our customers, please see the Supplementary Information Document included with our our full Privacy Notice at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy)

## Who we are

The organisation responsible for processing your personal and financial information is RBS Collective Investment Funds Limited, a member of The Royal Bank of Scotland Group (“RBS”).

## 2. Applicant (Registered Contact details)

|                |                             |                              |                               |                             |                                |                                          |
|----------------|-----------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|------------------------------------------|
| Title          | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other <input type="checkbox"/> | <input type="text"/><br>(please specify) |
| Forename(s)    | <input type="text"/>        |                              |                               |                             |                                |                                          |
| Surname        | <input type="text"/>        |                              |                               |                             |                                |                                          |
| Address line 1 | <input type="text"/>        |                              |                               |                             |                                |                                          |
| Address line 2 | <input type="text"/>        |                              |                               |                             |                                |                                          |
| Address line 3 | <input type="text"/>        |                              |                               |                             |                                |                                          |
| Address line 4 | <input type="text"/>        |                              |                               |                             |                                |                                          |
| Postcode       | <input type="text"/>        |                              | <input type="text"/>          |                             |                                |                                          |

The Registered Contact should be the same Registered Contact as under the child's existing Child Trust Fund. If you intend to change the existing Registered Contact, you must receive confirmation that this person agrees to relinquish their position before completing this transfer form. If you have queries regarding this, please contact us at the above address or call 0345 604 4500. Calls to 0345 numbers cost the same as calls to numbers starting with 01 or 02 from a UK landline or a UK mobile phone.

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### 3. Child's personal details

|                                |                                                                                                                                                   |                                 |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Title                          | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> | <input type="text"/>            |
|                                |                                                                                                                                                   | (please specify)                |
| Forename(s)                    | <input type="text"/>                                                                                                                              |                                 |
| Surname                        | <input type="text"/>                                                                                                                              |                                 |
| Address line 1                 | <input type="text"/>                                                                                                                              |                                 |
| Address line 2                 | <input type="text"/>                                                                                                                              |                                 |
| Address line 3                 | <input type="text"/>                                                                                                                              |                                 |
| Address line 4                 | <input type="text"/>                                                                                                                              |                                 |
| Postcode                       | <input type="text"/>                                                                                                                              | <input type="text"/>            |
| Sex                            | <input type="checkbox"/> Male                                                                                                                     | <input type="checkbox"/> Female |
| Date of birth<br>(DD/MMM/YYYY) | <input type="text"/>                                                                                                                              |                                 |
| Unique reference number        | <input type="text"/>                                                                                                                              |                                 |

I apply to transfer a Child Trust Fund for the above named child.

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### 4. Additional contributions

If you intend to make regular additional contributions to the Child Trust Fund, please complete the Direct Debit Instruction at the end of this form.

#### Preferred collection date

(please insert a date between 1st and 28th of each month) (DD)  If no preferred date is entered then collections will be taken on the 1st of each month.

Total monthly contribution amount £  (min £10 per month. Details of the maximum amount that can be paid into a Child Trust Fund for each subscription year can be found on <https://www.gov.uk/child-trust-funds/overview>)

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### 5. How we will use and share your information

#### (a) Credit reference and fraud prevention agencies

We may request information about you from credit reference agencies to help verify your identity to comply with laws that apply to us. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal RBS records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy) or contact us at 03457 24 24 24, +44 131 549 8888 (for overseas) or 0800 404 6160 (for minicom users).

In order to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies.

If fraud is identified or suspected details may be recorded with these agencies to prevent fraud and money laundering.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, you could be refused services, finance or employment.

When credit reference and fraud prevention agencies process your information, they do so on the basis that they have a legitimate interest in preventing fraud and money laundering, to verify your identity, to protect their business and to comply with laws that apply to them.

#### (b) With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS companies may already hold about you) in connection with processing your application and assess your suitability for our products.

If your application is declined we will normally keep your information for up to 5 years, but we may keep it for longer if required by us or other RBS companies in order to comply with legal and regulatory requirements.

We and other RBS companies may use your information in order to improve the relevance of our products and marketing.

**(c) With other Third Parties**

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening.

We may be required to disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our customers to HM Revenue and Customs (“**HMRC**”). HMRC may exchange this information with other countries’ tax authorities.

**6. Confirming your Agreement**

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described above and are happy to proceed.

**7. Marketing information**

RBS would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you. Are you happy for us to do this?      Yes ☐      No ☐

RBS will not share your information with third parties for their own marketing purposes.

**8. Communications about your account**

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

**9. Declaration**

I declare that:

- I have read the appropriate Key Investor Information Document (KIID) and Supplementary Information Document (SID), and Child Trust Fund Terms and will retain these for my records.
- I am 16 years of age or over.
- I have parental responsibility for the child named on this transfer application form.
- I am the Registered Contact for this Child Trust Fund.

I authorise RBS Collective Investment Funds Limited:

- to hold the child’s HM Revenue & Customs contributions, subscriptions, Child Trust Fund 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 Child Trust Fund investments.

Registered Contact’s signature

Date (DD/MMM/YYYY)

## 10. Transfer authority

Please give the details of the current Child Trust Fund provider

Name of provider

Address line 1

Address line 2

Address line 3

Address line 4

Postcode

Account number

Name of child

### Instructions to existing Child Trust Fund Provider

- Arrange to transfer the Child Trust Fund for the above named child to RBS Collective Investment Funds Limited.
- Acknowledge receipt of these instructions to RBS Collective Investment Funds Limited and me.
- Supply RBS Collective Investment Funds Limited with any information they require about the Child Trust Fund for the above named child and comply with all the instructions given to you by RBS Collective Investment Funds Limited regarding the transfer.
- Liaise with RBS Collective Investment Funds Limited, whom I have already informed of my transfer request. You should not effect the transfer until RBS Collective Investment Funds Limited authorises you to do so.
- Send a closing statement of the Child Trust Fund for the above named child to RBS Collective Investment Funds Limited and me.

### Declaration

This application has been completed accurately and to the best of my knowledge and belief.

Title

Forename(s)

Surname

Registered Contact's signature

Date (DD/MMM/YYYY)



## Braille, large print or audio format?

If you'd like this information in another format, call us on  
0345 604 4500 (Text Relay 18001 0345 604 4500)

## Direct Debit instruction

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



Please fill in the whole form and send it to: RBS Collective Investment Funds Ltd,  
PO Box 915, Newport NP20 9PF.

**Please note, Direct Debit payments cannot be set up until the transfer has been received.**

#### Originator's Identification

Number

6 7 4 7 3 0

#### 1. Name and Address of Bank/Building Society

The Manager

Bank/Building Society

Address line 1

Address line 2

Address line 3

Address line 4 OR  
overseas country

Postcode

#### 2. Name(s) of Bank or Building Society account holder to be debited

Customer reference number

(for office use only)

#### 3. Sort code

#### 4. Account number

#### 5. Instructions to your Bank or Building Society

Please pay RBS Collective Investment Funds Limited re: The Royal Bank of Scotland Child Trust Fund Direct Debits from the account detailed in this Instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with RBS Collective Investment Funds Limited re: The Royal Bank of Scotland Child Trust Fund, and so details will be passed electronically to my Bank/Building Society.

Signature

Date (DD/MMM/YYYY)

Instructions to charge Direct Debit to certain types of accounts other than current accounts may be declined by your Bank and Building Society.

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 RBS Collective Investment Funds Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request RBS Collective Investment Funds Limited 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 RBS Collective Investment Funds Limited 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 RBS Collective Investment Funds Limited 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 notify us.

