



Leeds Building Society

SIPP Deposit Application Form

FOR OFFICE USE ONLY

Customer number:

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This form must be completed by your Trustee Company's and SIPP Scheme Administrator's Authorised Signatories in black ink and **BLOCK CAPITALS**.

Part A This part is mandatory and must be completed in all cases.

A1. SIPP Scheme details

Name of SIPP Scheme		Pension Scheme Tax Reference (PSTR)												
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A2. Client Account

Client details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Forename(s) in full					
Surname					
We enclose a cheque for	£				
to be invested in					

Client's Designated SIPP bank Account Details

Bank/Building Society name												
Branch												
Sort code												
Account number												
Roll / Reference number												

Alternatively, a deposit for your investment can be made by way of BACS, CHAPS or Faster Payment once you have received confirmation that the Client Account has been opened.

Part B This Part should be completed if this is your first application using the SIPP Scheme detailed above. Please note that if the Trustee Company and the SIPP Scheme Administrator are not the same company, your Trustee Company must be a wholly owned subsidiary of the SIPP Scheme Administrator in order to proceed with this application. If you have previously opened a Client Account using the SIPP Scheme detailed above and there are no changes to the sections below, Part B can be left blank and you can move straight to Part C.

B1. SIPP Scheme Administrator details

Name of SIPP Scheme Administrator		FCA Registration No.									
Address of SIPP Scheme Administrator											
Postcode											
Company Reg. No.											
Tel No.											
Fax No.											
Email											

B2. Your Trustee Company's details

Name of Trustee Co.		Company Reg. No.								
Address of Trustee Co.										
Postcode										
Tel No.										
Fax No.										
Email										

B3. Authorised Signatories

Please enter details of all the individuals within your Trustee Company and/or the SIPP Scheme Administrator who will act as Authorised Signatories. Please use the Continuation Sheet to record details of additional Authorised Signatories. It is important that you read the section entitled 'Use of Personal Information' (including the information regarding credit reference and fraud prevention agencies) set out overleaf in this application form. By signing this application, you agree that we can use your personal information in this way. The Trustee Company and the SIPP Administrator consent to receive marketing information as detailed in the 'Use of Personal Information' section overleaf unless this box is ticked. ☐ By signing, you are agreeing to abide by the declarations set out below in Part C.

Trustee Company Signatory A

Title	<input type="checkbox"/> Surname	
Forename(s) in full		
Role/Job Title		
Signature		
Date:	DD / MM / YYYY	

Trustee Company Signatory B

Title	<input type="checkbox"/> Surname	
Forename(s) in full		
Role/Job Title		
Signature		
Date:	DD / MM / YYYY	

SIPP Scheme Administrator (if different from above) Signatory A

Title	<input type="checkbox"/> Surname	
Forename(s) in full		
Role/Job Title		
Signature		
Date:	DD / MM / YYYY	

SIPP Scheme Administrator (if different from above) Signatory B

Title	<input type="checkbox"/> Surname	
Forename(s) in full		
Role/Job Title		
Signature		
Date:	DD / MM / YYYY	

B4. Operating Instructions

Please specify the minimum number of Authorised Signatories who are required to sign for changes, conduct general administration and operate all Client Accounts (including carrying out day to day transactions). Please use the Continuation sheet to record details of additional Authorised Signatories.

C1. Declarations

I, as an Authorised Signatory:

- Request that the Client Account detailed overleaf be opened in the name set out overleaf and that the Client Account will be administered in accordance with the SIPP Deposit Application Form.
- Confirm that I have received a copy of the SIPP Deposit Terms and Conditions and the Product Terms and Conditions.
- Agree to be bound by the SIPP Deposit Terms and Conditions, the Product Terms and Conditions and the Society's Rules.
- Agree to notify the Society in accordance with the SIPP Deposit Terms and Conditions of any change to the SIPP Scheme, including but not limited to any change to the SIPP Scheme Administrator and its regulatory status, the PSTR as applicable, the Trustee Company and/or any Client Accounts.
- Confirm that the SIPP Administrator is authorised and regulated by the Financial Conduct Authority.
- Confirm that the SIPP Administrator will have sufficiently verified the identity of all of the Clients for whom we open a Client Account in accordance with all applicable statutes, legislation, regulations, codes of conduct and proactive requirements including but not limited to the Money Laundering Regulations 2007, the EU Third Money Laundering Directive and the Joint Money Laundering Steering Group Guidance.
- Agree that the Trustee Company will if requested by the Society provide full details of the identity of the Client(s) for all/any Client Accounts.
- Confirm that I have full authority, in accordance with the Trustee Company's and/or the SIPP Scheme Administrator's constitution, to operate all Client Accounts on behalf of the Trustee Company.
- Declare that this application form has been completed fully and accurately to the best of my knowledge and belief.

• Confirm that [delete as applicable]:

(a) the Trustee Company and the SIPP Scheme Administrator are the same company **OR**

(b) the Trustee Company is a wholly owned subsidiary of the SIPP Scheme Administrator. The Trustee Company acts solely as a Bare Trustee in relation to the assets of the SIPP Scheme and the day to day operation of the Client Account is hereby delegated to the SIPP Scheme Administrator (in accordance with the requirements of the SIPP Scheme's governing documents).

Use of Personal Information

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information.

We and other organisations may also access and use this information to prevent crime, fraud and money laundering, for example when:

- Checking details provided on applications for credit and credit related or other facilities.
- Managing credit and credit related Accounts or facilities.
- Cross checking details provided on proposals and claims for all types of insurance.
- Checking details on applications for jobs or when checked as part of employment.

With the information we obtain, we will (if applicable):

- Assess this application;
- Verify your identity and the identity of your spouse or partner;
- Trace your whereabouts and recover debts that you owe;
- Conduct other checks to prevent or detect fraud;
- Use automated scoring methods to assess this application and verify your identity;
- Manage your Account with us;
- Undertake periodic statistical analysis and system testing.

We and other organisations may access and use from other countries the information recorded by fraud prevention agencies

Please contact us on Freephone 08085 225777 if you want to receive details on the relevant fraud prevention agencies.

This is a condensed guide detailing the use of your personal information by us and credit reference and fraud prevention agencies. If you would like further information, please read our "Guide to the use of your personal data by Leeds Building Society, credit reference agencies and fraud prevention agencies" which is available on our website at leedsbuildingsociety.co.uk. Alternatively, you can request a copy by telephoning us on 0113 216 7353. By proceeding with this application you are agreeing to your personal information being used in this way.

Information which you provide or which we obtain through your dealings with us will be held on the Society's computers and in other records. We may use and pass on such information as follows:

- To subsidiary and associated companies of the Society who may use it for marketing purposes as mentioned below but only where you have given us your permission to do so.
- To anyone whom we transfer our rights and duties under our agreement with you.
- When required or permitted to do so by law.
- When you have given your specific permission for your data to be used for other purposes.

You have the right on payment of a fee to receive a copy of the information we hold about you if you apply in writing to the Investment Services Department, Leeds Building Society, 105 Albion Street, Leeds LS1 5AS.

We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including colleague training).

Leeds Building Society Marketing Programme

We may use and share your customer records, including your contact details, details about this application and any of the services we provide to you, with:

- Companies within Leeds Building Society Group; and
- Companies which form part of its strategic partnerships.

You can ask us for a list of such companies.

This is so that we or they may contact you by mail, telephone, fax or email with Society news, and to inform you about our or their financial services including mortgages, savings and investments, life products, loans and credit cards, general insurance and financial planning services and of competitions and offers which may be of interest to you. By submitting your application you agree to being contacted as described unless you have ticked the box in Section C2 overleaf (Financial Services Compensation Scheme Information Sheet and Signature(s)).

Once completed, please return this form together with a copy of the letter from HMRC confirming the Pension Scheme Tax Reference (required if this is your first application form using the Pension Scheme Tax Reference quoted overleaf) and a deposit for your investment (where the deposit for your investment is made by way of cheque) to Customer Services Department, Leeds Building Society, 105 Albion Street, Leeds LS1 5AS.

C2. Financial Services Compensation Scheme Information Sheet and Signature(s)

All parties must sign the signature boxes below. Failure to do so may delay the processing of this application. To be completed by your minimum number of Authorised Signatories.

By signing below you confirm that you have:

- received and read the Financial Services Compensation Scheme Information Sheet attached to this Application Form;
- read and agree to abide by the Declarations set out overleaf.

Trustee Company Signatory A

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname	<input type="text"/>				
Forename(s) in full	<input type="text"/>				
Role/Job Title	<input type="text"/>				

Trustee Company Signatory A


Date: DD / MM / YYYY


Trustee Company Signatory B


Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname	<input type="text"/>				
Forename(s) in full	<input type="text"/>				
Role/Job Title	<input type="text"/>				

Trustee Company Signatory B

Date: DD / MM / YYYY

 It is important that you read the section entitled "Use of Personal Information" (including the information regarding credit reference and fraud prevention agencies) set out overleaf in this application form and by signing this application, you agree that we can use your personal information in this way.

 I consent to receive marketing information as detailed in the "Use of Personal Information" section unless I tick this box: ☐

 I consent to receive marketing information as detailed in the "Use of Personal Information" section unless I tick this box: ☐

SIPP Scheme Administrator (If different from above) Signatory A

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname	<input type="text"/>				
Forename(s) in full	<input type="text"/>				
Role/Job Title	<input type="text"/>				

SIPP Scheme Administrator Signatory A


Date: DD / MM / YYYY


SIPP Scheme Administrator (If different from above) Signatory A


Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname	<input type="text"/>				
Forename(s) in full	<input type="text"/>				
Role/Job Title	<input type="text"/>				

SIPP Scheme Administrator Signatory B

Date: DD / MM / YYYY

 It is important that you read the section entitled "Use of Personal Information" (including the information regarding credit reference and fraud prevention agencies) set out overleaf in this application form and by signing this application, you agree that we can use your personal information in this way.

 I consent to receive marketing information as detailed in the "Use of Personal Information" section unless I tick this box: ☐

 I consent to receive marketing information as detailed in the "Use of Personal Information" section unless I tick this box: ☐

Financial Services Compensation Scheme Information Sheet

Basic information about the protection of your eligible deposits.

Eligible deposits in Leeds Building Society are protected by:	The Financial Services Compensation Scheme ("FSCS"). ¹
Limit of protection:	£75,000 per depositor per bank, building society or credit union. ²
If you have more eligible deposits at the same bank, building society or credit union:	All your eligible deposits at the same bank, building society or credit union are "aggregated" and the total is subject to the limit of £75,000. ²
If you have a joint account with other person(s):	The limit of £75,000 applies to each depositor separately. ³
Reimbursement period in case of bank, building society or credit union's failure:	20 working days. ⁴
Currency of reimbursement:	Pound sterling (GBP, £) or, for branches of UK banks operating in other EEA Member States, the currency of that State.
To contact Leeds Building Society for enquiries relating to your account:	Leeds Building Society Investment Services 105 Albion Street, Leeds LS1 5AS.
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor Beaufort House, 15 St Botolph Street, London EC3A 7QU. Telephone: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information:	www.fscs.org.uk

Additional information (all or some of the below and overleaf)

1 Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £75,000 by the Deposit Guarantee Scheme.

2 General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £75,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £75,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £75,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under **www.fscs.org.uk**.

please turn over...

3 Limit of protection for joint accounts

In case of joint accounts, the limit of £75,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £75,000.

4 Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: ICT@fscs.org.uk. It will repay your eligible deposits (up to £75,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within 5 working days of a request. Again, there are specific exceptions to this obligation.

In the case of a depositor which is a large company, where the FSCS cannot make the repayable amount available within 7 working days, it will, from 3 July 2015 until 1 December 2016, ensure that you have access to your covered deposits within fifteen working days of a request containing sufficient information to enable it to make a payment, save where specific exceptions apply.

In the case of a depositor which is a small local authority, where the FSCS cannot make the repayable amount available within 7 working days, it will, from 3 July 2015 until 1 June 2016, ensure that you have access to your covered deposits within fifteen working days of a request containing sufficient information to enable it to make a payment, save where specific exceptions apply.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under www.fscs.org.uk.

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

Exclusions List

A deposit is excluded from protection if:

- (1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.
- (2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- (3) It is a deposit made by a depositor which is one of the following:
 - credit institution
 - financial institution
 - investment firm
 - insurance undertaking
 - reinsurance undertaking
 - collective investment undertaking
 - pension or retirement fund*
 - public authority, other than a small local authority.

The following are deposits, categories of deposits or other instruments which will no longer be protected from 3 July 2015:

- deposits of a credit union to which the credit union itself is entitled
- deposits which can only be proven by a financial instrument** unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which exists in a Member State on 2 July 2014
- deposits of a collective investment scheme which qualifies as a small company***
- deposits of an overseas financial services institution which qualifies as a small company***
- deposits of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company ***
 - refer to the FSCS for further information on this category.

For further information about exclusions, refer to the FSCS website at www.fscs.org.uk

- * Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded.
- ** Listed in section C of Annex 1 of Directive 2014/65/EU.
- *** Under the companies Act 1985 or Companies Act 2006.