

#### Using the editable fields?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

## Designated account request

### – Collective Investment Account (CIA)

Your financial adviser can advise you if setting up a CIA as a Designated Account is appropriate to your circumstances.

#### *With this form you can:*

- apply an irrevocable designation to a CIA.

This is a simple way of setting up a CIA in trust, eg for a minor. To do so, put the account holder details in section 1, then complete the personal details of the designated person(s) in section 2 and we will apply an irrevocable designation to the account. You will then hold the account, as trustee, in trust for the designated persons (as beneficiaries). If more than one person is named, the account will be held in trust in equal shares.

We regularly update our forms; your financial adviser can confirm that this **September 2023** version is the latest by checking on our website [quilter.com](https://www.quilter.com)

#### *Completing this form*

- Tick/complete this form, as applicable, using BLOCK CAPITALS and blue or black ink. For dates, please use the format day/month/year.
- Missing or unclear information can result in delays. We are unable to correct errors or omissions retrospectively.
- Where the designation is being added to a new CIA, a completed application must be submitted online to support this request.

#### *Giving us your instruction*

- **By post** – to Quilter, SUNDERLAND, SR43 4JP. We will note the details and return the form to you.

### **Important**

#### **The designation:**

- creates a bare/absolute trust in favour of the designated person(s)
- is irrevocable, which means it **cannot be changed** after it has been applied
- may change which person is assessed for income tax or capital gains tax
- is a gift for inheritance tax (IHT) purposes.

#### **Appointment of Trustees**

- The applicants/account holder(s) named in section 1 will become the trustee(s) of the trust created by this designated account form.
- We strongly recommend appointing at least one additional trustee. This can be done at any time after the designation has been applied to the account.
- The appointment of additional trustees must be made by deed. Our draft deed is available here: [quilter.com/siteassets/documents/forms/21542\\_deed\\_to\\_retire\\_and\\_appoint\\_trustees.pdf](https://www.quilter.com/siteassets/documents/forms/21542_deed_to_retire_and_appoint_trustees.pdf)

#### **Tax declaration and confirmation of verification of identity**

- For Quilter to comply with anti-money laundering legislation and regulations governing automatic exchange of information, you must complete a **Tax Declaration and CoVI form** and submit it with this request. The form is available here: [quilter.com/siteassets/documents/platform/declarations/14784-tax-declaration-for-trust-corporate-investors.pdf](https://www.quilter.com/siteassets/documents/platform/declarations/14784-tax-declaration-for-trust-corporate-investors.pdf)

#### **Trust Registration**

- A trust must register with HMRC's Trust Registration Service (TRS) if it is considered UK resident or has a UK tax liability, unless an exemption applies.
- A trust must register within 90 days of the date of the trust deed. The trustees must submit evidence of registration (available from the TRS) or confirm exemption from registration to Quilter within 90 days of the trust date.
- To register, visit [www.gov.uk/guidance/register-a-trust-as-a-trustee](https://www.gov.uk/guidance/register-a-trust-as-a-trustee)
- Our **'Step-by-step guide for registering your trust'** is available here: [quilter.com/siteassets/documents/platform/guides-and-brochures/qip22888\\_registering\\_trust-guide.pdf](https://www.quilter.com/siteassets/documents/platform/guides-and-brochures/qip22888_registering_trust-guide.pdf)

We strongly recommend that you seek advice from a financial adviser before deciding to apply an irrevocable designation.





- f) Does the individual hold dual tax residency status? Yes - go to g) No - go to j)
- g) Country of tax residency\*  - go to h)
- h) Tax identification type\*\*  - go to i)
- i) Tax identification number\*\*  - go to j)
- j) Country of nationality UK - go to l) Other (please specify)  - go to k)
- k) Passport number and expiry date\*\*\*  - go to l)
- l) Does the individual have a dual nationality? Yes - go to m) No - go to Part B
- m) Second country of nationality UK - go to Part B Other (please specify)  - go to n)
- n) Passport number and expiry date\*\*\*  - go to Part B

**\*Country of tax residence**

Normally you are resident for taxation in the country in which you spend the majority of your time each year. However, some countries (eg the United States) may also treat an individual as resident for taxation based on their nationality or citizenship. As tax residence is determined by the country in which tax is paid, it is possible to be tax resident in more than one country.

**\*\*Tax identification type/number**

If your country of tax residence is the UK or the Isle of Man your 'tax identification type' is your National Insurance number. If it is Guernsey, Jersey or Gibraltar it is your Social Security Number. If you are a US national/tax resident it is your US Tax Identification Number. For many European countries it's your National ID Number; for Greece and Portugal it's the Tax Identification Number; and for Italy it's the Fiscal Code. If the tax identification type has an expiry date, this might also be needed.

For help to work out where you are tax resident, or if you are unsure about your tax identification type/number, please consult a financial adviser or the information at [www.oecd.org/tax/automatic-exchange](http://www.oecd.org/tax/automatic-exchange).

**\*\*\*Passport number**

Passport numbers and expiry dates are required for most non-UK nationalities; for many European nationalities, the tax identification 'type' is required in the passport number field, see \*\* above. If we need any additional information, we'll let you know.

## Part B

### Second designated person ► If applicable

► If there are more than two designated persons, please provide the same information for each additional one by using a copy of section 2.

Title	Mr	Mrs	Miss	Ms	Other (please specify)
First name(s)	<input type="text"/>				
Surname	<input type="text"/>				
Date of birth	<input type="text"/>				
National Insurance number	<input type="text"/>				OR If they have never been issued with a National Insurance number, tick here
Permanent residential address	<input type="text"/>				
					Postcode

### Tax Residency

- a) Does the individual hold tax residency status\* **anywhere other than the UK?** Yes - go to b) No - go to f)
- b) Is the individual, or their spouse/civil partner, a Crown employee? Yes - go to f) No - go to c)
- c) Country of tax residency\*  - go to d)
- d) Tax identification type\*\*  - go to e)



e) Tax identification number\*\*  - go to f)

f) Does the individual hold dual tax residency status? Yes - go to g) No - go to j)

g) Country of tax residency\*  - go to h)

h) Tax identification type\*\*  - go to i)

i) Tax identification number\*\*  - go to j)

j) Country of nationality UK - go to l) Other (please specify)  - go to k)

k) Passport number and expiry date\*\*\*  - go to l)

l) Does the individual have a dual nationality? Yes - go to m) No - go to section 3

m) Second country of nationality UK - go to section 3 Other (please specify)  - go to n)

n) Passport number and expiry date\*\*\*  - go to section 3

### 3. Declaration and signature(s)

I/We, being the applicant(s)/account holder(s) for this Collective Investment Account, wish to designate the account in favour of the designated person(s) shown in section 2.

I/We understand and have read the privacy notice, available at [quilter.com/privacy](https://quilter.com/privacy) concerning use of the personal information of any party named in this form.

Signature(s) ► All applicants /account holders must sign

1  Date

2 (if applicable)  Date



[quilter.com](https://quilter.com)

Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years.

Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

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