Change of trustees form

How to fill in this form:

- You can use this form to tell us about changes to the trustees named on your account.
- Please **do not use this form if a trustee has died**. Instead call **0800 41 41 16** and a member of our dedicated team will explain what information we need from you.
- To implement a change of trustees, we have to set up a new account for the trust and move investments into it from the present account. The new account will have a different number but you can keep the same account designation if you would like.
- To ensure our records are correct and up to date, we need you to give us full details of anyone who is going to be a trustee on the new account, even if they are already a trustee on the present account. You can have up to four trustees on an account.
- Please use black ink and write clearly inside the boxes using capital letters.
- If you make a mistake, please correct it but don't use correction fluid.
- Please do not use this form to change trustees on a pension trust or where a company is acting as trustee.
- We need to check the identity of all parties to this form. We usually do this using an electronic verification system with the information you've already given us. Alternatively, if you use an intermediary, they can complete the verification section of this form.

Next steps:

Please send your completed application form to:

Fidelity
PO Box 391
Tadworth, KT20 9FU

- You should include the following documents:
  - For a trustee who is stepping down voluntarily – the deed of retirement.
  - For someone who no longer has the mental or physical capacity to act as a trustee – a power of attorney document registered with the Court of Protection, or a Court of Protection Deputyship document.
  - For a new trustee – the deed of appointment.
- If you want to send us a photocopy of a document, it must be certified. Attorney and Court of Protection documents must be certified on every page. Trust deeds can be certified on the front page only.
- We will open your new account and transfer any ongoing instructions you select in Section 4.
- If you have any questions please call our trust team on **0800 902 902**

1 About your account

Number of your present account
(This should be the number of the account you already have. We will close this account and set up a new one, with a different number, when we receive your form.)

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Designation for your new account
(This can be the same as the designation you currently have. Please do not use the word 'Trust'.)

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2 About the trust

Name of trust

This is for our records only. We will register the account in the name of the trustees.

Address - We cannot accept PO Box addresses, but you can use the residential address of one of the trustees. We need it for tax reporting purposes only and will not use it for correspondence, unless it is the address of the first trustee named below.

House number and/or name

Street, city, county and country details

Postcode

Country in which the trust is resident for tax purposes

(If the trust has more than one country of tax residence, please provide details on a separate page, including a tax identification number for each country.)

Tax identification number for country of tax residency

No tax identification number?
(Please mark an X in the box) ☐

Legal Entity Identifier (Please note your identifier in the boxes provided.)

You will need to give us a Legal Entity Identifier (LEI) if you are going to buy, sell or switch into or out of exchange traded instruments, such as investment trusts, exchange traded funds and company shares. For more information on how to apply for an LEI, please go to fca.org.uk and search for 'LEI update'. If you have more than one LEI, please include details with this form. We may need to contact you for further information.

3 About a trustee who is stepping down

Please read the guidance at the start of this form for information about the documents you will need to include, and what you should do if a trustee has died. You may photocopy this section if more than one trustee is stepping down.

Title **Surname**

First and other names in full

Date of birth (DDMMYYYY)

4a About first trustee

Please mark an X in the relevant box below, to say whether this person is a continuing or new trustee.

☐ Continuing trustee

☐ New trustee

Title

Surname

First and other names in full

Address - This must be a UK residential address. We cannot accept 'Care of' and 'PO Box' addresses.

House number and/or name

Already a Fidelity client?
(please mark an X in the box if appropriate) ☐

Street, city, county and country details

Postcode

Date of birth (DDMMYYYY)

Telephone number (in case we need to check anything)

Email

National Insurance number
It is two letters and six digits, followed by A, B, C or D.

No National Insurance number?
If you have never been issued with a National Insurance number, please mark an X in the box. ☐

Are you a UK national only? (please mark an X in the box) ☐

Are you a UK National and national of one or more other countries? ☐
(mark an X in the box and list all other countries below)

Are you a national of non-UK countries only? ☐
(mark an X in the box and list all other countries below)

Nationality 1

Nationality 2

Nationality 3

Nationality 4

Are you also a resident in any other countries for tax purposes? If so, please mark an X in this box and complete the following fields ☐

First country

First country tax identifier

Additional country

Additional country tax identifier

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4b About second trustee (if relevant)

Please mark an X in the relevant box below, to say whether this person is a continuing or new trustee.

☐ Continuing trustee

☐ New trustee

Title **Surname**

First and other names in full

Address - This must be a UK residential address. We cannot accept 'Care of' and 'PO Box' addresses.

House number and/or name

Already a Fidelity client?
(please mark an X in the box if appropriate) ☐

Street, city, county and country details

Postcode

Date of birth (DDMMYYYY) **Telephone number** (in case we need to check anything)

Email

National Insurance number
It is two letters and six digits, followed by A, B, C or D.

No National Insurance number?
If you have never been issued with a National Insurance number, please mark an X in the box. ☐

Are you a UK national only? (please mark an X in the box) ☐

Are you a UK National and national of one or more other countries? ☐
(mark an X in the box and list all other countries below)

Are you a national of non-UK countries only? ☐
(mark an X in the box and list all other countries below)

Nationality 1 **Nationality 2**

Nationality 3 **Nationality 4**

Are you also a resident in any other countries for tax purposes? If so, please mark an X in this box and complete the following fields ☐

First country **First country tax identifier**

Additional country **Additional country tax identifier**

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4c About third trustee (if relevant)

Please mark an X in the relevant box below, to say whether this person is a continuing or new trustee.

☐ Continuing trustee

☐ New trustee

Title **Surname**

First and other names in full

Address - This must be a UK residential address. We cannot accept 'Care of' and 'PO Box' addresses.

House number and/or name

Already a Fidelity client?
(please mark an X in the box if appropriate) ☐

Street, city, county and country details

Postcode

Date of birth (DDMMYYYY)

Telephone number (in case we need to check anything)

Email

National Insurance number
It is two letters and six digits, followed by A, B, C or D.

No National Insurance number?
If you have never been issued with a National Insurance number, please mark an X in the box. ☐

Are you a UK national only? (please mark an X in the box) ☐

Are you a UK National and national of one or more other countries? ☐
(mark an X in the box and list all other countries below)

Are you a national of non-UK countries only? ☐
(mark an X in the box and list all other countries below)

Nationality 1 **Nationality 2**

Nationality 3 **Nationality 4**

Are you also a resident in any other countries for tax purposes? If so, please mark an X in this box and complete the following fields ☐

First country **First country tax identifier**

Additional country **Additional country tax identifier**

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4d About fourth trustee (if relevant)

Please mark an X in the relevant box below, to say whether this person is a continuing or new trustee.

☐ Continuing trustee

☐ New trustee

Title **Surname**

First and other names in full

Address - This must be a UK residential address. We cannot accept 'Care of' and 'PO Box' addresses.

House number and/or name

Already a Fidelity client?
(please mark an X in the box if appropriate) ☐

Street, city, county and country details

Postcode

Date of birth (DDMMYYYY) **Telephone number** (in case we need to check anything)

Email

National Insurance number
It is two letters and six digits, followed by A, B, C or D.

No National Insurance number?
If you have never been issued with a National Insurance number, please mark an X in the box. ☐

Are you a UK national only? (please mark an X in the box) ☐

Are you a UK National and national of one or more other countries? (mark an X in the box and list all other countries below) ☐

Are you a national of non-UK countries only? (mark an X in the box and list all other countries below) ☐

Nationality 1 **Nationality 2**

Nationality 3 **Nationality 4**

Are you also a resident in any other countries for tax purposes? If so, please mark an X in this box and complete the following fields ☐

First country **First country tax identifier**

Additional country **Additional country tax identifier**

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5 Transferring account instructions

Please mark an X in the box for any instructions you would like to move from your present account to the new account. If you need to make any changes to your income preference, regular savings plan, withdrawal plan or an authority for us to deal with a representative for you, contact us and we will send you the necessary form.

☐ Income preference

☐ Regular savings plan

☐ Withdrawal plan

☐ Authority for us to give information about the account to professionals acting on behalf of the trust

☐ Adviser ongoing fee

6 Adviser details – to be completed by the intermediary (if applicable)

Company stamp

Unique Adviser Number

Office use only
Please ignore

FCA number
I confirm that I am registered with the FCA to conduct business and my authorisation number is:

Verification of identity

☐ I confirm and consent to Fidelity's reliance on the fact that I have verified all trustees in accordance with the UK Money Laundering Regulations and standards set out in guidance issued by the Joint Money Laundering Steering Group and will retain the supporting documentation for five years after the end of the relationship with the client.

This confirmation must carry an original signature.

I confirm that I have provided the client with the appropriate documentation for their investment:

- The Key Features Document - Doing Business with FundsNetwork.
- The key information document applicable to the client's investment.
- The FundsNetwork Client Terms.

Adviser's signature

Date signed

(DDMMYYYY)

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7 Declaration and signature

All new and continuing trustees must sign the following declaration.

I understand that the information I provide on this form will be processed in accordance with Fidelity's data protection statement contained in the FundsNetwork Client Terms and the Fidelity Client Terms.

I understand that such information will be held in confidence and not passed to any company other than as outlined without our permission or unless required by law.

I authorise Fidelity to switch investments into different shares classes of the same fund if necessary, when opening the trust's new account.

I declare that:

- I am not a US citizen, am not resident in the US, and do not have an obligation to pay tax to the US authorities on my worldwide income.
- I have read the Key Features Document. (This is Doing Business with FundsNetwork if you invest through an adviser, or Doing Business with Fidelity if you look after your own investments.)
- I have read the latest key information document for the funds the trust is investing in.
- I accept the Client Terms. (These are the FundsNetwork Client Terms if you invest through an adviser, or the Fidelity Client Terms if you look after your own investments.)
- The information I have given is correct to the best of my knowledge and I will tell Fidelity immediately if any of it changes.

Signature of first trustee

Print name

Signature of second trustee

Print name

Signature of third trustee

Print name

Signature of fourth trustee

Print name

Date

(DDMMYYYY)

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