



Registered Contact Application

This application enables a person with parental responsibility to apply to be the Registered Contact of a child's CTF Account allocated to Shepherds Friendly by HM Revenue & Customs. Please complete **IN BLOCK CAPITALS** and return this form to Shepherds Friendly CTF team, Haw Bank House, High Street, Cheadle, Cheshire SK8 1AL.

A Plan details

Child's Unique Reference No.

(We need the child's unique reference number in order to process your application).

B Applicant's details

1 Mr/Mrs/Ms/Miss/Other 2 Male Female 3 Date of birth

4 Forename(s) 5 Surname

6 Address

Postcode

7 Telephone No. (Home) Telephone No. (Mobile)

8 Email

C Child's details

I APPLY TO BECOME THE REGISTERED CONTACT FOR THE CHILD TRUST FUND (CTF) OF:

1 Forename(s) 2 Surname

3 Date of birth 4 Male Female

5 Address

Postcode

D Declaration

I give Shepherds Friendly my explicit consent to use my personal data (including sensitive data) to process my application in accordance with Data Protection Act 1998. I confirm that to the best of my knowledge and belief all information provided in my application is true and complete, and any changes in such information will be notified in writing.

I declare that:

- I am 16 years of age or over
- I have parental responsibility for the child
- I will be the Registered Contact for the CTF

I authorise Shepherds Friendly

- To hold the HM Revenue and Customs contributions, subscriptions, CTF 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 CTF investments.

Signature of applicant

Date

Important notes: The child's Unique Reference Number (URN) and Date of Birth should agree with that supplied by HM Revenue and Customs. If the Date of Birth supplied is believed to be incorrect then please contact the HMRC CTF helpline on 0845 302 1470 (open between 8.00am and 8.00pm every day), for the records to be changed (this cannot be done by Shepherds Friendly). Any change to the child's name requires supporting documentation to be attached to this application.

The Shepherds Friendly Society Limited Registered Office: Haw Bank House, High Street, Cheadle, Cheshire SK8 1AL.

Tel: 0161 428 1212 **Fax:** 0161 428 3666 **Email:** info@shepherdsfriendly.co.uk **Web:** www.shepherds.co.uk

SHEPHERDS FRIENDLY IS A TRADING NAME OF THE SHEPHERDS FRIENDLY SOCIETY LIMITED WHICH IS AN INCORPORATED FRIENDLY SOCIETY UNDER THE FRIENDLY SOCIETIES ACT. REGISTERED NO 240F. AUTHORISED BY THE PRUDENTIAL REGULATION AUTHORITY AND REGULATED BY THE FINANCIAL CONDUCT AUTHORITY AND THE PRUDENTIAL REGULATION AUTHORITY, FINANCIAL SERVICES REGISTER NO 109997.

The Head office and Registered office of The Shepherds Friendly Society is based in the United Kingdom.