

HSBC Matured Child Trust Fund (CTF) Payment Instruction Form

(For use Overseas or in UK, if unable to visit UK branch and not registered for Telephone Banking)

Please complete this form to instruct us to sell your HSBC Matured CTF invested funds and transfer the sale proceeds into your nominated bank account.

Should you wish to transfer into your UK Individual Saving Account (ISA) or 3rd party ISA provider, please visit [hsbc.co.uk/ctf](https://www.hsbc.co.uk/ctf) for more information.

This application form must be signed in Section 3 by the Account holder. Guidance on how to complete this form is provided below.

Once you have completed and signed this application form, please send it to: **Customer Service Centre, BX8 6HB.**

If you're sending from outside the UK or by courier, please send to **HSBC, 51 Saffron Road, Wigston, Leicester LE18 4AG.**

1. Your Details:

HSBC CTF Unique Reference Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other (please specify) <input type="text"/>
Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Permanent residential address	<input type="text"/> <input type="text"/> <input type="text"/>
Daytime phone number	<input type="text"/>
Postcode/ZIP code	<input type="text"/>
Mobile phone number	<input type="text"/>
Email address	<input type="text"/>

2. Maturity Liquidity Instruction: (Please complete either 2.1 or 2.2 in this section only)

2.1 – Transfer sale proceeds into my UK bank account

Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank Name	<input type="text"/>		
Address	<input type="text"/>		
Your Name – as it appears on your account	<input type="text"/>		

2.2 – Transfer sale proceeds into a non UK bank account

Please note: we will only transfer sale proceeds directly to an overseas bank account, where a UK bank account is not held

Bank Country/Region	<input type="text"/>	
Bank Identifier Code (BIC)	<input type="text"/>	
International Bank Account Number (IBAN)	<input type="text"/>	
Routing Code/No (if applicable)	<input type="text"/>	
Your Name – as it appears on your account	<input type="text"/>	
Bank Name	<input type="text"/>	
Bank Address	<input type="text"/>	
	<input type="text"/>	
City	<input type="text"/>	
State/province	<input type="text"/>	Postcode/ZIP code <input type="text"/>

Payment will be sent in GBP and we will not charge a sending fee. Please check with your overseas bank to see if they charge to receive international payments.

3. Declaration

Only the account holder of the HSBC Matured CTF can complete and sign this form.

I declare that:

I am the legal owner of the account.

I instruct HSBC UK Bank Plc to sell my HSBC Matured CTF invested funds and transfer the sale proceeds into my nominated bank account.

I acknowledge that this instruction is to withdraw all holdings from my HSBC Matured CTF and transfer into the nominated bank account provided. In doing so, I acknowledge that I will lose the tax advantages associated with either continuing to hold my investments in my Matured CTF or transferring the sale proceeds of those investments to an ISA.

I acknowledge that the HSBC Matured CTF invests in a fund, which invests in stocks and shares. This means the value of the investment and any income from it can go down as well as up and may fall below the amount put in.

I understand that HSBC UK Bank Plc can only execute my instruction when the account has matured, i.e. my 18th birthday onward.

I acknowledge that once the form is received, it may take up to 7 business days to complete the request, and the actual sale value will not be known until the funds are sold. Therefore, the value could change.

Signature

Date

4. Proof of Certification:

I as the certifier confirm that this document was signed in front of me by the named individual:

Certifier Full Name Printed:

Certifier Occupation, Company (or professional) Address:

Certifier Phone Number:

Certifier Professional Registration Number:

Certifier Signature:

Date of Certification

D	D	M	M	Y	Y	Y	Y
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Guidance on completing this form

HSBC Matured Child Trust Fund (CTF) Payment Instruction Form

Ask your chosen certifier to witness you signing this form – Section 4. Proof of Certification.

Please return this completed form and Certified Copies of documents to: **Customer Service Centre, BX8 6HB.**

If you're sending from outside the UK or by courier, please send to **HSBC, 51 Saffron Road, Wigston, Leicester LE18 4AG.**

If you have any queries about completing this form please call us on **0345 606 6241**, lines are open 8am to 6pm Monday to Friday (excluding public holidays in England). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us. Any calls that may or do lead to a transaction will be recorded. We will keep these records for seven years. You can ask for a copy at any time during those seven years.

You live in the UK and you are unable to access a HSBC Branch

You'll need to do one of the following:

The documents must be certified by one of the following:

Professional

- Airline pilot
- Barrister
- Chairman/Director of limited company
- Chartered accountant
- Chartered legal executive
- Financial services intermediary

- Fire service official
- Funeral director
- Legal secretary
- Licensed Conveyancer
- Paralegal – must be qualified
- Solicitor

Public Service and Government

- Councillor (local or county)
- Civil servant – Permanent
- Justice of the Peace
- Local government officer
- Member of the judiciary
- Member of Parliament

- Officer in the armed services
- Police officer
- Post Office official
- Salvation Army Officer
- Surveyor
- Teacher or Lecturer

Healthcare

- Dentist
- Medical doctor

- Nurse – RGN or RMN
- Optician
- Pharmacist

Other

- Trade Union Officer
- Valuer or auctioneer
- Warrant Officers

- Chief Petty Officers
- Person with an honour (such as an OBE or MBE)
- Member of the Incorporated Society

The professional must be currently active in their profession and not retired. They can't be a family member or someone who lives at your address. If required, we may contact the professional who has certified the document for further verification. Any documents not in the English language must be translated to English prior to submission. This should be completed by a recognised translation service and accompanied by confirmation on headed paper.

Your proof of identity

- Current passport
- European Economic Area or Swiss national identity card
- Travel documents (issued in the UK by the home office)
- Current full UK Photocard driving licence (provisional licences are acceptable for under 18s only)
- Current full UK driving licence (old style paper version)
- Disabled parking document
- Her Majesty's Revenue and Customs (HMRC) tax notification
- Benefits agency (Department for Work and Pensions, Jobcentre Plus, Benefits Agency, Veterans Agency) letter confirming your right to benefits. This includes electronic Universal Credit statements which can only be used for Basic Bank Accounts
- Full UK birth certificate (under 18s only)
- National Health Service letter (under 18s only)

Your proof of address

- Bank, building society, credit union statement – showing current activity (dated within the last four months). Including UK E-Bank statements. Certain conditions may apply for overseas financial providers
- National Health Service letter (under 18s only)
- Council Tax bill (valid for current year)
- Utility bill (dated within last four months), including UK E-Bills
- Telephone bill (dated within the last four months) – mobile phone bills are not acceptable
- Sky or cable TV bills (dated within the last four months), including UK E-Bills
- Credit card bill (dated within the last four months). Certain conditions may apply for overseas financial providers, including UK E-Credit card statements
- Mortgage statement from a recognised lender (dated within the last 12 months)
- Disabled parking document (blue or orange)
- HMRC tax notification
- Tenancy agreement (must be from a local council or reputable lending agency)
- Benefits agency (Department for Work and Pensions, Jobcentre Plus, Benefits Agency, Veterans Agency) letter confirming your right to benefits (dated within the last four months). This includes electronic Universal Credit statements
- Conditional or unconditional proof of acceptance onto qualifying course – letter or slip issued by UCAS (student accounts only)
- Local education authority (LEA) notice of financial support (student bank accounts only)

Note: If verification documents for your residential address are not available, verification of your parent/guardian's residential address is an acceptable alternative if you are under 18.

Next, ask your chosen certifier to write this on the document they are certifying:

For your documents that contain a photo:

I [full name of certifier] confirm that this is an accurate copy of the original and the photo is a true likeness of the person concerned.

For your documents that don't contain a photo:

I [full name of certifier] confirm this is an accurate copy of the original.

They should also write:

- Their signature and full name, printed on the document
- Their occupation, company (or professional) address and phone number
- Their professional registration number (if they have one)
- The date of certification

You do not live in the UK

The information can vary depending on where you live and we'll advise exactly what you'll need to provide. Here's an overview:

Your proof of identity

Provide one of the documents below and make sure it's both current and a certified copy (not the original).

- Your current passport or travel document (copies of passports should include all pages that contain signatures, the passport number and any extension dates where applicable)
- Your current National Identity Card (EEA or Swiss Nationals only)

Your proof of address

Provide one of the documents below and make sure it's both recent and certified.

- Your valid overseas driving licence (a copy, not the original)
- A utility bill (dated within the last four months)
- A non-HSBC Group bank statement. It needs to be dated within the last four months

Certifying overseas documents

You'll need to do one of the following:

- If you're resident in a Country/Region of equivalent jurisdiction to the UK, contact your local bank and ask them to certify your documents.
- Contact the **UK Embassy or Consulate** where a certification service is provided
- Contact a lawyer, solicitor or barrister in your Country/Region of residence listed on the **Legal 500** or on this **UK Government list of lawyers abroad**.

Note: any documents not in the English language must be translated to English prior to submission. This should be completed by a recognised translation service and accompanied by confirmation on headed paper.

Next, ask your chosen certifier to write this on the document they are certifying:

For your documents that contain a photo:

I [full name of certifier] confirm that this is an accurate copy of the original and the photo is a true likeness of the person concerned.

For your documents that don't contain a photo:

I [full name of certifier] confirm this is an accurate copy of the original.

They should also write:

- Their signature and full name, printed on the document
- Their occupation, company (or professional) address and phone number
- Their professional registration number (if they have one)
- The date of certification

Accessibility

To find out more about our accessible services please visit [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility) or ask at any of our branches.

If you'd like this in another format such as large print, Braille or audio, please contact us.

A textphone service is available for customers with hearing and/or speech impairments. If you use your own textphone you can call us on **03457 125 563 (+44 207 088 2077)** from outside the UK).

BSL Video Relay Service is also available (Monday-Friday 8am-6pm, excluding Bank and Public Holidays) at [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility).

hsbc.co.uk

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