


# BP Individual Savings Account Transfer Application Form

## Notes on completing this form

- Please read the BP Corporate ISA Brochure and Corporate ISA Terms and Conditions before completing this form.
- This application form should only be used for transferring existing cash ISAs and Stocks and Shares ISAs to the BP Corporate ISA. Shares can be re-registered to us from another ISA manager without selling the shares first, providing they are BP shares. Alternatively shares can be sold and the cash proceeds transferred to us.
- If you have not previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC Bank plc, you will be required to provide evidence of identity and/or address before we can process your application. You can take this form to your local HSBC Branch, together with one form of identification and one form of address verification.
- If you are an existing account holder, and have previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC Bank plc, you may still be required to provide additional evidence of identity and/or address before we can process your application. We will contact you if this is required.
- Please complete a new ISA Transfer Authority form, attached, for each ISA you are transferring to us.
- Please send completed applications to: HSBC Trust Company (UK) Limited, Corporate Individual Savings Accounts, PO Box 6189, Coventry CV3 9HS.
- If you have any queries about completing this form, please call us on 03457 456 123 (textphone 03457 660 391). Lines are open 8am to 6pm Monday to Friday (excluding public holidays). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us.

## Please complete in BLOCK CAPITAL letters

### Personal details

 Please refer to the 'Your Information' clause in the Corporate ISA Terms and Conditions which will explain how we will use this information.

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other

Gender ☐ M ☐ F

Surname

Forename(s)

Permanent Residential Address

Postcode

When did you move in?

If you have lived at your present address for less than three years, please complete your previous address below

Postcode

Do you have an alternative correspondence address? If yes please enter it here:

Postcode

\_\_\_\_\_

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[illegible]

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\_\_\_\_\_


\_\_\_\_\_

D	D	M	M	Y	Y	Y	Y
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**(If you have a temporary National Insurance Number please tick 'No')**

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Please note if you have ticked yes but are unable to provide your N.I. Number on your application, you must provide your N.I. Number within 30 days of the date of your application otherwise we will void your ISA.

\_\_\_\_\_

\_\_\_\_\_

– only applicable if you tick full time / part time employment.

– only applicable as above.

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\_\_\_\_\_

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\_\_\_\_\_

If you are a Director of BP, a Director's Spouse or a connected person please tick this box

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If yes, you may need to complete a Non Resident Regulatory Details Form, which is available from your local HSBC Bank branch. Alternatively you can call us on 03457 456 123 to request a copy of the form.

\_\_\_\_\_

**I apply to transfer my existing ISA(s) as detailed below, to the BP Corporate ISA as offered by HSBC Trust Company (UK) Limited:**

Please indicate type of ISA  
by ticking the relevant box:

		Cash	Stocks and Shares
Existing ISA Manager*		<input type="text"/>	<input type="text"/>
Account 1 Existing account number		<input type="text"/>	<input type="text"/>
Account 2 Existing account number		<input type="text"/>	<input type="text"/>
Account 3 Existing account number		<input type="text"/>	<input type="text"/>
Account 4 Existing account number		<input type="text"/>	<input type="text"/>

\*If you wish to transfer an ISA from more than one existing account manager to us, or you are transferring more than four accounts held by the same ISA manager, you will need to complete a photocopy of this section of this ISA Transfer Application Form for each additional manager.

**Income Instruction (to be signed by applicant)**

To be completed if you wish to have income paid out.

Please note income payments can only be made to the person applying for this product. We cannot allow third party payments.

Payments will be made direct to your bank account.

**Please do not detach from application form.**

[illegible]

### Instruction to the ISA Manager

Please forward all income payments in respect of my ISA to the bank account detailed on this Income Instruction.

Signature \_\_\_\_\_ **Must be signed by the ISA investor**

Date 

D	D	M	M	Y	Y	Y	Y
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## Declaration

I declare that:

- I am 18 years of age or over;
- This application form has been completed to the best of my knowledge and belief, and I will notify HSBC Trust Company (UK) Limited without delay of any changes in circumstances affecting any of the information given on this form;
- I have received the product literature and I agree to the Corporate ISA Terms and Conditions.

I authorise HSBC Trust Company (UK) Limited:

- To make income (including any interest) payments to the bank/building society account indicated on page 2 of this Application Form where I have requested this;
- To hold my cash subscription, ISA Investments, dividends and any other rights or proceeds in respect of those investments and any other cash;
- To make on my behalf any claims to relief from tax in respect of ISA Investments;
- To disclose to BP p.l.c. information about my interest in the shares to enable them to maintain accurate records of the interest held in BP p.l.c. shares;
- To re-register shares relating to any invalid ISA subscription in to my name and return them to me in certificated form at my registered address at my own risk.

**Please note:** that if you are not the applicant, but are signing on behalf of the applicant, please enter your name in the box below and describe the legal capacity in which you are signing this form.

If you are applying for an ISA transfer for someone else, please note that you are only entitled to sign this form under the following circumstances:

- If the applicant is mentally or physically incapacitated and you are the applicant's appointed attorney, then a Property and Affairs Lasting Power of Attorney must be registered with the Office of the Public Guardian (Enduring Powers of Attorney made prior to 1 October 2007 must be registered with the Court of Protection where the applicant is mentally incapacitated). Alternatively you may be appointed as a deputy by the Court of Protection. Please complete the boxes below. A certified copy of the Power of Attorney or a stamped copy of the Court of Protection Order will be required in order to process the application; or
- You have a valid Power of Attorney granted for convenience. A certified copy of the Power of Attorney will be required and must have been granted within the last twelve months.

Name

Capacity

If you are signing the form as attorney because the applicant is physically incapacitated please tick this box:

☐

If you are signing the form as attorney because the applicant is mentally incapacitated please tick this box:

☐

If you are signing the form as attorney granted for convenience please tick this box:

☐

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## Information about Products, Services and Promotions

If you agree, the HSBC Group may use and share relevant information about you, your transactions and your relationships with the HSBC Group, to give you information about products, services (including mortgages) and promotions available from members of the HSBC Group and selected third parties which may interest you by post, telephone, electronic and other means.

In the event that you receive emails sent by or on behalf of the HSBC Group, such emails may contain technologies to track for market research purposes whether you opened those emails and whether you accessed internet links contained within those emails.

Members of the HSBC Group may also exchange, analyse and use relevant information about you in the ways described above to ensure that promotional content displayed to you on screen when you use HSBC Group websites is more likely to be relevant and of interest.

Further information is available on our cookie policy, and site terms and privacy statement at our website [hsbc.co.uk](http://hsbc.co.uk)

By completing this application you will be consenting to the use of your information for this **unless** you tick the appropriate box(es) below to indicate that you do not wish to receive such information;

No post

☐

No email

☐

No telephone

☐

No mobile messaging

☐

By signing this application, you agree that we can use your information in the way set out above and in our Corporate Individual Savings Account Terms and Conditions.

**I give the declarations and authorities set out above.**

Signature

Date

D	D	M	M	Y	Y	Y	Y
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**NOTE: You should retain the Terms and Conditions for future reference.**

**hsbc.co.uk**

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## Declaration and Authority

By signing and dating this ISA authority I am giving my authorisation to the following:

### If transferring a Cash ISA

I authorise my existing ISA manager (as specified overleaf) to transfer the ISA (account number specified overleaf) to HSBC Trust Company (UK) Limited. I authorise my existing ISA manager to provide HSBC Trust Company (UK) Limited with any information, written or non-written, concerning the Cash ISA and to accept any instruction from them relating to the Cash ISA being transferred.

### If transferring a Stocks & Shares ISA

I authorise my existing ISA manager (as specified overleaf) to transfer the ISA (account number specified overleaf) to HSBC Trust Company (UK) Limited. I authorise my existing ISA manager to sell the appropriate investments held in my ISA (account number specified overleaf) with the exception of BP shares which are to be transferred as stock. I authorise my existing ISA manager to provide HSBC Trust Company (UK) Limited with any information, written or non-written, concerning the Stocks & Shares ISA and to accept any instruction from them relating to the Stocks & Shares ISA being transferred.

### For both Cash and Stocks & Shares

Where a period of notice is required for closure/part transfer of the existing ISA, I give my consent to either: (tick as appropriate)

1. serve the full notice period before this instruction can be processed

☐

OR

2. proceed immediately with the transfer and bearing any consequential penalty which may be applied

☐

### Authority

Signature

Date

D	D	M	M	Y	Y	Y	Y
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### Transfer acceptance (to be completed by new ISA manager)

In circumstances where the funds to be transferred are not cash deposits, BP Shares, or the current year subscriptions exceed  please notify me as I may not be able to accept the transfer. Otherwise I (HSBC Trust Company (UK) Limited) am willing to accept this investor's ISA funds, subject to HMRC rules (the ISA Regulations). I deem the date shown below to be the transfer date of this ISA.

Date

D	D	M	M	Y	Y	Y	Y
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Telephone

See covering letter

Name

HSBC Investment Services Transfers Team

Address

PO Box 6189

Coventry

Postcode

CV3 9HS

**hsbc.co.uk**

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