

Application for approval

Please use this form to apply for approval as a Child Trust Fund (CTF) provider.

For further information please refer to the Guidance Notes for CTF Providers. The Notes are updated regularly and the latest version can be found at www.hmrc.gov.uk/ctf

Please write in CAPITAL letters using black ink.

When you have completed this form please send it (with any supporting documentation) to

**HM Revenue & Customs
APSS Audit Unit
St John's House
Merton Road
Bootle
Merseyside
L69 9BB**

Please keep your details up to date

Tell us in writing, as soon as possible, about any changes to the information given on this form.

Information about approved Child Trust Fund providers and their distributors is published on our website www.childtrustfund.gov.uk and in the list sent to customer's, form CTF7 *Where to open your child's account*.

Part 1 Company details

Registered name or legal title (in full)

Address

Postcode

Country (if outside the UK)

E-mail address (to be used by HMRC only)

HMRC office (the office to which company tax returns and accounts are submitted)

HMRC reference number (used for company tax returns)

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Part 2 Application

Management of Child Trust Fund accounts

I wish to apply for the approval of HM Revenue & Customs to manage Child Trust Fund (CTF) accounts

and

I certify that I qualify to manage such accounts by virtue of being

- a building society
- an insurance company
- an incorporated friendly society
- a registered friendly society
- an assurance undertaking
- an authorised person within the meaning of section 31(1)(a) or (c) of, or Schedule 5 to, the FSMA 2000 who has permission to carry on one or more of the activities specified in Articles 14, 21, 25, 37, 40, 45, 51 and 53 and, in so far as it applies to any of those activities, Article 64 of the FSMA 2000 (Regulated Activities) Order 2001
- a European institution which carries on one or more of the activities above
- an EEA firm of the kind mentioned in paragraph 5(b) of Schedule 3 to FSMA 2000 which has permission under paragraph 15 of that Schedule (as a result of qualifying under paragraph 12 of that Schedule) to accept deposits
- a person falling within section 840A(1)(b) ICTA88
- a credit union which is an authorised person within the meaning of section 31(1)(a) of FSMA 2000 who has permission to carry on one or more of the activities specified in Article 5 of the FSMA 2000 (Regulated Activities) Order 2001.

Revenue allocated accounts

Tick the box if you will be offering your own stakeholder CTF account and wish to accept Revenue allocated accounts.

For further information on Revenue allocated accounts, please refer to the Guidance Notes for CTF providers.

- I wish to apply to accept Revenue allocated accounts

Part 3 Undertaking

I undertake

- to either offer stakeholder CTF accounts to the general public, or to provide to any potential CTF account applicant sufficient information and a detailed description of a stakeholder CTF account offered by another CTF account provider to enable them to make an application to that provider for that CTF account or
- to accept vouchers from any responsible person or the child if aged 16 or more, or in the case of a credit union, to accept vouchers from any responsible person or the child if aged 16 or more if the child to which the voucher relates is a member, or is treated as a member, of the credit union
- where I have agreed to accept Revenue allocated accounts, to allow instructions for management of the CTF account to be made by post (whether or not other methods are used)
- to publicise (and update where appropriate) statements of the minimum amount which may be subscribed to the CTF account on a single occasion, and the permitted means of payment of subscriptions
- to publicise (and update where appropriate) statements of the extent to which social, environmental or ethical decisions are taken into account in selecting, retaining or realising investments
- that a child's unique reference number shall only be used for the purposes of that child's CTF account and of fulfilling the requirements of the CTF regulations with regard to that CTF account
- that the amount of the initial or special contribution to a CTF account, whether there is a supplementary contribution to the CTF account, and whether the CTF account is a Revenue allocated account, is information held for the purpose of the child's CTF account (and of fulfilling the requirements of the CTF regulations with regard to the CTF account) only, and shall not be used for other purposes (including marketing other products)

and

- to inform persons proposing to make subscriptions to a CTF account (other than the named child) that the subscription is a gift to the child.

Name of authorised signatory (in CAPITAL letters)

Position in company

Signature of authorising officer

Date

D	D	M	M	Y	Y	Y	Y
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Part 4 Liaison officer's contact details

Please enter the name and telephone number of up to three individuals who are approved to act as a liaison officer for the provider.

First liaison officer

Name

Telephone number

E-mail address

Second liaison officer

Name

Telephone number

E-mail address

Third liaison officer

Name

Telephone number

E-mail address

Part 5 Payment details

Give details of the bank or building society account you want government contributions to be paid into.

Name(s) of account holder(s)

Account number (usually between 7 and 10 digits)

Sort code

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Full name of bank or building society

Reference number or roll number, for building society accounts, if any

Please turn over

Part 6 Information for customers

The details you give here will appear on our website www.childtrustfund.gov.uk and in the list sent to customer's, form CTF7 *Where to open your child's account*.

Your trading name

Address

Postcode

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Country (if outside the UK)

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Telephone number

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Website address

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List below any other trading names you are known by, which you want us to tell CTF customers about. They must not have separate legal identities.

If you need more space, either continue in the blank space on this page or on plain paper and attach it to this form.

Other trading names

Types of Child Trust Fund account you will offer

If you already know which types of accounts you will offer customers, tick each box that will apply.

As all providers are required to offer customers a stakeholder account (if not your own, then another provider's), we have ticked that box already.

- Stakeholder account
- Non-stakeholder shares account
- Non-stakeholder savings account
- Ethical accounts
- Shari'a accounts

When you have completed this form please send it to us at the address shown on Page 1.