



# Power of Attorney/Deputyship Application Form

Provided by Bank of Ireland UK

ALL SECTIONS MARKED WITH A \* MUST BE COMPLETED. Please write in **BLOCK CAPITAL LETTERS** with **BLACK INK** inside boxes

**1. Account Details**

Name of account being applied for\*

Bonds only – term of Bond (e.g. 1 Year)

Interest frequency\*  
 monthly  annually

Bonds only – please pay my interest:  
 to the Bond  away to my nominated account (see section 7)

**2. Donor's Details (please complete using Donor's current residential address – all correspondence will be redirected to the Representative)**

Title\*  Date of birth\*              Gender\* (Male/Female)  M/F

Country of birth\*

Country of Nationality\*

First name(s)\*

Middle name

Surname\*

Flat number/House number/House name\*

Street\*

Town and County\*

Postcode\*

How long have you been a UK resident?\*

Less than 2 years  Between 2-3 years  3 years or more

Email address (55 characters maximum)\*

Mobile phone number\*

Home phone number\*

Mother's maiden name\*

What is your employment status?\*

Employed  Self-employed  Unemployed  
 Retired  Homemaker  Student  
 Minor

Occupation and Employer's Industry?\*( Only complete if Employed or Self-employed)

Which of the following do you currently have or receive?\*( Select all that apply)

A. Existing savings/lump sum  
 B. Salary/bonuses  
 C. Pension income/lump sum  
 D. Investment income/lump sum  
 E. Rental income/money from property sale  
 F. An inheritance/money from family/known person  
 G. State benefits  
 H. Gift (please specify source below)

From the answers you gave in Question 1 above, which of these will be the main source of deposits you make to your new account?\*( Write in the letter from the answer given)

Y/N Do you receive income from outside of the UK, EU, EEA, USA, Canada, Australia or New Zealand?\*

If Yes, which Country/Countries do you receive income from? (Write in all that apply)

4. What is your savings goal?\*( Please tick only one option)

Retirement  A rainy day  A special occasion (e.g. a birthday/Christmas)  
 Education  House  For a big purchase (e.g. car, TV, etc.)  
 For my children/family  Other (please specify)

Are you a US citizen?\*  Yes  No  
 Are you resident for tax purposes in any country or territory other than the United Kingdom?\*  Yes  No

If you have ticked "YES" to either of the last 2 questions please provide the following – without these you will not be able to open account.

Country  Tax Identification Number (If you do not enter a TIN, we will write to you asking for this information before we can accept your application.)

1.    
 2.    
 3.

**3. Representative's Details**

**Representative 1**  
 Are you a solicitor/qualified person acting in a professional capacity?\*

Yes  No  If no, please specify your relationship to the donor\*

Reason for acting on behalf of the donor, i.e: mental incapacity\*

Title\*  Date of birth\*              Gender\* (Male/Female)  M/F

First name(s)\*

Surname\*

**Representative 2**  
 Are you a solicitor/qualified person acting in a professional capacity?\*

Yes  No  If no, please specify your relationship to the donor\*

Reason for acting on behalf of the donor, i.e: mental incapacity\*

Title\*  Date of birth\*              Gender\* (Male/Female)  M/F

First name(s)\*

Surname\*

**3. Representative's Details** (continued)

**Representative 1** (continued)

Flat number/House number/House name\*

Street\*

Town and County\*

Postcode\*

How long have you been a UK resident?\*

Less than 2 years  Between 2-3 years  3 years or more

Email address (55 characters maximum)\*

Mobile phone number\*

Home phone number\*

Mother's maiden name\*

What is your employment status?\*

Employed  Self-employed  Unemployed  
 Retired  Homemaker  Student  
 Minor

Occupation and Employer's Industry?\* (Only complete if Employed or Self-employed)

Country of birth\*

Country of Nationality\*

Which of the following do you currently receive?\* (Select all that apply)

A. Existing savings/lump sum  E. Rental income/money from property sale  
 B. Salary/bonuses  F. An inheritance/money from family/known person  
 C. Pension income/lump sum  G. State benefits  
 D. Investment income/lump sum  H. Gift (please specify source below)

Y/N Do you receive income from outside of the UK, EU, EEA, USA, Canada, Australia or New Zealand?\*

If Yes, which Country/Countries do you receive income from? (write in all that apply)

Are you a US citizen?\*

Yes  No

Are you resident for tax purposes in any country or territory other than the United Kingdom?\*

Yes  No

If you have ticked "YES" to either of the last 2 questions please provide the following - without these you will not be able to open account.

Country

Tax Identification Number

(If you do not enter a TIN, we will write to you asking for this information before we can accept your application.)

1.

2.

3.

**Representative 2** (continued)

Flat number/House number/House name\*

Street\*

Town and County\*

Postcode\*

How long have you been a UK resident?\*

Less than 2 years  Between 2-3 years  3 years or more

Email address (55 characters maximum)\*

Mobile phone number\*

Home phone number\*

Mother's maiden name\*

What is your employment status?\*

Employed  Self-employed  Unemployed  
 Retired  Homemaker  Student  
 Minor

Occupation and Employer's Industry?\* (Only complete if Employed or Self-employed)

Country of birth\*

Country of Nationality\*

Which of the following do you currently receive?\* (Select all that apply)

A. Existing savings/lump sum  E. Rental income/money from property sale  
 B. Salary/bonuses  F. An inheritance/money from family/known person  
 C. Pension income/lump sum  G. State benefits  
 D. Investment income/lump sum  H. Gift (please specify source below)

Y/N Do you receive income from outside of the UK, EU, EEA, USA, Canada, Australia or New Zealand?\*

If Yes, which Country/Countries do you receive income from? (Write in all that apply)

Are you a US citizen?\*

Yes  No

Are you resident for tax purposes in any country or territory other than the United Kingdom?\*

Yes  No

If you have ticked "YES" to either of the last 2 questions please provide the following - without these you will not be able to open account.

Country

Tax Identification Number

(If you do not enter a TIN, we will write to you asking for this information before we can accept your application.)

1.

2.

3.

**4. Donor's Capacity** - Please give a reason why a representative is required to operate this account\*

**5. Correspondence**

Please advise which address is to be used for correspondence (please select one): Representative 1  Representative 2

**6. Please provide the following information:**

Amount of initial/lump sum deposit (as applicable)\* £  p (min £500 for bonds, £1 for all others)

**Method of payment\***  
(Please tick one box)

Transfer from an eligible Post Office® savings account   
(Also fill in sort code and account number below)

Personal cheque from Donor's bank account   
(Also fill in sort code and account number below)

Direct Debit transfer Bonds only   
(Also fill in section 7 below)

Cheque details Sort code  Account no.

Transfer from an eligible Post Office® savings account (Subject to the terms of that account) Account name  Account no.

**7. Linked Account/Direct Debit Details (mandatory)\*** - Please note that the linked account must be in the Donor's name only.

Account holder's name  Bank sort code

Bank name  Bank account no.

For bonds only, a Direct Debit is used to establish an electronic link between the Donor's linked account and the online bond.

**The Direct Debit Guarantee**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Bank of Ireland UK will notify you in advance of your account being debited or as otherwise agreed. If you request the Bank of Ireland UK to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, the Bank of Ireland UK or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the Bank of Ireland UK asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required.

**8. Declaration and Your Signature**

**Your data:** Full details about how your information will be used by Post Office Limited (Post Office) and Bank of Ireland (UK) plc (Bank of Ireland) can be found in the Post Office Privacy Policy and Bank of Ireland Privacy Notice which explain, for example:

- The types of personal information collected
- How your personal information is used
- Who your personal information is shared with
- Your personal information rights

You will find the summarised Post Office Privacy Policy at the back of this document. Bank of Ireland's Privacy Notice can be found at <https://www.bankofirelanduk.com/po-notice> In order to process your application we will supply your personal information to credit reference agencies (CRAs) and they will give us information about you. We do this to check your identity and prevent criminal activity. If you take banking services from us we may also make periodic searches at CRAs to manage your account with us. CRAs will share your information with other organisations. Your data will also be linked to the data of your spouse, any joint applicants or other financial associates. The identities of the CRAs, and the ways in which they use and share personal information, are explained in more detail in the Bank of Ireland (UK) plc Privacy Notice <https://www.bankofirelanduk.com/po-notice> The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in the Bank of Ireland (UK) plc Privacy Notice <https://www.bankofirelanduk.com/po-notice>

**Keep in touch so you don't miss out**

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Post  Telephone  Email

**(For Joint Authority, both Representatives must sign)** Please read all the information you have been given. If you have any questions or you need more information, you should ask us before signing this agreement. I/We confirm the information provided by me/us is true and accurate to the best of my/our knowledge and belief. I/We confirm receipt of the Depositor Information Sheet.

**Representative 1**

Date

**Representative 2**

Date

**What to do next**

Return the completed application form with a cheque for the initial deposit made payable to the Donor's name (if applicable), to Freepost Post Office Savings, plus the legal document appointing you as a Representative. This should be the original copy or a certified original copy.

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## 9. Useful guidance notes

We want to make the process of acting on behalf of someone else as simple as possible. These guidance notes are designed to help you, but please contact us if you need further help. As you'd expect we can only give information on our processes and cannot provide advice.

### **What is needed to Open/Operate an Account as a Power of Attorney:**

- This registration form
- Identification for all parties (Donor and Attorneys) – please note we'll always try and electronically identify people using Credit Reference Agencies. If we are unable to do this we'll write to you asking for suitable ID&V
- An original or certified copy of the relevant Power of Attorney/authority document before the Account can be opened/operated we'll need to have received acceptable documents and identification.

### **England & Wales**

Lasting Power of Attorney – This document will need to be registered with the Office of Public Guardian before it can be used. Once registered please send to: Freepost Post Office Savings along with this registration form.

Enduring Power of Attorney – Please send to: Freepost Post Office Savings along with this registration form.

If the Donor no longer has mental capacity to manage their own affairs we would remind you that it is the responsibility of the Attorneys to register the Power of Attorney with the Office of Public Guardian before attempting to act on behalf of the Donor. If there is any doubt about whether the Donor has sufficient mental capacity you should seek the advice of a medical professional.

### **Scotland**

Continuing Power of Attorney – This document will need to be registered with the Office of Public Guardian before it can be used. Once registered please send to: Freepost Post Office Savings along with this registration form.

Combined Power of Attorney – this document combines Continuing Power of Attorney with the authority for the Attorney to make decisions about the Donor's welfare. This document will need to be registered with the Office of Public Guardian before it can be used. Once registered please send to: Freepost Post Office Savings along with this registration form.

### **Northern Ireland**

Enduring Power of Attorney – Please send to: Freepost Post Office Savings along with this registration form.

If the Donor no longer has mental capacity to manage their own affairs we would remind you that it is responsibility of the Attorneys to register the Enduring Power of Attorney with the Office of Care and Protection before attempting to act on behalf of the Donor. If there is any doubt about whether the Donor has sufficient mental capacity you should seek the advice of a medical professional.

### **Further information**

Please note – other forms of authority are available. If you are intending to act under authority of a document that is not referred to above, please complete this form, provide identification and a certified copy of the relevant document and we'll contact you if we need any further information.

Further information about Power of Attorney and your responsibilities can be found at:

**England & Wales** – [www.gov.uk/power-of-attorney/overview](http://www.gov.uk/power-of-attorney/overview)

[www.gov.uk/government/organisations/office-of-the-public-guardian](http://www.gov.uk/government/organisations/office-of-the-public-guardian)

**Scotland** – [www.publicguardian-scotland.gov.uk/power-of-attorney](http://www.publicguardian-scotland.gov.uk/power-of-attorney)

**Northern Ireland** – [www.courtsni.gov.uk/en-GB/Services/OCP/Pages/default.aspx](http://www.courtsni.gov.uk/en-GB/Services/OCP/Pages/default.aspx)  
[www.nidirect.gov.uk/articles/managing-your-affairs-and-enduring-power-attorney](http://www.nidirect.gov.uk/articles/managing-your-affairs-and-enduring-power-attorney)