

# 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\*  
D D M M Y Y Y Y

Gender\* (Male/Female)  
 M/F

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

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 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 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 a resident for tax purposes in any country other than in the UK?\*  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 the account.

Tax residency	Tax Identification Number (Please write N/A if you do not have one)
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>

### 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\*  
D D M M Y Y Y Y

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\*  
D D M M Y Y Y Y

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

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. 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 a resident for tax purposes in any country other than in the UK?\*  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.

Tax residency

Tax Identification Number  
(Please write N/A if you do not have one)

1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

**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

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. 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 a resident for tax purposes in any country other than in the UK?\*  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.

Tax residency

Tax Identification Number  
(Please write N/A if you do not have one)

1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

**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)

Cheque drawn by a financial institution   
(Also fill in sort code and account number below)

Direct Debit transfer   
(Also fill in section 7 below)

Cheque details Sort code  Account no.

Transfer from an eligible Post Office® savings account Account name  Account no.

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

Account holder's name  Bank sort code

Bank name  Bank account no.

We use a Direct Debit to establish an electronic link between the Donor's nominated account and the online savings account. This link is subject to the Direct Debit Guarantee below.

### 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:** We are required by money laundering regulations to verify your identity and address, which we will do by searching files at credit reference agencies. If false or inaccurate information is provided and fraud is detected, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. We and other organisations may also access and use this information to prevent fraud and money laundering; for example, when: checking details on applications for credit and credit-related or other facilities; managing credit and credit-related accounts or facilities; recovering debt; checking details on proposals and claims for all types of insurance, and; checking details of job applicants and employees. Please contact us at Fraud Unit, Post Office® Savings, 1 Donegall Square South, Belfast BT1 5LR if you want to receive details of the relevant fraud prevention agencies. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies. If you supply false or inaccurate information or if fraud is suspected this will be recorded by the credit referencing agency and shared with other similar organisations. When credit referencing agencies receive a search from us they will place a search 'footprint' whether or not this application proceeds. We will give credit reference agencies other information about the day-to-day running of your account. We may use the information held by credit reference agencies to check identity for anti-money laundering and fraud purposes - this does not affect your credit history. We can provide, on request, a copy of the information that credit references have about you, or copies of their leaflets that explains how credit referencing works. **Keeping you informed:** Post Office® and our trusted partners would like to contact you about other products, services and offers that might be of interest to you. By submitting this form you will be indicating your consent to receiving marketing communications by post, phone and email unless you have indicated an objection to receiving such communications by ticking the relevant box(es) below.

Post  Telephone  Email

**(For Joint Authority, both Representatives must sign)** I/We have read and understood the information under Data Protection in the Terms and Conditions. Please read all the information you have been given and the Terms and Conditions carefully as it is important that you understand them. If you have any questions about the Terms and Conditions or need more information you must ask us before signing this agreement. Bank of Ireland UK will undertake electronic checks to confirm your identity and permanent address with a credit referencing agency. If these checks are not successful, we may need to contact you to confirm your identity and address.

### 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.

Post Office Money Savings Accounts are provided by Bank of Ireland (UK) plc which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England & Wales (No. 7022885), Bow Bells House, 1 Bread Street, London, EC4M 9BE. Post Office Limited is registered in England and Wales. Registered No: 2154540. Registered office: 20 Finsbury Street, London, EC2Y 9AQ. Post Office and the Post Office Money logo are registered trademarks of Post Office Limited.

## 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)