

Designated account request

– *Collective Investment Account (CIA)*

Your financial adviser can advise you if setting up a CIA as a Designated Account is appropriate to your circumstances.

With this form you can:

- apply an irrevocable designation to a CIA.

This is a simple way of setting up a CIA in trust, eg for a minor. To do so, put the account holder details in section 1, then complete the personal details of the designated person(s) in section 2 and we will apply an irrevocable designation to the account. You will then hold the account, as trustee, in trust for the designated persons (as beneficiaries). If more than one person is named, the account will be held in trust in equal shares.

We regularly update our forms; you or your financial adviser can confirm that this **April 2026** version is the latest by checking our website [quilter.com](https://www.quilter.com)



Completing this form

- **Option 1 (electronic):** Save the form to your desktop, open it in **Adobe Acrobat** to complete the editable fields, then print and sign it with a 'wet' signature (not a digital signature).
- **Option 2 (by hand):** Print the form and complete it in BLOCK CAPITALS using blue or black ink.
- **Date Format:** please use **DD/MM/YYYY**.
- Complete the details carefully; we cannot be held responsible for any consequences if they are incorrect.
- Where the designation is being added to a new CIA, a completed CIA application must be submitted online to support this request.
- **Post your completed form to Quilter, SUNDERLAND, SR43 4JP.** We will note the details and return the form to you.



Please note

The designation:

- creates a bare/absolute trust in favour of the designated person(s)
- is irrevocable, which means it **cannot be changed** after it has been applied
- may change which person is assessed for income tax or capital gains tax
- is a gift for inheritance tax (IHT) purposes.

Appointment of Trustees

- The applicants/account holder(s) named in section 1 will become the trustee(s) of the trust created by this designated account form.
- We strongly recommend appointing at least one additional trustee. This can be done at any time after the designation has been applied to the account.
- The appointment of additional trustees must be made by deed. Our draft deed is available here: [21542_deed_to_retire_and_appoint_trustees.pdf](#)

Tax declaration and confirmation of verification of identity

- For Quilter to comply with anti-money laundering legislation and regulations governing automatic exchange of information, you must complete a **Tax Declaration and CoVI form** and submit it with this request. The form is available here: [14784-tax-declaration-for-trust-corporate-investors.pdf](#)

Trust Registration

- A trust must register with HMRC's Trust Registration Service (TRS) if it is considered UK resident or has a UK tax liability, unless an exemption applies.
- A trust must register within 90 days of the date of the trust deed. The trustees must submit evidence of registration (available from the TRS) or confirm exemption from registration to Quilter within 90 days of the trust date.
- To register, visit www.gov.uk/guidance/register-a-trust-as-a-trustee
- Our '**Step-by-step guide for registering your trust**' is available here: [qip22888_registering_trust-guide.pdf](#)

We strongly recommend that you seek advice from a financial adviser before deciding to apply an irrevocable designation.



1. Account details

Collective Investment Account number -

First applicant/account holder

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	<input type="text"/>
First name(s)	<input type="text"/>					
Surname	<input type="text"/>					
Permanent UK residential address	<input type="text"/>					Postcode
<input type="text"/>						

Joint applicant/account holder (if applicable)

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	<input type="text"/>
First name(s)	<input type="text"/>					
Surname	<input type="text"/>					

2. Details of designated person(s)

If payments from the CIA are to be made in the future to the designated person(s), we will need to verify their identity to meet our requirements under UK money laundering regulations. This can be achieved with a certified* copy of their passport, official identity card or other similar documentary evidence, or with a financial adviser's Confirmation of Verification of Identity (CoVI) form.

*Copies must be certified as a true copy by one of the following: a UK-based financial adviser, bank or building society official, solicitor, doctor, accountant. You can scan and send certified documents to us by email to ask@quilter.com.

Part A - First designated person

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	<input type="text"/>
First name(s)	<input type="text"/>					
Surname	<input type="text"/>					
Date of birth	<input type="text"/>					
National Insurance (NI) number	<input type="text"/>					OR If they are ineligible to have an NI number, tick here
Permanent residential address	<input type="text"/>					Postcode
<input type="text"/>						

Tax Residency

Do they hold tax residency status anywhere other than the UK? ► Please tick one, as applicable

No, only in the UK

They hold dual tax residency and **ARE** a Crown employee or their spouse

They hold dual tax residency and are **NOT** a Crown employee nor their spouse

Please complete **Supplement A**

What is their country of nationality? ► Please tick one, as applicable

They are only a UK national

They have either dual nationality or a non-UK nationality

Please complete **Supplement A**

Part B - Second designated person ▶ If applicable

▶ If there are more than two designated persons, please provide the same information for each additional one by using a copy of section 2.

Title	Mr	Mrs	Miss	Ms	Other (please specify)
First name(s)	<input type="text"/>				
Surname	<input type="text"/>				
Date of birth	<input type="text"/>				
National Insurance (NI) number	<input type="text"/>				OR If they are ineligible to have an NI number, tick here
Permanent residential address	<input type="text"/>				
					Postcode

Tax Residency

Do they hold tax residency status anywhere other than the UK? ▶ Please tick one, as applicable

No, only in the UK

They hold dual tax residency and **ARE** a Crown employee or their spouse

They hold dual tax residency and are **NOT** a Crown employee nor their spouse

Please complete **Supplement A**

What is their country of nationality? ▶ Please tick one, as applicable

They are only a UK national

They have either dual nationality or a non-UK nationality

Please complete **Supplement A**

3. Declaration and signature(s)

a) We, being the applicant(s)/account holder(s) for this Collective Investment Account, wish to designate the account in favour of the designated person(s) shown in section 2.

b) We have read and understood the privacy notice, available at quilter.com/privacy concerning use of the personal information of any party named in this form.

Signature(s) ▶ All applicants/account holders must sign

1	<input type="text"/>	Date	<input type="text"/>
2 (if applicable)	<input type="text"/>	Date	<input type="text"/>



Trusts and inheritance tax planning are not regulated by the Financial Conduct Authority.

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Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years.

Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

Registered Office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB, United Kingdom. Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.



Supplement A

Tax residency & nationality details

You only need to complete and return this page if:

- a designated person holds tax residency outside of the UK (including where they have dual tax residency status, as well as the UK)
- their country of nationality is something other than the UK (including where they have dual nationality)

Their full name

PART 1. Tax Residency



- Normally you are considered a tax resident in a country if you pay tax there. This could mean you are tax resident in multiple countries if you pay tax in multiple countries. However, some countries may consider you a tax resident based on your nationality (eg the United States).
- Your **Tax Identification Number (TIN)** type is the number used to identify you for tax purposes. For example, in the UK the 'type of TIN' is your National Insurance number. For guidance on TINs for other countries see: www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers

Please tell us where they are tax resident outside of the UK

Country of tax residence 1

TIN

Type of TIN

Country of tax residence 2

TIN

Type of TIN

PART 2. Nationality

Please tell us which nationality they hold other than UK

Country of nationality 1

Passport number

Passport expiry date

Country of nationality 2

Passport number

Passport expiry date

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