

BP Individual Savings Accounts (ISA) 2013/14 Tax Year 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 be completed for new investments into a BP Corporate ISA. Investments can be funded by cash, direct transfer of shares through an employee share scheme or by using BP shares you already own.
- The BP ISA to which this Application Form refers is a stocks and shares ISA.
- If you are applying for a BP ISA, then you should not subscribe to another stocks and shares ISA with either HSBC or another ISA manager in the current Tax Year.
- Please send completed applications to: HSBC Trust Company (UK) Limited, PO Box 6189, Coventry CV3 9HS.
- If you have not previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC Bank plc, you may be required to provide initial or additional evidence of identity and/or address before we can process your application. If required, you can take this form to your local HSBC Bank branch, together with one form of identification and one form of address verification.
- If you have any queries about completing this form, please call us on 08457 456 123 (textphone 08457 660 391). 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

1. Personal Details

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

☐ Mr
 ☐ Mrs
 ☐ Ms
 ☐ Miss
 ☐ Dr
 Other

Surname

Forename(s)

Permanent Residential Address

Daytime Telephone Number

Postcode

Date of Birth

Nationality

If multiple nationalities are held, please provide details of other nationalities.

Do you have a National Insurance (NI) Number? ☐ Yes ☐ No

If you have a temporary National Insurance Number please tick 'No'

If 'yes' you must enter it here*

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*You should be able to find your NI Number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the Department for Work and Pensions, or a pension order book.

If you are an Employee of BP please enter your employee number here

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

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Account Number of any Corporate ISA currently held with HSBC Trust Company (UK) Limited (This appears on your Statements)

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2. Investment Details

I apply to subscribe to a BP stocks and shares ISA for the Tax Year ending 5 April 2014 only

Please choose how you wish to invest by ticking option A, B, C or a combination of these options.

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A. Direct transfer of Shares from an HM Revenue & Customs Approved Share Scheme

Please enter the number of shares you wish to invest

If you wish to invest the maximum subscription please write 'Max Sub'. If you wish to invest less than the maximum subscription please write the number of shares you wish to invest; **or**

Please enter the value you wish to invest

Please complete the Employee Direct Transfer Form (attached) and **enclose a cheque for £7.20 made payable to 'HSBC Trust Company (UK) Limited (re: name of investor)'** together with a copy of your Notice of Exercise or other proof of emergence from an HM Revenue & Customs Approved Share Scheme. All cheques must be drawn on an account in the name of the applicant.

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B. Share investment

Please indicate the amount you wish to invest

I hereby instruct you to arrange the SALE of sufficient shares to raise the net proceeds for the amount indicated or, if less, the net proceeds of the sale of the shares presented by the enclosed certificate(s). I understand that any unsold shares will be returned to me in the form of a balance certificate.

Please complete the Sale Request Form (attached).

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C. Cash investment

Please indicate the amount you wish to invest

Please enclose a cheque made payable to 'HSBC Trust Company (UK) Limited (re: name of investor)' for this amount.

All cheques must be drawn on an account in the name of the applicant.

Please enter the number of share certificates that you are enclosing and the total number of shares they represent.

Number of
share certificates

Number of shares

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.

Bank/Building Society

Address

Name(s) in which
account is held

Postcode

Sort Code

Account Number

Roll number (for Building
Society accounts only)

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

Please ensure you sign and date the declaration

In order to speed up the processing of your application form please provide one of the following (if investing through a Direct Transfer of Shares):

- Notice of Exercise of Option (SAYE Schemes).
- Notice of the award for free, partnership and/or matching shares or a notice of the acquisition of dividend shares (Share Incentive Plans).

If you are unable to provide any of the above we may need to check with your Share Scheme that the shares originated from an HM Revenue & Customs Approved Share Scheme, which may delay the processing of your application.

3. Declaration

I apply to subscribe to an Individual Savings Account of the type indicated in Section 2 of this application form for the Tax Year ending 5 April 2014 only.

I declare that:

- I am 18 years of age or over.
 - I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform HSBC Trust Company (UK) Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
 - I have not subscribed and will not subscribe more than the overall subscription limit in total to a cash ISA and a stocks and shares ISA in the same Tax Year.
 - I have not subscribed and will not subscribe to another stocks and shares ISA in the same Tax Year that I subscribe to this stocks and shares ISA.
 - Where shares are being transferred to the ISA Manager in respect of this application they have either:
 - i) been acquired by me in accordance with the provisions of a Savings Related Share Option Scheme and are to be transferred to the ISA Manager or its nominee before expiry of the period of 83 days following the exercise of the option by which they were acquired; or
 - ii) been appropriated to me in accordance with the provisions of an approved Share Incentive Plan and are to be transferred to the ISA Manager or its nominee before the expiry of the period of 83 days following the date at which the shares ceased to be subject to the plan.
 - All subscriptions made or to be made to the Individual Savings Account belong to me.
 - 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 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 plc information about my interest in the shares to enable them to maintain accurate records of the interest held in BP plc 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.

Note: 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 making an application for someone else, please note that you are only entitled to sign this form if the applicant is mentally or physically incapacitated and you are the applicant's appointed attorney. 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 1st 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. We regret that Powers of Attorney granted for convenience cannot be accepted. 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.

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:

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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

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	<input type="checkbox"/>	No email	<input type="checkbox"/>
No telephone	<input type="checkbox"/>	No mobile messaging	<input type="checkbox"/>

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.

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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