National Savings and Investments

Sunderland

SR43 2SB

**Customer Name:** Click here to enter text.

**1st Line of Address:** Click here to enter text.

**2nd Line of Address:** Click here to enter text.

**Postcode:** Click here to enter text.

**NS&I Number (if known):** Click here to enter text.

**Or NS&I Account Number(s):** Click here to enter text.

**[**INSERT DATE**]**

Dear NS&I,

**Financial advice firm – Letter of Authority**

I am writing to confirm that I authorise NS&I to provide information held by NS&I relating to my savings and investments to:

[NAME OF FINANCIAL ADVICE FIRM, REGISTERED ADDRESS AND FCA REGISTRATION NUMBER]\*

(the "**Financial Advice Firm**"), on the terms set out below, from the date of this Letter of Authority until it ends in accordance with paragraph 8 (or is otherwise ended in accordance with the terms below).

In consideration of the mutual undertakings and obligations contained in this Letter of Authority, I have read and understood all the terms and conditions set out on pages 2 to 4 by NS&I. I accept that these terms and conditions will apply in relation to the provision of information by NS&I to the Financial Advice Firm.

[INSERT CUSTOMER NAME]

**Signature**

**Date** [INSERT DATE]

**IMPORTANT:** If a signature has not been previously supplied to NS&I, your signature above will need to be witnessed. If this is the case, please ask your witness to complete the section below. The witness can be anyone over 18 as long as they **are not** a family member or your financial adviser or anyone else at their firm.

**Full name of witness** [INSERT NAME]

**Address** [INSERT ADDRESS]

**Signature of witness**

**Date** [INSERT DATE]

**TERMS AND CONDITIONS**

1. The information provided by NS&I could include the following information relating to my accounts and investments with NS&I, (for joint holdings, each individual must supply a separate signed Letter of Authority):
   1. balances and valuations;
   2. annual and ad-hoc statements;

* 1. maturity dates;
  2. transaction information including details of Premium Bonds including any prizes won (this will include all high value and jackpot prizes); and
  3. other account details NS&I holds about me,

(together, the "**Information**").

1. NS&I may refuse (at its discretion) to provide the Financial Advice Firm with any Information if:
   1. the Financial Advice Firm is unable to prove its identity and/or provide certain other information relating to me and my accounts and investments which is required by NS&I to pass NS&I's authentication procedures;
   2. the Financial Advice Firm fails to pass NS&I's authentication procedures;
   3. NS&I has reasonable grounds to suspect that the Financial Advice Firm is engaged in fraudulent behaviour or is otherwise trying to obtain unauthorised access to the Information;
   4. NS&I has not received a signed copy of its Terms of Business from the Financial Advice Firm (in a form reasonably acceptable to NS&I); or
   5. the Financial Advice Firm’s FCA registration status is “No longer authorised”.
2. Where NS&I refuses to provide the Financial Advice Firm with any Information pursuant to paragraph 2, NS&I will inform me in writing.
3. NS&I shall have no liability to me (whether in contract, tort, negligence, under statute or otherwise):
   1. if it refuses to provide the Financial Advice Firm with any Information under paragraph 2; or
   2. for any fraudulent or unauthorised activity of the Financial Advice Firm arising from NS&I providing it with the Information (except where NS&I has not carried out its authentication procedures properly),

save that this paragraph does not exclude NS&I's liability for personal injury or death caused by its negligence or for its fraud or fraudulent misrepresentation.

1. NS&I may provide the Information to any authorised person within the Financial Advice Firm’s organisation.
2. I will not disclose my password(s) and/or security details for my NS&I accounts and investments to the Financial Advice Firm. The Financial Advice Firm will not need my password(s) and/or security details to be provided with the Information by NS&I, as NS&I has established a separate authentication process for Financial Advice Firms.
3. NS&I may end this Letter of Authority and cease sharing any Information with a Financial Advice Firm at any time on providing me with not less than 1 month's notice in writing.
4. This Letter of Authority shall automatically end if:
   1. I inform NS&I by calling 0800 092 1228 or by writing to us at NS&I, Sunderland, SR43 2SB that I no longer want NS&I to provide information relating to my savings and investments to the Financial Advice Firm; or
   2. I no longer hold any savings or investments with NS&I.
5. This Letter of Authority constitutes a legally binding agreement which is governed by the laws of England (including in relation to non-contractual obligations) and the courts of England have exclusive jurisdiction to determine any dispute arising out of or in connection with this Letter of Authority (including in relation to non-contractual obligations).

**WITNESS SIGNATURE**

1. We use the witness’ data provided within this form for evidentiary purposes i.e. as proof that they witnessed that the individual referenced within the form, signed the form themselves and that the document is valid and enforceable. This allows NS&I to prevent fraud and misrepresentation of NS&I customers. The data provided within this form will not be processed for any other purposes.
2. We keep all personal information where we have an ongoing legitimate or lawful need to do so. When we no longer have a legitimate or lawful need to keep your personal information, we will delete it.
3. For more information on how NS&I handles your personal data please see our Privacy Notices. For financial advisers visit [nsandi-adviser.com/privacy-notice](https://www.nsandi-adviser.com/privacy-notice) and for NS&I customers visit [nsandi.com/privacy-notice](https://www.nsandi.com/privacy-notice).

If you have any questions or concerns about how we process your personal data, you can contact us using the details listed below:

Data Protection Officer

NS&I

16-20 Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

**Important notes:**

1. \*If your Financial Advice Firm has more than one branch, the primary branch listed on the FCA website or registered with Companies House should be used.
2. Please post the completed form to NS&I, Sunderland, SR43 2SB. You should allow up to one week for NS&I to complete its internal checks and register the Letter of Authority to your file. No information will be passed to your Financial Advice Firm until we have completed our internal checks and registered the Letter of Authority to your file.
3. A confirmation letter will be sent to your Financial Advice Firm acknowledging receipt and registration of this Letter of Authority. The confirmation will contain a unique reference number that must be provided to us each time your Financial Advice Firm contacts us in relation to your NS&I savings and investments. Your Financial Advice Firm should not share the reference number with anyone outside their firm.