PARENT/LEGAL GUARDIAN DECLARATION

To be completed by the parent/legal guardian seeking authority to administer the estate in terms of the Children (Scotland) Act 1995, under the supervision of the Accountant of Court.

Please note that any information included in this form will remain confidential.

**Section 1 – details of the child to whom the application relates**

|  |  |  |
| --- | --- | --- |
| 1.1 | Full name ( incl middle names) |  |
| 1.2 | Address (including postcode) |  |
| 1.3 | Date of Birth (please provide a copy of the birth certificate) |  |

**Section 2 – Your details (parent/legal guardian seeking authority)**

Please note this Data is processed on so far as to allow the Accountant of Court to comply with their statutory remit under the Children (Scotland) Act 1995 and shall be processed in terms of Article 5 of the General Data Regulations.

|  |  |  |
| --- | --- | --- |
| 2.1 | Full name(incl. middle names) |  |
| 2.2 | Address ( incl.postcode) |  |
| 2.3 | Length of time at address  (if less than 3 years supply previous address at 2.4 |  |
| 2.4 | Previous address (incl postcode) |  |
| 2.5 | Date of Birth |  |
| 2.6 | Email address |  |
| 2.7 | Contact Telephone numbers | Home:  Mobile:  Work: |

**Section 3 Personal Circumstances**

|  |  |  |
| --- | --- | --- |
| 3.1 | What is your current occupation? If you are not in paid employment, please give details of your current circumstances or previous employment |  |
| 3.2 | How long have you worked in your current occupation | Years Months |
| 3.3 | Have you been convicted of a criminal offence (excluding driving offences) in the last 5 years | Yes / No |
|  | If yes,please provide details of the offence including date of conviction |  |

**Section 4 – Your financial circumstances**

|  |  |  |
| --- | --- | --- |
| 4.1 | Do you have a personal bank or building society current/savings account? (joint or sole account) | YES/NO |
|  | If yes, how long have you held that account | Years Months |
| 4.2 | Have you been refused credit in the last 5 years? (e.g. having a personal loan application refused) | Yes/No |
|  | If yes, please provide details. |  |
| 4.3 | Have you ever been declared Bankrupt or made subject of an individual Voluntary Arrangement in the last 5 years ? | Yes/No |
|  | If yes, please provide details including date of discharge if applicable |  |
| 4.4 | Are you financial secure in your own right | Yes /No |
|  | If No, please provide more information (e.g. monthly expenditure regularly exceeds monthly income, reliance on credit cards) |  |
| 4.5 | Do you have an unmanageable level of debt | Yes/No |
|  | If yes, please provide more information (e.g. amount of rent arrears, defaulted payments) |  |
| 4.6 | If you are given authority to administer the funds, are you aware that the funds must be kept separately from any other funds at all times | Yes/No |
| 4.7 | Do you have sufficient financial knowledge to instruct and review all investments made on behalf of the above noted child/children | Yes/No |

I <name of parent/legal guardian> (father/mother/guardian) to <enter child’s name> confirm the above to be correct and having completed this form confirm that I understand my responsibilities should I be granted authority to administer the estate due to <enter child’s name>/

Signed……………………………………………….dated

Witnessed by ………………………………….....dated....................

Full name ………………………………………………………….

Relation ………………………………………………………………………..

Address…………………………………………………………………………

…………………………………………………………………………………

**IMPORTANT INFORMATION**

**You may be required to provide documentation in support of your application. In order to assess your application the Accountant of Court may check the information you provide against databases administered by other organisations, including information from fraud prevention agencies. A record will be kept of such searches and will be held in accordance with the Data Protection Act.**