SIPP

JAMES HAY PARTNERSHIP

Contribution by Transfer of Shares

From a Save As You Earn Scheme or Share Incentive Plan

JHAY0235

Application Guide

Please complete this form in BLOCK CAPITALS and black ink.

Please complete all sections of the form if you wish to contribute to your SIPP by transfer of shares.

You must satisfy normal registered pension scheme eligibility criteria if you wish to make a contribution by a transfer of shares. Should you require further details about eligibility please contact your Financial Adviser or call James Hay on 0845 850 44 55.

1 Personal Details

Applicant to complete

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other ☐ If 'Other' please state

Forename

Surname

National Insurance Number

Permanent residential address

Post Code

Member number

2 Details of Shares

Applicant to complete

All shares to be transferred must be 'quoted' on a Revenue or FSA recognised Stock Exchange. Should you require further details about recognised Stock Exchanges please contact your Financial Adviser.

Please confirm the following details about the shares you wish to transfer:

1. Name of Company
2. The Name / Description of the Shares
3. Number of Shares
4. The shares named in (2) are in my employers company
   Yes ☐ No ☐

5a. I have acquired the shares through a Save As You Earn scheme
   Yes ☐ No ☐
   If '**Yes**' you have 90 days to transfer the shares once you have exercised the right to acquire them.

5b. Or, I have acquired the shares through a share incentive plan:
   Yes ☐ No ☐
   If '**Yes**' you have 90 days to transfer shares once you have exercised the right to have the shares transferred to you.

6. I have enclosed the documentation to support the information provided in questions 1-5:
   Yes ☐ No ☐

PLEASE NOTE: James Hay can only confirm whether the transfer of shares is acceptable with this documentation.

IMPORTANT: If a transfer of shares is received from a Save As You Earn scheme a Capital Gains Tax (CGT) liability may arise, as the purchase price of the shares is often less than the current market value of the shares. Please refer to your Financial Adviser for further details.

3 Eligible Share Scheme Details

Applicant to complete

Name of Eligible Share Scheme

Contact address

Post Code

Telephone

Email

Current registered owner

Contact address

Post Code

4 Investment Manager / Stockbroker

Applicant to complete

In order to hold the shares in your SIPP you will need to appoint a stockbroker or other regulated investment manager.

Shares will only be able to be transferred once:

- James Hay have agreed the shares are acceptable, and,
- A designated account has been opened with your appointed investment manager

Please confirm full details of the Stockbroker/Investment Manager you wish to appoint to hold the shares:

Name of Investment Manager

Contact address

Post Code

Telephone

Email

Authorisation Number

Basis of appointment

Execution only ☐ Advisory ☐ Discretionary ☐

Please refer to the 'Important Notes' at the back of this application form for more information.

Do you wish funds to be held with your Investment Manager?

Yes ☐ No ☐

If 'Yes' please confirm the percentage of your fund of amount you wish to be transferred to your Investment Manager after any pension commencement lump sum/fees are deducted:

SIPP £ or %

5 Entitlement to Tax Relief (please tick one option)

Applicant to complete

(i) I have relevant UK earnings chargeable to income tax, or general earnings from overseas Crown employment subject to UK tax, in this tax year. ☐

(ii) I am, or have been resident in the UK at some time during this tax year. ☐

(iii) My spouse has for this tax year general earnings from overseas Crown employment subject to UK tax. ☐

(iv) I am, or my spouse, is in overseas Crown employment but for this tax year do/does not have general earnings from overseas Crown employment subject to UK tax. ☐

(v) I was resident when I became a member of the SIPP and have been resident in the UK at some time during five tax years immediately before this tax year. ☐

(vi) None of the above. ☐

If you have ticked (i) or (ii) we will reclaim basic rate tax on your personal contributions. If you have ticked (iii), (iv) or (v) we will reclaim basic rate tax on your personal contributions up to £3,600 gross. If you have ticked (vi) we will not reclaim any basic rate tax relief on your personal contributions.

Please Note: If you do not complete this section, we will not be able to determine if you are entitled to have basic rate tax reclaimed on your personal contribution and so will not be able to reclaim this.

6 Declaration

Applicant to complete

To the best of my knowledge and belief, the particulars given on this form are correct and complete.

I understand that I must meet normal eligibility criteria to make a contribution by a transfer of shares.

I understand that the SIPP Trustee reserves the right to decide whether the shares named are an acceptable investment of the SIPP.

I undertake to tell James Hay in writing within 30 days if there is any change in my residency status or my name or permanent residential address.

I understand that this application determines whether I am entitled to baic rate tax relief at source on my contributions.

I agree that the total contributions to any registered pension scheme in respect of which I am entitled to tax relief will not exceed the higher of £3,600 or my relevant UK earnings for that tax year.

If I am no longer entitled to tax relief on my contributions I will undertake to sell James Hay in writing no later than 5 April in the year of assesment in which this occurs.

Signed

Date D D M M Y Y Y Y

If you have any queries regarding making a contribution by transfer of shares please contact your Account Executive or our general enquiry number 0845 850 4455.

Additional Documentation Required

For all contributions by transfer of shares

- Investment Manager/Stockbroker Terms of Business
- Investment Manager/Stockbroker Nominee Agreement
- Investment Manager/Stockbroker Charges.

Important Notes

Date of Contribution

The date of the contribution is the date the shares are transferred to the SIPP. The transfer will take place either when James Hay receives back an executed stock transfer form with a share certificate, or when the Crest sponsor notifies James Hay of the date they intend to transfer on the member's instruction.

Amount of Contribution

The amount of the contribution is the aggregate market value of the shares on the date the contribution is made.

Method of Share Transfer

1. Paper Transfer
   If the shares are held in paper format you will need to send James Hay the completed Stock Transfer Form and Share Certificate.
2. Electronic Transfer
   If the shares are held through the Crest system by a Crest sponsor they can be transferred electronically to your appointed stockbroker or investment manager.

However, the day before the shares are transferred James Hay must receive written confirmation from your current Crest sponsor that you have instructed the transfer.

James Hay will then:

- Use this date as the date of the contribution.
- Notify your stockbroker or investment manager that the shares can be transferred.

IMPORTANT: If your current Crest sponsor will not agree to operate on this basis James Hay will be unable to accept the contribution by transfer of shares.

Tax Reclaims

All contributions by transfer of shares are treated as personal contributions to the SIPP and may be made net of basic rate tax depending on your 'Entitlement to Tax Relief' declaration.

If applicable, James Hay will reclaim basic rate tax on your behalf and the tax reclaim will take between 7-11 weeks.

Capital Gains Tax

A capital gains tax liability may arise by making a contribution by transfer of shares. Should you require further details please contact your local tax office.

Types of Stockbroker / Investment Manager

Execution Only – Transacts trades on your or your Financial Adviser's instructions.

Advisory – Provides investment advice which you or your appointed Financial Adviser may choose to act upon.

Discretionary – Without recourse to you, your appointed Investment Manager will manage your pension fund and merely report on investments made.

To open a designated account with your nominated Investment Manager/Stockbroker you will need to forward their Terms of Business, their nominee agreement and schedule of charges to James Hay.

James Hay Partnership is able to provide literature in alternative formats. The formats available are: Large Print (as recommended by RNIB), Braille, Audio Tape and PC Disk. If you would like to receive this document in an alternative format please contact us on 0845 850 4455. For the hard of hearing and / or speech impaired, please use the Typetalk service via 18001 0845 850 4455.

James Hay Partnership is the trading name of: James Hay Insurance Company Limited (JHIC) (registered in Jersey number 77318); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 07259308); IPS Partnership Plc (IPS Plc) (registered in England number 1458445); PAL Trustees Limited (PAL) (registered in England number 01666419); IPS Pensions Limited (IPS) (registered in England number 2601833) and Union Pension Trustees Limited (UPT) (registered in England number 02634371). JHIC has its registered office at IFG House, 15 Union Street, St Helier, Jersey, JE1 1FG. JHPT, JHAC, JHWM, JHWNC, IPS Plc and IPS have their registered office at Trinity House, Buckingway Business Park, Anderson Road, Swavesey, Cambs, CB24 4UQ. PAL and UPT have their registered office at Queen Square House, 18-21 Queen Square, Bristol, BS1 4NH. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS Plc and IPS are authorised and regulated by the Financial Services Authority.