

IN-SPECIE CONTRIBUTION NOTIFICATION AND DECLARATION



(For James Hay Modular iSIPP, James Hay Partnership SIPP, IPS SIPP, IPS (2008) SIPP, IPS Pension Builder SIPP and Family SIPP only)

PENSION SCHEME NAME:

.....

As the member of the above pension scheme, I wish to notify the James Hay Partnership that an in-specie contribution is to be paid to the scheme as follows:

Amount of contribution (net): £.....

The amount stated above is the net amount you are contributing and does not include any basic rate tax that may be reclaimed on the contribution.

Name of the individual (or company) paying the contribution:

.....

Please provide details of the asset(s) to be paid in-specie to the pension plan:

Name of asset	Asset type (e.g. share, unit trust, OEIC)	Number of shares / units	Current value £	Name in which asset currently held	Name & address of fund manager / investment manager	Is asset to be held by investment manager in the SIPP (Y/N)?

N.B If the asset is anything other than quoted securities, a valuation of the asset(s) must be included with this declaration.

Entitlement to tax relief for personal contributions

- (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. Yes No
- (ii) I am, or have been resident in the UK at some time during this tax year. Yes No
- (iii) My spouse or civil partner has general earnings from overseas Crown employment subject to UK tax for this tax year. Yes No
- (iv) I or my spouse or civil partner, is in overseas Crown employment, but for this tax year do/does not have general earnings from overseas Crown employment subject to UK tax. Yes No

If you have ticked Yes to (i) or (ii) we will reclaim basic rate tax on your personal contributions. If you have ticked Yes to (iii) or (iv) we will reclaim basic rate tax on your personal contributions up to £3,600 gross. If you have ticked No to any of the above, or have not completed this section at all, we will not reclaim any basic rate tax relief on your personal contributions.

Declarations

- I/we agree that by signing this form, we are forming a legally binding contract with the trustee(s) of the pension scheme named above to pay a contribution of the amount specified, and that the trustee(s) have a right to collect this amount from me/us.
- I/we accept that tax cannot be reclaimed on the contribution paid until ownership of the asset(s) specified has been transferred to the trustee(s) of the pension scheme named above, and that the process has been completed in full.
- I/we agree that should the value of the asset(s) specified not equal the amount of the contribution specified, a cash contribution will be paid to cover the difference.
- I/we declare that we have read and accept the James Hay Partnership fact sheet on In-Specie contributions.
- I/we confirm that to the best of my/our knowledge and belief, the particulars given on this form are correct and complete.
- For personal contributions:
 - I undertake to tell James Hay Partnership in writing within 30 days if there is any change in my residency status, or there is any change in my name or permanent residential address.
 - If I am no longer entitled to tax relief on my personal contributions, I undertake to tell James Hay Partnership in writing no later than 5 April in the year of assessment in which this occurs, or within 30 days of this change.
 - I accept that this application determines whether I am entitled to basic rate tax relief at source on my personal contributions.
- I agree that the total contributions to any registered pension schemes 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.

Date:

Name: Signature:

Name: Signature:

For a personal contribution the member must sign this declaration. For a company contribution, two directors or a director and the company secretary must sign this declaration.

James Hay Partnership is the trading name of James Hay Insurance Company Limited (JHIC) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHIC has its registered office at 3rd Floor, 37 Esplanade, St Helier, Jersey, JE2 3QA. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL and IPS Plc have their registered office at Trinity House, Buckingham Business Park, Anderson Road, Swavesey, Cambs CB24 4UQ. PAL, STL, UPT and UPTL have their registered office at Dunn’s House, St Paul’s Road, Salisbury, SP2 7BF. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services.(01/14)