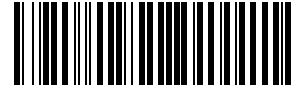


# Application Form (Transfers In only)



JHAY0799

## Application Guide

Please complete this application form if you wish to transfer in contracted out rights, including GMP and Post 97 COSR rights, or protected rights from another appropriate personal pension scheme.

Please complete this form in BLOCK CAPITALS and black ink and return it to: James Hay, Dunn's House, St Paul's Road, Salisbury SP2 7BF. If you need any help to complete this form please call us on 0845 850 4455.

## 1 Personal Details

Applicant to complete

**IMPORTANT:** please answer all questions in this section. If you do not fully complete this part of the form, it may delay the application process.

Mr  Mrs  Ms  Miss

Other  If 'Other' please state

Forename

Surname

Any other name you have been, or are, known by

Date of birth

Male  Female

Marital status:

Married  Single  Widowed  Divorced

Registered civil partner  Other

If 'Other' please state

Permanent residential address

Post Code

Telephone

Fax

Email

National Insurance Number

I have never had a National Insurance Number   
(please tick box if applicable)

Occupation

Approximate annual earnings from your occupation

£

Please tick the most appropriate box below – one box must be ticked:

Employed

Employer Name

Employer address   
  
Post Code

Pensioner  Self-employed

Caring for one or more children under the age of 16 years  Caring for a person aged 16 years or over

In full-time education  Unemployed

Other

If 'Other' please state

Is your country of residence the United Kingdom?  
Yes  No

If 'No' please specify

Nationality

Do you have dual nationality?  
Yes  No

If 'Yes' please specify

### Source of Wealth

Pension funded by the transfer of benefits from registered pension schemes

### Existing SIPP plans

Do you currently have another James Hay SIPP?  
Yes  No

If 'Yes', please detail you existing member number.

**2a Financial Adviser Details**

Applicant to complete

Company name

Network name (if applicable)

FSA authorisation number

Contact name

Address

Post Code

Telephone

Fax

**2b Financial Adviser's Remuneration**

Applicant to complete

Please only complete this section if you have appointed an FSA regulated Financial Adviser who is going to receive product level remuneration from your Plan.

If you do not select a frequency James Hay will pay your recurring remuneration quarterly.

If your Financial Adviser wishes to take remuneration on your investments the relevant investment sections of the Investment Centre Buy Form must be completed instead.

**PRODUCT LEVEL INITIAL REMUNERATION**

A maximum of 3% initial remuneration will be applied.

**Option One**Percentage  %

of each and new pension transfer received

OR

**Option Two**Fixed Amount £ **PRODUCT LEVEL RECURRING REMUNERATION**

A maximum of 3% recurring remuneration will be applied.

This is in addition to any Investment Centre recurring remuneration paid by James Hay.

**Option One**Percentage  %

of Plan value per annum

Please tick which categories of assets that you wish to exclude, if any:

Investment Centre Funds Investments purchased through Abbey Stockbrokers Limited Cash in the Plan 

How frequently would you like your recurring remuneration paid?

Quarterly  Half yearly  Annually 

OR

**Option Two**Amount £  per annum**NOTES TO FINANCIAL ADVISER**

If not already submitted, you must sign up to our SIPP Financial Adviser Terms of Business. This is available by calling 0845 850 4455.

Remuneration will be paid to the bank account detailed on the Application Form attached to the SIPP Financial Adviser Terms of Business. If you need to complete this form it is available at [www.jameshay.co.uk](http://www.jameshay.co.uk).

Details of when product level initial and recurring remuneration is paid by James Hay are set out in the SIPP Financial Adviser Terms of Business.

If the fixed amount of product level initial and/or recurring remuneration to be paid is more than 3% this may be queried with you.

### 3 Transfer Details

Applicant to complete

Name of transferring scheme

Policy number(s)

Estimated uncrystallised value

Estimated crystallised value

If any part of the transfer has been crystallised these rights will be held in a separate arrangement from the uncrystallised rights.

Does the payment include Dependant's Pension Rights?

Yes  No

If 'Yes', please complete the details in Section 3a.

If you are transferring dependant's pension rights in addition to other pension rights, we will open a separate Income Withdrawal Transfer Plan (IWTP) for the dependant's rights.

Is the transfer payment to be transferred as part of a block transfer?

Yes  No

If 'Yes', details of the block transfer will need to be confirmed by the transferring scheme prior to initiating the transfer.

Are the assets to be re-registered into the Plan as part of an in-specie transfer value?

Yes  No

If 'Yes' James Hay will require a current valuation from the transferring scheme and a list of assets. James Hay will then confirm which assets can be re-registered.

I have already requested this transfer.

Yes  No

Please note the ceding scheme may require you to complete their own forms before processing the transfer, however, if you have ticked 'No' above we are happy to request the transfer if you give us the following information:

Type of pension scheme

(e.g. Registered Pension Scheme, Qualifying Recognised Overseas Scheme)

HM Revenue & Customs reference number (if known)

Address of transferring scheme

Post Code

Contact name

If you wish James Hay to request any additional transfers, please provide the above information for each additional transfer on a separate sheet.

### 3a Dependant's pension transfers

Applicant to complete

Please complete this section if you are transferring dependant's pension rights. Please note we cannot accept the transfer without this information.

Deceased's personal details

Full Name of deceased

Date of birth

Date of death

National Insurance Number

### 4 Investment Options

Applicant to complete

Please indicate your investment choice(s) by ticking one or more of the following:

Lump sum Investment Centre investments (Select or Collect funds)

Please complete an Investment Centre Buy Form

Regular Investment Centre investments (Select or Collect funds)

Please complete the eSIPP Investment Centre Regular Buy Form

Investments with Abbey Sharedealing

Please complete the Abbey Sharedealing Application Form

PLEASE NOTE: All literature is available on our website: [www.jameshay.co.uk](http://www.jameshay.co.uk). Please visit our SIPP literature pages.

### 5 Income Withdrawal

If you wish to take income drawdown from your uncrystallised arrangements, or you are transferring benefits already in income drawdown please complete a benefit payment form, available from [www.jameshay.co.uk](http://www.jameshay.co.uk)

If you wish to purchase an annuity please complete the Annuity Open Market Option Request form.

Further important information regarding benefits and protected rights is available in the notes section of the form.

I apply to James Hay Insurance Company Limited for Membership of the Protected Rights Plan.

- a) I agree to be bound by the rules of the Scheme
- b) I acknowledge and accept the Terms and Conditions for the Protected Rights Plan and have read and understood the Key Features, the SIPP Technical Product Guide and the notes at the back of this Application Form and agree to the charges detailed in the Protected Rights Plan Charges Schedule
- c) I confirm that to the best of my knowledge and belief, the particulars given on the Application Form are correct and complete
- d) I undertake to tell James Hay 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.
- e) I understand that if I have appointed a Financial Adviser, James Hay will normally send correspondence to my Financial Adviser unless I have requested otherwise
- f) I hereby consent to James Hay obtaining details from any pension scheme, arrangement or contract of which I am, or have been, a Member and authorise the giving of any such details to James Hay
- g) I hereby consent to James Hay requesting the transfer of my entitlement to benefits from the schemes listed in the transfers section
- h) I request the issue of arrangement(s) under the Scheme, each of which is held by James Hay Pension Trustees Limited as a separate trust fund distinct from other arrangement(s) under the Scheme. I understand that details of the arrangements that will be issued in respect of this application are available on request.
- i) If investing in the Investment Centre funds, I confirm that I have read and understood the appropriate Investment Centre Terms and Conditions
- j) I understand that the value of the Plan may only be applied to provide benefits at the time I take retirement benefits or upon my death, and that James Hay Pension Trustees Limited will provide the appropriate benefits as required
- k) I hereby give authority for James Hay to accept investment and disinvestment instructions from my appointed Financial Adviser
- l) If I request James Hay appoints Abbey Stockbrokers Limited (ASL) I fully understand and agree:
  - That I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of the James Hay Protected Rights Plan
  - To hold James Hay Insurance Company Limited, James Hay Pension Trustees Limited and James Hay Administration Company Limited jointly indemnified against any claim in respect of such decisions
  - That James Hay Administration Company Limited and James Hay Pension Trustees Limited have not carried out and shall not in future carry out any review of Abbey Stockbrokers Limited financial status. I or my Financial Adviser are responsible for checking these matters on my behalf and ensuring that Abbey Stockbrokers Limited is suitable for my investment objectives.

- m) I request and consent to the payment of benefits set out in Section 5 of this application. I understand and agree that:
  - I will be able to change the amount of income, within the limits set down by the Rules of the Scheme, but if I choose to do so at any time other than the annual review date, an extra charge may be levied from my Protected Rights Plan to meet the additional administration costs
  - If I select now, or at any time in the future, an amount of income which is above HM Revenue & Customs upper limit, then James Hay will pay income equal to the upper limit
  - An alternatively secured pension or an annuity will have to be secured on or before my 75th birthday
  - James Hay has the right to liquidate investments sufficient to pay the benefits at its sole discretion if I, or my advisers, fail to give adequate instructions in that respect
  - If appropriate, James Hay has my authority to check with HM Revenue & Customs the details of any certificate which I supply which enhances my lifetime allowance.
- n) Upon my death, I authorize you to continue to communicate with my appointed financial adviser, or investment manager regarding the distribution of the death benefits of my pension plan with you. This authority will temporarily remain in force until my beneficiaries have had an opportunity to confirm the adviser is to continue to act on their behalf directly, or they have instructed you to remove this authority, or have instructed you to appoint a different adviser or Investment Manager.

#### CRYSTALLISED RIGHTS ONLY

- o) I understand that the crystallised arrangements within this Plan has been established for the purpose of accepting the transfer payment of crystallised rights from registered pension schemes only
- p) I understand that the crystallised arrangements within this Plan prohibits the acceptance of
  - i) contributions, **or**
  - ii) other types of transfer payments
- q) I understand that no pension commencement lump sum is payable under the crystallised arrangements

I understand it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

I acknowledge and accept the terms of this Agreement and I understand that the services provided under it do not extend to financial advice under the terms of the Financial Services and Markets Act 2000.

**DATA PROTECTION**

Whether or not I become a customer, all the information I and/or my Financial Adviser give to you, James Hay, or you hold on me including transactional data, may only be shared by the group of SIPP administration companies within the IFG Group, and their service providers and agents who may be located in other companies. I understand that you will ensure that my information is only used in accordance with your instructions and your own strict internal confidentiality policies. If you transfer my information to another country, you will also ensure that it is given the same levels of protection as required under the UK Data Protection Act.

I agree that my information may be used in this way for administration purposes, and to:

- Provide and run the product I have applied for and develop and improve your products and services
- Check my identity to prevent financial crime. I understand that you may contact me for further information and evidence if necessary before the Plan is opened.
- Identify and advise me by post, telephone or electronic media of products or services, which your group of companies and associated companies think may interest me
- Invite me to take part in market research surveys.

**If I would prefer not to receive up to date information on other products and services or to be included in market research, I can tick the following boxes: Please do not contact me by telephone  by post  by e-mail  for market research . Unless I have indicated otherwise, by continuing with this application, I consent to you contacting me via any of the channels above.**

Before you can open my account, you will check my details with fraud prevention agencies, and may make searches at credit reference agencies who will supply you with information including information from the electoral register, for the purposes of verifying my identity. Scoring methods may be used to verify my identity. A record of this process will be kept that may be used to help other companies to verify my identity. If I give you false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by IFG Group PLC. Law enforcement agencies may access and use this information.

You and other organisations may search and use the records held

by credit reference and fraud prevention agencies about me and my financial associates or partner/spouse and others in my household, to prevent crime, fraud and money laundering and for example:

- To check details provided on applications for credit and credit related or other facilities
- To verify my identity if I or my financial associate applies for other facilities
- To help make decisions about credit and credit related services, insurance proposals and claims, and all types of facilities for me, my financial associate or partner/spouse and other members of my household
- To check the operation of credit and credit related accounts and to manage accounts and facilities, including tracing debtors and recovering debt
- To help make decisions about job applicants and employees
- To undertake statistical analysis and system testing.

You and other organisations may search and use from other countries the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies you use is available by contacting you.

You may also give essential information about my account to my Financial Adviser and others if necessary to run my account and for regulatory purposes. If money is sent electronically (e.g by CHAPS or telegraphic transfer) from my account I understand that personal information about me contained in the transaction may be provided to overseas authorities and the beneficiary bank in order to comply with applicable legal obligations and prevent crime. I accept that you may be required to supply the beneficiary bank with my full name, address and account number and that this information may reach the beneficiary intact.

Information about me will be kept after my account is closed. I understand I have the right to see certain records you hold about me on payment of a fee and that an information sheet explaining my rights is available from James Hay Administration Company Limited, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

Applicant's signature

Date

D	D	M	M	Y	Y	Y	Y
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## Explanatory Notes

1. This form cannot be used to verify the identity of any customer that falls into one of the following categories:
  - Those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification, **or**
  - Those whose identity has not been verified by virtue of the application of a permitted exemption under the Money Laundering Regulations, **or**
  - Those whose identity has been verified using the source of funds as evidence.
2. This confirmation must carry an original signature, or an electronic equivalent.

## Notes

James Hay Insurance Company Limited is the provider of the Protected Rights Plan and has appointed James Hay Pension Trustees Limited as Trustee of the Scheme and James Hay Administration Company Limited to administer the Scheme. Reference to James Hay in this document includes these companies where relevant in the particular context and unless a specific company name is mentioned.

### TRANSFERS

- James Hay is not an annuity provider and is unable to accept Open Market Options
- In-specie Transfer Value means that rather than your current pension assets having to be sold and a cash value transferred, it may be possible to transfer the physical assets with the agreement of your existing pension provider. For more information on the availability of this facility please call 0845 850 4455.

### BENEFITS

- The annual income you can choose to take from your Plan is subject to a maximum limit and if you are aged 75 or over, a minimum limit. These limits are governed by HM Revenue & Customs rules and are calculated using tables provided by the Government Actuary's Department.
- If you intend to take benefits from your protected rights fund using income withdrawal and you have other pension rights in the scheme, the Department of Work and Pensions require that the protected rights benefits are not depleted at a greater rate when compared with your other benefits in the scheme. This commonly referred to as the 'proportionality' rule. Further information on this topic can be found in the SIPP Technical Product guide.
- Before any benefits can be paid from your Plan James Hay will require the full transfer value and associated transfer information, including any HM Revenue & Customs certificates enhancing your lifetime allowance, the re-registration of any assets being transferred in specie to be complete, evidence of your age, name and address
- To ensure that your income payment is included within our monthly income payroll, sufficient cleared monies must be held in the Plan bank account at least nine working days before the end of the month prior to the date the income payment is to be made.

- Income is always paid on the first business day of the month
  - If you wish to start taking an income from your plan, you must notify us at least fifteen working days before the end of the month prior to the date the first income payment is to be made
  - If you wish to vary the amount of income you receive, you must notify us at least ten working days before the end of the month prior to the date the change is to come into effect
  - If you are in partial drawdown and wish to take income from your remaining uncrystallised funds, you must notify us at least fifteen working days before the end of the month prior to the date the change is to come into effect.

**PLEASE NOTE: The 'date the change is to come into effect' is always the first business day of the month.**

### INVESTMENTS

- All monies received will be held on deposit in the Plan bank account until investment instructions are received
- James Hay will require satisfactory transfer information from the transferring scheme administrator(s) before investments can take place
- Investments will only take place upon receipt of all expected monies, unless James Hay has received alternative written instructions
- Investments will not normally be processed until your new income has been calculated, unless James Hay has received alternative written instructions
- Investments in Investment Centre Funds are subject to separate Terms and Conditions, which are available on request.

## Checklist of Additional Documentation Required

Copies of supporting literature and forms are available at [www.jameshay.co.uk](http://www.jameshay.co.uk)

### EVIDENCE OF YOUR IDENTITY TO OPEN YOUR PLAN

Completion of the Confirmation of Verification of Identity by your Financial Adviser

#### OR

Black and white photocopies of two documents - one from list A and one from list B. (Items from the same source cannot be used twice).

#### List A

- Unexpired passport
- Unexpired UK old style driving licence (not provisional)
- Unexpired UK Photocard driving licence
- Firearms certificate or shotgun licence
- EEA or Switzerland National Identity Card
- Northern Ireland Voters Card.

#### List B

- Unexpired UK old style driving licence (not provisional)
- Unexpired UK Photocard driving licence
- Council Tax Bill
- Firearms certificate or shotgun licence
- Bank Statement (not internet printed)
- Credit Card statement (not internet printed)
- Utility Bill (not mobile phone, satellite/cable TV or internet printed bills)
- HM Revenue & Customs coding/assessment/statement/tax credit
- Northern Ireland Voters Card.

**BENEFIT PAYMENT FORM** if you would like to take income withdrawal from your uncrystallised fund

**COMPLETED INVESTMENT CENTRE BUY FORM**

**ABBAY SHAREDEALING APPLICATION FORM**

