SIPP

JAMES HAY PARTNERSHIP

Instruction to Transfer Money from Investment Manager

(For James Hay Partnership SIPP)

JHAY0983

Member Guidelines

Please complete this form in BLOCK CAPITALS and black ink. **Please note, we are not able to process forms where information is missing or incomplete.**

Once completed, this form should be posted to:

James Hay Partnership, Dunn's House, St Paul's Road, Salisbury SP2 7BF.

If you require any assistance, please call your Account Executive.

1 Personal Details

Member to complete

Member Name

SIPP number

2 To the Investment Manager Named Below

Member to complete

Please complete in BLOCK CAPITALS in black ink, ticking boxes where appropriate.

Source of Funds

Investment Manager's name

Investment Manager address

Post Code

Investment Manager reference number

Ad Hoc Transfer

Please transfer the sum of £ to James Hay Pension Trustees Limited from the above detailed Investment Manager account.

If there is an Investment Manager charge levied for a CHAPS transfer of funds to James Hay Partnership please proceed with the instruction deducting the charge from the portfolio held by the Investment Manager in addition to the sum being transferred.

Yes ☐ No ☐

If '**No**' please send money by BACS or cheque, whichever payment carries no charge.

Regular Transfer

Please transfer the sum of £ to James Hay Pension Trustees Limited from the above detailed Investment Manager account on a

Monthly ☐ Quarterly ☐ Half yearly ☐ Annual ☐ basis.

Please make the first regular payment so that it arrives with James Hay Partnership by D D M M Y Y Y Y

3 To be signed by all Trustees

James Hay Pension Trustees Limited to complete

Account held in the names of

James Hay Pension Trustees Limited

and

Account designation

Bank details to which the money should be transferred

Account name

James Hay Pension Trustees

Sort code

2 0 1 7 1 9

Account number

8 3 6 1 9 0 5 2

Bank address

9 - 11 St Andrews Street

Cambridge

Post Code CB2 3AA

Reference to be quoted

Please note, this is a pooled account and as such it is important that the correct references are quoted on the payment in order for the payment to be allocated accordingly. Failure to do so may result in money being returned.

If payable by cheque, please make payable to

James Hay Pension Trustees Limited

and send the cheque to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF

Signed for on behalf of the Trustees

Corporate Trustee

Signature

Signature

Authorised Signatories of

James Hay Pension Trustees Limited

Date

D D M M Y Y Y Y

3 To be signed by the Member Trustee

Member to complete

Member Co-Trustee

Signature

Name

Date

D D M M Y Y Y Y

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); 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 Pensioneer 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 IFG House, 15 Union Street, St Helier, Jersey, JE1 1FG. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL and IPS Plc have their registered office at Trinity House, Buckingway Business Park, Anderson Road, Swavesey, Cambs CB24 4UQ. PAL, STL, and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. UPTL has its registered office at Boundary House, 91-93 Charterhouse Street, London, EC1M 6HR. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS, and IPS Plc are authorised and regulated by the Financial Services Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FSA. Therefore, IPS and IPS Plc are not regulated by the FSA in relation to these schemes or services.