



JHAY0675D

# Internal Switch to Modular iSIPP Form

**Application guide**

This form should only be used if you have an existing SIPP, the underlying structure of which is the James Hay Personal Pension Plan and you wish to change to a Modular iSIPP. If you are unsure about whether this applies to your existing SIPP, please contact us before proceeding. More information on the Modular iSIPP is available on our website [www.jameshay.co.uk](http://www.jameshay.co.uk) or from your financial adviser.

Please complete this form in BLOCK CAPITALS and black ink and return it to James Hay Partnership, Dunn's House, St. Paul's Road, Salisbury, SP2 7BF. If you require any assistance, please call your Customer Support Team or our general enquiry number on 03455 212 414.

Which product do you wish to change? (tick one box only)

- iSIPP
- Private Client SIPP
- Partnership SIPP <sup>1</sup>

SIPP member number

**<sup>1</sup> PLEASE NOTE: If you hold a Partnership SIPP you are currently a co-trustee of your SIPP. If you change your Partnership SIPP to the Modular iSIPP, you can no longer be a co-trustee as the Modular iSIPP is a sole-trustee product. James Hay Pension Trustees Limited will be the only trustee of the Modular iSIPP.**

**1 Personal details** Applicant to complete

**IMPORTANT: If you do not fully complete each part of the form, it may delay the application process.**

Title

Forename(s)

Surname

Date of birth

Permanent residential address

Postcode

Telephone  Mobile

Email

Nationality

Do you have dual nationality? Yes  No  If **Yes**, please specify

Are you a US Person or resident of the US for tax purposes? Yes  No

If **Yes**, we may not be able to proceed with your application. Please contact us for further details.

US Person means a person who is a citizen or national of the United States of America ('US') (including dual citizens or nationals); or a resident or ordinarily resident in the US for US tax purposes.

**2 Financial adviser details**

Applicant to complete

Please only complete this section if you have appointed a Financial Conduct Authority (FCA) regulated financial adviser who is going to provide advice to you in respect of your Modular iSIPP. If you wish to pay adviser charges to your financial adviser from your Modular iSIPP, please also complete the relevant Adviser Charges section below.

Company name

Network name (if applicable)

Contact name

FCA firm reference number

Address   
  
  
 Postcode

Telephone  Email

**PLEASE NOTE: Your financial adviser will need to sign up to our 'Financial Adviser Terms of Business'. This is available from our website at [www.jameshay.co.uk](http://www.jameshay.co.uk).**

**2a Adviser charges: One-off charge**

Applicant to complete

If your financial adviser intends to charge a one-off amount for the establishment of your Modular iSIPP, please indicate the amount that is required below. We will make this payment automatically when sufficient funds are available.

One-off charge amount  £

**2b Adviser charges: Product level**

Applicant to complete

All adviser charges will be calculated and paid automatically by James Hay. If your financial adviser would prefer to invoice us instead, please tick here

Upon receipt of an invoice, we will check to ensure the amount does not exceed the amounts detailed below and/or overleaf.

**PLEASE NOTE: The maximum adviser charge we will facilitate from the Modular iSIPP is 5% (including VAT).**

**INITIAL ADVISER CHARGES FOR CONTRIBUTIONS****Option 1**

Percentage  % of each contribution received

OR

**Option 2**

Fixed amount  £  of each contribution received

**INITIAL ADVISER CHARGES FOR TRANSFERS IN****Option 1**

Percentage  % of each pension transfer received

OR

**Option 2**

Fixed amount  £  of each pension transfer received

Do you want your adviser charge calculated on the value of contributions before or after any tax reclaims are applied?

Before  After  N/A

**ONGOING ADVISER CHARGES****Option 1**

Percentage  % of the value of your Modular iSIPP  
OR

**Option 2**

Fixed amount  £  
OR

**Option 3**

Tiered percentage

From	£0.00	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
Over	<input type="text"/> £	take	<input type="text"/> %		

For Options 1 and 3, are any percentage based ongoing adviser charges to be applied across **all** assets in your Modular iSIPP?

Yes  No

If you wish to **exclude** any asset groups from the calculations above, please specify below. Please note that we are unable to exclude individual investments or investment manager/stockbroker accounts.

- Cash in the SIPP Bank Account
- Cash held with cash panel providers
- All Investment Centre funds (including Managed Portfolio Panel)
- All assets held with an investment manager or stockbroker
- Commercial property
- All Specialist Investments
- All other assets held directly within the SIPP

How frequently would you like your ongoing adviser charges paid? Monthly  Quarterly  Half-yearly  Annually

**PLEASE NOTE: If the fixed amount of product level adviser charges (Option 2 above) exceeds 5% (including VAT) of the value of your Modular iSIPP this may be queried with you.**

**INITIAL ADVISER CHARGES FOR INVESTMENTS IN THE JAMES HAY INVESTMENT CENTRE**

%

**INITIAL ADVISER CHARGES FOR WHOLE OF MARKET INVESTMENTS****Option 1**

Percentage  %  
OR

**Option 2**

Fixed amount  £

**ONGOING ADVISER CHARGES FOR WHOLE OF MARKET INVESTMENTS****Option 1**

Percentage  %  
OR

**Option 2**

Fixed amount  £

If your financial adviser wishes to take investment level adviser charges on any investment this should be stated when the trades are placed.

If the level of investment level adviser charges stated on a trade instruction exceeds the levels stated above, this may delay the trade as we will query this.

**PLEASE NOTE: The maximum adviser charge to be facilitated must not exceed 5% (including VAT) of the value of your Modular iSIPP.**

### 3 Investment details

Applicant to complete

Please give us your instructions as to how you would like to switch your existing SIPP investments into your Modular iSIPP. We will allocate your investments into the appropriate Module on your behalf and this will result in the relevant Module charges being applied.

If you are switching from a Partnership SIPP and are a co-trustee, please note you may be required to complete further documentation to transfer any investments from joint to sole trustee. If this is the case, we will contact you.

Please tick one of the boxes below:

I wish to transfer my existing investments to the Modular iSIPP without making any other changes

Please go to Section 4.

I wish to sell all my investments and transfer the cash into the Modular iSIPP

Please go to Section 4.

I wish to transfer my existing investments to the Modular iSIPP and for them to be held as set out in the table below

Please complete table below.

**PLEASE NOTE: Any cash and investments not listed below will be transferred across to the Modular iSIPP in their current form.**

Investment manager/ Fund provider name	Asset name or investment manager portfolio	Fund provider policy/ account number	Asset code e.g. ISIN code	Transfer to Investment Centre		Transfer to EQi <sup>2</sup> (please tick)	Transfer to a Panel stockbroker or Off Panel stockbroker/investment manager (please insert the name of the investment manager or stockbroker <sup>3</sup> )	Investment to be sold and cash transferred (please tick)
				Select (please tick)	Collect (please tick)			

<sup>2</sup> If you do not have an existing EQi (formerly Selftrade) account, please complete the 'EQi Account Application Form for Modular iPlan' available from our website at [www.jameshay.co.uk](http://www.jameshay.co.uk). Unit trusts and Open-Ended Investment Companies (OEICs) cannot be held within the EQi account established by your Modular iSIPP; these must be re-registered, where possible, into the Investment Centre.

<sup>3</sup> If you do not have an existing investment manager or stockbroker account, please complete their relevant application form and send it to us.

#### For sales only:

If a fund provider sale charge is applicable, please confirm if you wish us to proceed with the sale without advising you of the level of the charge.

Yes  No  If **No**, we will advise you of the amount of the charge before making the sale.

If there is a fund provider charge for a CHAPS transfer of money to us, please confirm if you wish us to proceed with the instruction deducting the charge from the sale proceeds.

Yes  No  If **No**, we will instruct the fund provider to send the sale proceeds by Faster Payments or cheque, whichever payment carries no charge.

### 4 Commercial property

If your existing SIPP owns a commercial property, please note that if the property is jointly owned with other SIPP members, all SIPP members owning the property will need to internally switch to a Modular iSIPP. Each SIPP member will need to complete a separate internal switch form.

### 5 Evidence of your identity

As part of this application we will carry out identity checks to re-verify your identity. We will do this by searching at credit reference agencies who will supply us with information, including information from the electoral register, for the purposes of verifying your identity. Scoring methods may be used to verify your identity. If this does not provide us with sufficient verification, we may need to contact you or your financial adviser to obtain documentary evidence of your identity, such as a copy of your passport and a utility bill.

Before signing this declaration, it is important that you carefully read the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; and the Key Features of the Modular iSIPP. These documents specify important information about your Modular iSIPP, how the product works, the benefits and risks and the charges you will pay. The documents can be found on the literature section of our website [www.jameshay.co.uk](http://www.jameshay.co.uk).

There is a lot of information for you to consider so, if you are in any doubt about whether the Modular iSIPP is right for you, we strongly recommend that you seek advice from a regulated financial adviser.

If you would like to speak to a financial adviser, but do not have one, please visit [www.unbiased.co.uk](http://www.unbiased.co.uk) or call them on 0800 023 6868 to obtain a list of financial advisers in your local area.

If you have any queries for us, please direct them to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF or call us on 03455 212 414.

I hereby:

- instruct James Hay Partnership to: (1) change my existing SIPP to the Modular iSIPP; and (2) fulfil my instructions in Section 3 above.
- apply to James Hay Administration Company Limited for membership of the Modular iSIPP.
- acknowledge that my existing SIPP Terms and Conditions shall be replaced by the Terms and Conditions applicable to the Modular iSIPP.

I hereby declare as follows:

- a) I agree at all times to be bound by, and comply with, the Trust Deed and Rules of the James Hay Personal Pension Plan, as amended from time to time; the SIPP Terms and Conditions; Section 1 of the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; and the James Hay Online Terms and Conditions.
- b) To the best of my knowledge and belief, the particulars given on this internal switch form are correct and complete.
- c) I undertake to tell you in writing within 30 days if:
  - there is any change to my name, permanent residential address or residency status;
  - I am made bankrupt; or
  - there are any changes to the information contained in this internal switch form as soon as I am aware that what is stated is no longer true and complete.
- d) 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.
- e) If I am no longer entitled to tax relief on my contributions I undertake to tell you in writing no later than:
  - 5 April in the year of assessment in which this occurs; or
  - within 30 days of this change.
- f) I accept that the value of my Modular iSIPP 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.
- g) I accept that if I appoint a financial adviser, you will send correspondence to my financial adviser unless I have requested otherwise or if I cease to use the services of a financial adviser and notify you of this accordingly.
- h) If I have appointed a financial adviser, I give my authority for you to accept investment and disinvestment instructions from them and to pay adviser charges to them as detailed in this internal switch form.
- i) If I have indicated that I wish to use the services of EQi or any other stockbroker/investment manager under Section 3 of this internal switch form, I accept and agree that:
  - I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of my Modular iSIPP. Furthermore, where my account is operated on an execution only or advisory basis then I accept that it is the joint responsibility of myself and my financial adviser to ensure any investments purchased comply with the Modular iSIPP Permitted Investments List.
  - I hold James Hay Services Limited, James Hay Pension Trustees Limited and James Hay Administration Company Limited harmless and indemnify each of them against any claim in respect of decisions relating to the purchase, retention and sale of the investments forming part of my Modular iSIPP.
  - I acknowledge and accept that James Hay Services Limited, 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 the nominated stockbroker's/investment manager's financial status or their investment and/or risk strategies, nor will James Hay Partnership monitor their ongoing performance. I am, or my financial adviser is on my behalf, responsible for checking these matters and ensuring that the stockbroker/investment manager is suitable for my investment objectives.
  - My stockbroker/investment manager will be bound by the stockbroker/investment manager terms of business agreed with James Hay Partnership. I will not take any action, intentionally or otherwise, or instruct my stockbroker/investment manager to take actions that result in a breach of this agreement.
  - I have seen and I accept the terms and conditions and charges schedule of the stockbroker/investment manager I wish to appoint.
- j) If I am investing in a UCITS fund (Undertakings for Collective Investment in Transferable Securities), I certify that before providing investment instructions to you I will have either:
  - printed a copy of the current version of the Key Investor Information Document (KIID) or Key Information Document (KID), as appropriate; or
  - saved an electronic copy of the current version of the KIID or KID.

- k) I accept that James Hay Partnership will not assess me against a investment manufacturer's target market when I make any investments. If I am receiving financial advice on the investment, my financial adviser will make such an assessment. If I am not receiving financial advice, I am responsible for considering the investment manufacturer's target market before making my investment decision.
- l) I accept full responsibility in respect of any claims, losses and expenses that you may incur as a result of any incorrect information provided by me in this internal switch form or of any failure on my part to comply with any aspect of this internal switch form.
- m) (If applicable) I acknowledge and accept that by switching my Partnership SIPP to the Modular iSIPP, I will no longer be a co-trustee of my SIPP and that James Hay Pension Trustees will be the only trustee of the Modular iSIPP and my membership number will also change.

### Data Protection Statement

You can access full details on what to expect when we process your personal data under your product in the Data Protection Statement - James Hay Products document, which is available on our website at [www.jameshay.co.uk](http://www.jameshay.co.uk) or by calling us on 03455 212 414. If you have any questions about data protection, please contact us using the contact details in the Data Protection Statement.

At James Hay, we conduct market research to improve our products and services. Please tick this box if you do not wish to receive invitations to participate.

You can change your mind at any time by contacting us.

If you have a financial adviser appointed, your financial adviser may view any additional products you hold with us on James Hay Online, even though your financial adviser is not appointed for those additional products.

This internal switch form must be completed by you or an FCA authorised financial adviser who holds the appropriate permissions. If completed by an FCA authorised financial adviser, you must still check that the completed information is correct, as by signing below you are confirming this.

**It is an offence to make false statements and the penalties are severe and could lead to prosecution.**

By signing this internal switch form below, I confirm:

- Where I have received advice in relation to switching to this product, that my financial adviser has provided me with the following documents: the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; the Key Features of the Modular iSIPP; and the Data Protection Statement - James Hay Products.
- Where I have not received financial advice in relation to switching to this product, that I have accessed and read the following documents: the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; the Key Features of the Modular iSIPP; and the Data Protection Statement - James Hay Products.
- I agree to be bound by, and to at all times comply with, the SIPP Terms and Conditions; Section 1 of the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List and the above Declaration.

Applicant's name

Applicant's signature

Date

D	D	M	M	Y	Y	Y	Y
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**We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).**

James Hay Partnership is the trading name of James Hay Partnership Management Limited (JHPM) (registered in England number 02538532); James Hay Services Limited (JHS) (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); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371). JHS has its registered office at Aztec Group House, 11-15 Seaton Place, St Helier, Jersey, JE4 0QH. JHPM, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPS Plc, and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. (3/21)