

Internal Merger of James Hay SIPP Request Form

**Application guide**

Please use this form if you have a SIPP administered by James Hay Administration Company Limited and you wish to merge it into another SIPP also administered by James Hay Administration Company Limited.

The SIPPs must all be held under the registered pension scheme called the James Hay Personal Pension Plan so that merging them is not a formal pension transfer.

PLEASE NOTE: It may not always be possible to merge your SIPP into another existing SIPP. Please contact us if you are unsure whether your plans can be merged.

Please complete this form in BLOCK CAPITALS and return it to James Hay, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB. If you require any assistance please call your Customer Support Team or our general enquiry number 03455 212 414.

1 Personal details

Applicant to complete

Existing SIPP number(s) to be closed ('Closing SIPP(s)')

Existing SIPP number to remain open and into which the Closing SIPP(s) will be merged ('Receiving SIPP')

Title

Forename (s)

Surname

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

Date of birth

D	D	M	M	Y	Y	Y	Y
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Permanent residential address

Postcode

Telephone

Email

Nationality

If you have dual nationality, please specify

2 Financial adviser details

Applicant to complete

Company name

Network name (if applicable)

Address

Postcode

Contact name

Telephone

Email

FCA firm reference number

3 Investment details

Any cash held in your Closing SIPP(s) will be transferred to your Receiving SIPP.

All assets held in your Closing SIPP(s) will be transferred in-specie to your Receiving SIPP where possible.

If it is not possible to transfer an asset in-specie, we will contact you to find out if you wish to sell the asset. If this is not acceptable, you may choose not to complete the merger and to keep both/all your SIPPs open.

PLEASE NOTE: Partial transfers of cash or assets are not possible.

4 If you are currently invested in a model portfolio on the Managed Portfolio Panel

If your Closing SIPP(s) is/are connected to a model portfolio on the Managed Portfolio Panel and your Receiving SIPP is not similarly connected, when the SIPPs are merged, the model portfolio arrangement will cease. Your investments will remain in the same funds as those selected under the model portfolio arrangement, but will not be subject to any rebalancing, or other investment manager activities.

On transfer to the Receiving SIPP, any regular disinvestment instructions relating to the funds that were previously held in the model portfolio will continue. However, any regular investment instructions will cease and you will have to re-establish them, if still required.

If you wish the model portfolio arrangement to continue in your Receiving SIPP you will need to re-apply for the model portfolio via the Managed Portfolio Panel. Please note, if you select a model portfolio in your Receiving SIPP you will not be able to continue to hold funds in the Investment Centre on a standard basis.

For further information, please refer to the Managed Portfolio Panel terms and conditions which can be viewed on our website at www.jameshay.co.uk/literature.

5 Declaration

Applicant to complete

I instruct James Hay Partnership to close my existing SIPP(s), detailed above as the Closing SIPP(s), and transfer the cash and assets held within it/them to my Receiving SIPP as detailed on this form.

I agree that any benefits currently being taken from my Closing SIPP(s) should, in future, be taken from my Receiving SIPP.

I understand that as my Closing SIPP(s) and my Receiving SIPP are each held under the same scheme (the James Hay Personal Pension Plan) the transfer of assets and benefits between them does not constitute a pension transfer as defined by HM Revenue & Customs.

I confirm that to the best of my knowledge and belief, the particulars given on this form are correct and complete.

I undertake to tell James Hay Partnership in writing within 30 days if:

- there is any change to my residency status; or
- there is any change in my name or permanent residential address.

Member 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).

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