ROYAL LONDON

Group Stakeholder Pension Plan

Employee authorisation form

You'll need to complete this authorisation form if you'd like to join your employer's group stakeholder pension plan. This plan is offered by Royal London and forms part of The Royal London Stakeholder Pension Scheme (No 2).

- Please use BLOCK CAPITALS when completing this form.
- You'll need to return your completed form to your employer.

1 Your details

Name of your employer's group stakeholder pension plan

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Forename(s)

Surname

Permanent residential address

Postcode

Date of birth D D M M Y Y Y Y

Marital status

National Insurance number

I don't have a National Insurance number ☐

Employment status

Which statement best describes your employment status? If you receive more than one category of income you should tick the box that reflects your principle (main) source of income.

Employed ☐ Child under 16 ☐ In full-time education ☐

Self-employed ☐ Pensioner ☐ Caring for one or more children under 16 ☐

Caring for a person aged 16 or over ☐ Unemployed ☐ Other

1 Your details continued

We'd like to keep in touch with you by email about your plan and any relevant developments to our service.

Contact phone number	
Personal email address	
Workplace email address	

We may contact you by mail, phone, email or SMS either directly or through your approved financial adviser with further offers, promotions and information about our products and services that may be of interest to you. Please tick this box if you don't want to receive this information. ☐

2 Your contributions

Please tell us how much you're going to regularly contribute to your plan each month.
% of pensionable salary ☐☐☐.☐☐ %

If you've triggered the money purchase annual allowance (MPAA) by flexibly accessing your pension savings with us or any other provider please insert the date the first payment was made. ☐☐ ☐☐ ☐☐☐☐

You can find out more information about the MPAA within the key features document for your employer's group stakeholder pension plan.

3 Your pension savings

You can start taking your pension savings from age 55 even if you're still working. This will increase to age 57 from 6 April 2028.

Please tell us what age you want to start taking your pension savings. Age ☐

4 Your investment choice

Your contributions will be invested in the plan investment choice unless you choose alternative investments in the table below. You can review and change your investment choice at any time.

Name of Fund/Lifestyle Strategy/Governed Portfolio	Percentage (%)
Total	**100%**

If you invest in a Lifestyle Strategy or a Governed Portfolio you must invest 100% in that strategy or portfolio.

If you invest in funds which you want to rebalance, please tick one box below to tell us the rebalancing frequency.

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

You can get more information about the investment options available to you in our **Pension investment options guide**, which you can download from **yourplan.royallondon.com/retirement**

5 | Your beneficiaries

Please read this section carefully.

If you die before taking all your retirement savings under your plan, the value of your plan will be paid out in accordance with the rules of The Royal London Personal Pension Scheme (No 2).

We (Royal London, the administrator of the above scheme) will use our discretion when deciding who should receive the value of your plan in the event you die before taking all your retirement savings. You can use the table below to tell us who you would like your retirement savings to be passed onto. Any nomination is not legally binding but we'll seek to follow your wishes. We will however, make changes if we feel it is right to do so. For example if your personal circumstances had changed since you last updated your beneficiaries, such as divorce or separation. It's therefore very important that you let us know if you wish to change your nomination at any point.

By distributing the value of your plan in this way, it means that the payment will not normally be subject to inheritance tax.

Full name	Connection to me	Proportion (%)
Total	**N/A**	**100%**

Example table below

Full name	Connection to me	Proportion (%)
Mr John Sample	Spouse	33.34%
Miss Rachel Sample	Child	33.33%
Mr James Sample	Child	33.33%
Total	**N/A**	**100%**

Need more space? Please tick the box and provide any extra nominations or additional information on a separate piece of paper. This should be signed, dated and attached to this form. ☐

When completing this application form, you should discuss with a financial adviser other ways in which the value of your plan could be paid out. For example, you could direct us to make the payment to a named person. However, we would be legally bound by that nomination and if, at a later date your personal circumstances change and you forget to tell us, we would be legally bound to make the payment to the nominated named person that we hold on our records (which could, for example, be an ex-partner). The payment may also be subject to inheritance tax.

If you would like your death benefits to be paid in a different way, please make a request in writing.

When we're notified of your death, we'll explain to your beneficiaries the different ways in which pension savings can be paid to them. We only use this information to pay the pensions savings in the event of your death. Please make sure your beneficiaries are aware of how we use their information. Remember that when you're choosing, you can't choose who any remaining money can be paid to when your beneficiaries die.

6 How we'll use your personal information

In this notice, we've included a summary of how we use your information. Our full privacy notice contains more detail on what we do with it, how long we keep it for, our lawful basis and your rights under data protection laws.

We use your information, which may be provided by you, through your adviser or from your employer, to set up and service your plan and meet our legal obligations, such as:

- setting up and administering your plan
- completing any requests or managing any queries or claims you make
- verifying your identity and preventing fraud. This is usually where we have a legal obligation.
- fulfilling any other legal or regulatory obligations
- sending you membership information and managing your membership rights.

We also use your information for other activities. Where we do this we need to have a legitimate interest. Activities are assessed and your rights and freedoms are taken into account to ensure that nothing we do is too intrusive or beyond your reasonable expectations. We use legitimate interests for:

- Researching our customers' opinions and exploring new ways to meet their needs – This helps us understand if customers have suitable products and improves the customer experience.
- Assessing and developing our products, systems, prices and brand – We combine your information with others' to check our products and prices are fair.
- Monitoring the use of our websites – See our cookie policy online.
- Marketing and communications – To send you information about your products and other products you may be interested in.

If we lose touch, we'll use a trusted third party to find you and reunite you with your plan, if we can. We may also monitor and record phone calls for training and quality purposes.

Who sees and uses my personal information?

Certain employees of Royal London are given access to your personal information. We also share your information with other companies. We only use trusted third parties, such as:

- your employer, for example, they'll receive reports to help them help you;
- service providers, for example, mailing houses for printing;
- ID authentication and fraud prevention agencies;
- your authorised financial adviser(s), auditors and legal advisers;
- legal/regulatory bodies, such as HM Revenue & Customs;
- external market research agencies, data brokers, for example, Experian; and
- reassurers and medical agencies, if you need to claim under an ill health or similar benefit.

We make sure the use of your information is protected and we'll never sell your information.

Overseas transfers

Depending on the plan you have, some of your personal information might be processed outside of the European Economic Area (EEA). For more information see the full privacy notice on our website.

What are my rights?

Access – You have the right to find out what personal information we hold about you.

Rectification – If your details are incorrect or incomplete, you can ask us to correct them for you.

Erasure – You can ask us to delete your personal information in some circumstances.

Object – If you have concerns about how we're using your information you have the right to object in some circumstances, including where we're using 'legitimate interests' (as mentioned above).

Direct marketing – You have a right to object to direct marketing, which we'll always act upon.

Restriction – You have the right to restrict the use of your information in some circumstances.

Data portability – In some circumstances, you can ask us to send an electronic copy of your information.

If you wish to exercise any of these rights please contact us in writing.

How can I find out more?

You'll find the full notice at **royallondon.com/privacynotice**. Or you can call **0800 0858352** for a recorded version or if you want this in another format.

How to contact our Data Protection Officer

You can contact our Data Protection Officer by emailing **GDPR@royallondon.com** or by writing to **Royal London, Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL**.

7 Your declaration

Please read the declaration and then sign and date this form. If there's anything that you don't understand, you should speak to a financial adviser or Royal London.

I authorise my employer to:

- include me in their group stakeholder pension plan;
- deduct contributions from my salary as instructed by me; and
- provide Royal London with information about me which is necessary to administer my plan, including relevant personal information. I confirm that I've read and understood the Privacy notice on the previous page.

I agree that in order to administer my plan, Royal London can:

- act upon reasonable instructions they receive on my behalf from my employer, any adviser appointed by my employer or my adviser and won't be responsible for any consequences of doing so; and
- disclose any necessary information to my adviser or any adviser appointed by my employer.

I understand that:

- I can join my employer's group stakeholder pension plan without receiving financial advice or paying an adviser charge;
- if I want to receive financial advice regarding my plan and I agree a separate adviser charge with my financial adviser, I'll need to complete a separate adviser charge instruction form;
- my plan will be administered by Royal London as part of The Royal London Stakeholder Pension Scheme (No2) and that my pension savings will be held by Royal London, the Scheme Trustee, on my behalf;
- details regarding my eligibility to join the scheme will be sent to me. If I'm not eligible, or if any of the information about me is incorrect, I'll notify Royal London immediately;
- it's a serious offence to make false statements to obtain tax relief on contributions and the penalties for doing so are severe and may lead to prosecution;
- if at any point I trigger the money purchase annual allowance, under any other pension plan then it's my responsibility to inform Royal London of this within 91 days of the trigger;
- my plan documents may be sent to my financial adviser, or to any financial adviser appointed by my employer to be passed on to me;
- I'll be bound by the rules of The Royal London Stakeholder Pension Scheme (No2) and the plan terms detailed in the Group Stakeholder Pension Plan booklet and I agree to this. I understand that I'll receive a copy of the Plan booklet when my plan is set up however I can request a copy of the rules or Plan booklet at any time. If I don't understand any of the terms I'll contact a financial adviser or Royal London;
- I'll be responsible for any losses or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to any benefits from my plan. I understand that this will only apply to information provided on my behalf, if I've been made aware that this information has been provided.

I confirm that:

- the total contributions I make to all registered pension schemes, won't be greater than 100% of my relevant UK earnings for the relevant tax year or £3,600 if greater. Where I'm making regular or single contributions I confirm I'm under the age of 75 and that either I am, or have been, resident in the UK in the current tax year, or I have relevant UK earnings, or I'm a crown servant or a husband, wife or civil partner of a crown servant. As a result I'm eligible for tax relief on my contributions. If I cease to be such a person I'll notify Royal London by the later of:
  - 5 April in the year I am no longer entitled to tax relief
  - 30 days after the date I am no longer entitled to tax relief.

I confirm that the information and every answer I've provided in this application form is correct and complete to the best of my knowledge and belief, including any of those answers not filled in by me. I also confirm that I've read and accept the declaration and I wish to join my employer's group stakeholder pension plan which forms part of The Royal London Stakeholder Pension Scheme (No2).

If you're under 18 (16 in Scotland) your legal guardian must sign the declaration below.

Signature ______________________ **Date** D D / M M / Y Y Y Y

18 61

Royal London
royallondon.com

We're happy to provide your documents in a different format, such as braille, large print or audio. Please just ask us when you get in touch.

All of our printed products are produced on stock which is from FSC® certified forests.

May 2024

14CF5/25