Pension Portfolio with Income Release

Application form

We're delighted you're thinking of taking out a Pension Portfolio with Income Release plan with Royal London. You'll need to complete this application to apply for your plan and tell us how much income you'd like to take from it.

1 Important information

Please read this section carefully before completing this application form.

- If you don't give us all the information we need to set up your plan, we'll be unable to process your application. If this should happen, we'll need to get in touch with you or your financial adviser to get the additional information we need.
- You can only apply for a plan if you're habitually resident in the UK. This means you normally live in the UK and have your main residential address in the UK.
- Your Pension Portfolio plan will be written under the provisions of the Pensions Schemes Act 1993 and Part 4 of the Finance Act 2004 (as amended).
- If you're transferring an existing pension into your plan, one of the questions that you'll need to answer within this form refers to an 'insistent client'. This term is used when a client receives a recommendation from their adviser advising them not to proceed, yet they insist on going against this recommendation and continuing with the transfer.
- If you're intending to transfer an existing pension into your plan, you'll need to tell us in section 6 of this form if you have a Protected Pension Age (PPA) under the transferring scheme. **If you are making multiple contributions into your plan including a transfer payment with an individual PPA or if an individual PPA applies to only part of the transfer payment, a separate plan will be required if you want to keep the PPA entitlement. This is because transfer payments from schemes with an individual PPA must be ring-fenced in a separate plan with Royal London. Where a separate plan is required we will use the information provided in this form to set up that plan.**
- If you decide to cancel your plan within the 30 day's cooling off period, you'll need to immediately pay back any tax-free cash and any income payments you've already taken from your plan to Royal London. **However**, in accordance with HM Revenue & Customs (HMRC) rules, in these circumstances, the tax consequences of taking any tax-free cash **can't** be undone.
- You'll find instructions for returning this form, along with the necessary documentation, on the back page.

2 Financial adviser's details

This section should be completed by your financial adviser.

Name of adviser's firm ______

Adviser's name ______

Email address ______

FCA reference number ______

Royal London agency number ______

This is the agency number the plan will be keyed under.

Please confirm what type of advice you're providing to your client.

Independent	☐	Restricted -Single-tied	☐
Restricted – Whole of market	☐	Simplified	☐
Restricted – Multi-tied	☐	Non-advised	☐

Please tell us the name of the Royal London sales consultant you normally deal with in the box. ______

2 Financial adviser's details continued

You should only sign the below if your client is transferring a plan that includes 'safeguarded benefits'.

If there's a transfer and conversion of valuable benefits, sometimes known as 'safeguarded benefits', for example, a defined benefit transfer, as part of this application please confirm below that your firm has the appropriate permission.

On behalf of the adviser firm above, I confirm that we have the 'advising on pension transfers and pension opt outs' permission and the advice was provided or checked by a Pension Transfer Specialist.

Name

Signature

Date D D M M Y Y Y Y

3 About you

This section should be completed by all applicants.

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

Forename(s)

Surname

Date of birth D D M M Y Y Y Y

Sex Male ☐ Female ☐

National Insurance number

I don't have a National Insurance number ☐

Permanent residential address

Postcode

If you've provided us with a foreign address above, you'll need to tell us whether you're a crown employee.

Are you treated as a crown employee? Yes ☐ No ☐

You'll be treated as a crown employee if you, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or you're married to, or in a civil partnership with, a person who performs such duties.

Contact telephone number

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

Email address

What's your 'target age/date'? Age **or Date** D D M M Y Y Y Y

Although you may be taking some of your pension savings immediately using Income Release, your 'target age/date' is the age you may want to consider alternative pension options. For example, using the rest of your pension savings to buy a secure income for life (often called an 'annuity'). If you're unsure or you haven't decided yet, please use age 75. If you leave this blank, we'll use age 75. If you'd like to change your target age or date in the future, just get in touch.

4 Employment details

This section should be completed by all applicants.

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

Employed ☐ Self-employed ☐ Child under 16 ☐ In full-time education ☐ Unemployed ☐

Caring for one or more children under 16 ☐ Pensioner ☐ Caring for a person aged 16 or over ☐

Other

5 Tax allowances

This section should be completed if any of the following tax allowances apply to you.

Part A: Money purchase annual allowance (MPAA)

If you've triggered the MPAA by flexibly accessing your pension savings after 6 April 2015 with us or any other provider

please insert the date the first payment was made. D D M M Y Y Y Y

You can find out more information about the MPAA within your **Pension Portfolio Key Features**.

Part B: Lump sum allowance

How much of your Lump Sum Allowance (LSA) have you already used? £

The LSA is the total amount of pension benefits that you can have paid to you tax-free. The allowance is £268,275.

Please note that if you don't complete this box we'll assume you've not used any of your LSA.

Part C: Protections and Lump Sum Allowance Adjustments

Do you have any primary, enhanced, individual or fixed protection or a lump sum allowance adjustment? Yes ☐ No ☐

Important information about protection. Royal London is unable to accept new applications or transfers for customers who hold Primary Protection or Enhanced Protection. If this applies to you, we won't be able to proceed with this application.

If 'Yes', you'll need to attach a copy of your HM Revenue & Customs certificate to this application form.
Please tell us the reference number in the box provided. We'll need this before we can proceed with your application.

6 Money in

Please complete the relevant parts of this section to tell us what contributions you want to make.

If we receive a contribution before we're satisfied that we have all the information we need to apply it, we'll invest your contribution in the RLP Deposit fund. If after 30 days we haven't received all the information we need to apply it, we'll invest your contribution in our default investment option (RLP Deposit fund).

If any transfer payment is coming from a company pension scheme or a statutory pension scheme, we'll only accept the transfer if it's been equalised in terms of Article 157 of the Treaty on the Functioning of the European Union.

Part A: Transfer payments

Below you'll find space to make up to three transfer payments into your new plan with us. Please complete as appropriate.

If your transfer payment is coming from:

- one or more capped income drawdown plans and there are multiple review tranches, then you'll need to tell us each tranche's different review date as a separate transfer within this application form as we'll need to set up separate plans to hold this money; or
- one or more flexi-access income drawdown plans then you'll need to detail these transfer payments separately within this application form as we'll need to set up separate plans to hold this money.

If you'd like to transfer money from more than three plans, please photocopy this page and attach the additional signed and dated transfer details to this form. Please tick this box if you're attaching additional transfer details. ☐

Transfer payment 1

What type of pension is this transfer coming from? Defined benefit ☐ Defined contribution ☐

Does this represent the full transfer value in the transferring scheme? Yes ☐ No ☐

Transfer value £ **Plan number of transferring scheme**

Scheme name

Provider's name

Provider's address

Postcode

Provider's email address

Provider's telephone number

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about in section 1 on this application form). Yes ☐ No ☐

Do you have a Protected Pension Age (PPA) under the transferring scheme? Yes ☐ No ☐

If 'Yes', is your transfer payment being transferred as part of an Individual transfer or a Block transfer?

Individual transfer ☐ — If 'Individual transfer', do you want to keep your PPA? **Note: If you select 'No' you won't be able to change your mind in the future** Yes ☐ No ☐

Block transfer ☐ — If 'Block transfer', please complete a **Block transfer form (65A32)**

What is your Protected Pension Age?

Is your transfer payment being transferred as part of a block transfer?
If 'Yes', please complete a **Block Transfer Form (65A32)** Yes ☐ No ☐

6 Money in continued

Is your plan subject to any existing or proposed trustee in bankruptcy orders, earmarking orders, or other receiving orders? Yes ☐ No ☐

Is your transfer payment as a result of a pension sharing order? Yes ☐ No ☐

If 'yes', is your transfer payment from any crystallised benefits?

If 'yes', we cannot accept these benefits. If 'no' please enclose the original or certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes ☐ No ☐

Is this transfer coming from a plan that is already in drawdown? Yes ☐ No ☐

If 'Yes', is this transfer payment in partial drawdown? Yes ☐ No ☐

How many tranches are being transferred? ______

You'll also need to complete the following additional questions below to capture all the extra information we need for transfer payments that are already in drawdown.

Additional information needed for transfers in drawdown

Option 1: Transfer from a flexi-access drawdown plan

Please tick this box if your transfer is coming from a flexi-access drawdown plan. ☐

Option 2: Transfer from a capped drawdown plan

Please confirm if the capped drawdown plan is to remain capped?
If yes, please provide the details below information. Yes ☐ No ☐

Last GAD review date D D M M Y Y Y Y

Income taken in the current GAD year £

Maximum GAD amount £

Transfer payment 2

What type of pension is this transfer coming from? Defined benefit ☐ Defined contribution ☐

Does this represent the full transfer value in the transferring scheme? Yes ☐ No ☐

Transfer value £ **Plan number of transferring scheme**

Scheme name

Provider's name

Provider's address

Postcode

Provider's email address

Provider's telephone number

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about in section 1 on this application form). Yes ☐ No ☐

Do you have a Protected Pension Age (PPA) under the transferring scheme? Yes ☐ No ☐

If 'Yes', is your transfer payment being transferred as part of an Individual transfer or a Block transfer?

Individual transfer ☐ → If 'Individual transfer', do you want to keep your PPA? **Note: If you select 'No' you won't be able to change your mind in the future** Yes ☐ No ☐

Block transfer ☐ → If 'Block transfer', please complete a **Block transfer form (65A32)**

What is your Protected Pension Age? ☐

Is your transfer payment being transferred as part of a block transfer?
If 'Yes', please complete a **Block Transfer Form (65A32)**. Yes ☐ No ☐

Is your plan subject to any existing or proposed trustee in bankruptcy orders, earmarking orders, or other receiving orders? Yes ☐ No ☐

Is your transfer payment as a result of a pension sharing order?
If 'yes', is your transfer payment from any crystallised benefits? Yes ☐ No ☐

If 'yes', we cannot accept these benefits. If 'no' please enclose the original or certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes ☐ No ☐

Is this transfer coming from a plan that is already in drawdown? Yes ☐ No ☐

If 'Yes', is this transfer payment in partial drawdown? Yes ☐ No ☐

How many tranches are being transferred? ☐

You'll also need to complete the following additional questions below to capture all the extra information we need for transfer payments that are already in drawdown.

Additional information needed for transfers in drawdown

Option 1: Transfer from a flexi-access drawdown plan

Please tick this box if your transfer is coming from a flexi-access drawdown plan. ☐

Option 2: Transfer from a capped drawdown plan

Please confirm if the capped drawdown plan is to remain capped?
If yes, please provide the details below information. Yes ☐ No ☐

Last GAD review date D D M M Y Y Y Y

Income taken in the current GAD year £

Maximum GAD amount £

6 Money in continued

Transfer payment 3

What type of pension is this transfer coming from? Defined benefit ☐ Defined contribution ☐

Does this represent the full transfer value in the transferring scheme? Yes ☐ No ☐

Transfer value £ **Plan number of transferring scheme**

Scheme name

Provider's name

Provider's address

Postcode

Provider's email address

Provider's telephone number

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about in section 1 on this application form). Yes ☐ No ☐

Do you have a Protected Pension Age (PPA) under the transferring scheme? Yes ☐ No ☐

If 'Yes', is your transfer payment being transferred as part of an Individual transfer or a Block transfer?

Individual transfer ☐ If 'Individual transfer', do you want to keep your PPA? **Note: If you select 'No' you won't be able to change your mind in the future** Yes ☐ No ☐

Block transfer ☐ If 'Block transfer', please complete a **Block transfer form (65A32)**

What is your Protected Pension Age?

Is your transfer payment being transferred as part of a block transfer?
If 'Yes', please complete a **Block Transfer Form (65A32)**. Yes ☐ No ☐

Is your plan subject to any existing or proposed trustee in bankruptcy orders, earmarking orders, or other receiving orders? Yes ☐ No ☐

Is your transfer payment as a result of a pension sharing order?
If 'yes', is your transfer payment from any crystallised benefits? Yes ☐ No ☐

If 'yes', we cannot accept these benefits. If 'no' please enclose the original or certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes ☐ No ☐

Is this transfer coming from a plan that is already in drawdown? Yes ☐ No ☐

If 'Yes', is this transfer payment in partial drawdown? Yes ☐ No ☐

If 'Yes' how many tranches are being transferred?

You'll also need to complete the following additional questions below to capture all the extra information we need for transfer payments that are already in drawdown.

6 Money in continued

Additional information needed for transfers in drawdown

Option 1: Transfer from a flexi-access drawdown plan

Please tick this box if your transfer is coming from a flexi-access drawdown plan. ☐

Option 2: Transfer from a capped drawdown plan

Please confirm if the capped drawdown plan is to remain capped?
If yes, please provide the details below information. Yes ☐ No ☐

Last GAD review date D D M M Y Y Y Y

Income taken in the current GAD year £

Maximum GAD amount £

Part B: Single contributions

Your single contribution (gross amount)	£	**Your employer's single contribution (gross amount)**	£

Single contributions can be paid by bank transfer or cheque. If the single contribution is being made by:

- bank transfer, you must add your plan number as a reference number. If you contact us on **0345 60 50 050,** we'll confirm Royal London's bank details; or
- cheque, it should be made payable to 'Royal London' .

Regardless of whether you make your payment by bank transfer or cheque, you'll need to ensure you pay us the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you pay income tax over the basic rate, you could be entitled to claim more tax relief through a self-assessment tax return or by contacting your local tax office. All contributions made by employers must be made gross of tax.

Please tell us the details of the bank account your single contribution is being paid from.

Account holder name (as it appears on your account)

Sort code ☐☐ – ☐☐ – ☐☐

Account number ☐☐☐☐☐☐☐☐

If you're paying in more than one single contribution, please photocopy this page and attach the additional, signed and datedsingle contribution details to this form. Please tick this box if you're attaching additional single contribution details. ☐

Part C: Regular contribution

If you're going to pay a regular contribution into your plan, you'll need to complete the Direct Debit instruction on the next page.

The first contribution we collect from your bank account may be at a later date than the date detailed below. We'll then collect all future contributions on your chosen date in each subsequent month or year, as appropriate. If this date falls on a weekend or bank holiday, we'll collect it on the next business day.

	Monetary amount		% of your earnings
Your contribution (gross amount)*	£	or	%
Your employer's contribution (gross amount)	£	or	%

* The amount we'll deduct from your bank account will be the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you're an intermediate rate (Scottish taxpayers only), higher rate, enhanced rate (Scottish taxpayers only), or additional rate taxpayer, you could be entitled to claim more tax relief through a self-assessment tax return or by contacting your local tax office.

6 Money in continued

All contributions made by employers must be made gross of tax.

What are your yearly earnings? £

How will the regular contributions be made?

Monthly ☐ Yearly ☐

Would you like your regular contributions to increase each year?

No ☐ In line with Retail Prices Index ☐

By a fixed percentage of % (max. 10%)

Who's paying this Direct Debit? You ☐ Your employer ☐ A third party payer ☐

Your financial adviser must provide information on all people/companies that are contributing to the plan in so we can complete our money laundering checks. You can give us this information in section 7 of this form.

What date should we start collecting your regular contributions?

(You can choose between the 1st and the 28th of the month.) D D M M Y Y Y Y

Please ensure that you complete, sign and date the **Direct Debit Instruction** below, before returning this application form.

If your employer is contributing to your plan, please ensure that they complete the **Direct Debit Instruction**.

If your contributions are being collected from a commercial bank account we're required to collect evidence to verify payment details, so please include your company's bank statement with this application form. (We're able to accept a PDF version which can be emailed to Royal London). Please tick this box to confirm you've attached the bank statement. ☐

The Royal London Mutual Insurance Society Limited

Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Service user number

9 9 0 1 3 6

Reference

Instruction to your Bank or Building Society
Please pay The Royal London Mutual Insurance Society Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Royal London Mutual Insurance Society Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

DDI 8 5/15

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.
This guarantee should be detached and retained by the payer.

DIRECT Debit

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Royal London Mutual Insurance Society Limited will notify you 8 working days in advance of your account being debited or as otherwise agreed. If you request The Royal London Mutual Insurance Society Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by The Royal London Mutual Insurance Society Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when The Royal London Mutual Insurance Society Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

7 Customer identity verification

This section should be completed by your financial adviser.

As an FCA regulated firm, you'll need to complete this section in accordance with who this plan is being set up for. If this plan is being set up for an individual and the contributions are being paid:

- From their own bank account, or it's a pension transfer from another pension plan, then you only need to read and sign Part C.
- By another person on their behalf, then you'll need to complete Part A and Part C for each person contributing to the plan. Please note if your client lives abroad we may need more information (i.e. passport and a utility bill).
- By a company, then you'll need to complete Part B and Part C below for each company contributing to the plan.

If the contributions are being paid by more than one company, then you can either attach completed photocopies of this part of this form, or you can complete our separate **Confirmation of Verification of Identify Certificate Form (CVIC).**

Please note that you cannot use this form to verify the identity of an individual if you've relied on a permitted exemption defined within the Joint Money Laundering Steering Group (JMLSG) guidance. All signatures must be original or an electronic equivalent and if necessary, we can request a copy of the evidence used to verify the identity of your client.

Part A: Third party payer details

Full name

Current home address

Postcode

Date of birth D D M M Y Y Y Y

Relationship to applicant/ planholder

Part B: Business details

Please confirm the company type

Sole trader ☐ Partnership ☐ Limited liability partnership ☐ Limited company (PLC/Ltd) ☐ Trust ☐

Charity ☐ Church ☐ Club ☐ Society ☐ Local authority ☐ Government department ☐

Other (please specify)

Full name of business

Nature of business
(If a trust, nature, purpose and objectives of the trust)

VAT number

Company or other registered number

Name of regulator
(if applicable)

Date of incorporation D D M M Y Y Y Y

Registered office/ business address

Principal place of business
(if different from above)

Country of jurisdiction

Relationship to applicant/ planholder

7 Customer identity verification continued

Please list below the full details of the board of directors/equivalent managing body/all trustees and the beneficial owners (any individual that holds a 25% or more share or control). If there are more than four individuals please photocopy this page, complete and attach it to this form. These should be signed and dated.

Key individual 1

Full name

Role — Share %

Current home address

Postcode

Date of birth D D M M Y Y Y Y

Key individual 2

Full name

Role — Share %

Current home address

Postcode

Date of birth D D M M Y Y Y Y

Key individual 3

Full name

Role — Share %

Current home address

Postcode

Date of birth D D M M Y Y Y Y

Key individual 4

Full name

Role — Share %

Current home address

Postcode

Date of birth D D M M Y Y Y Y

7 Customer identity verification continued

Part C: Declaration

I confirm that:

(a) the client information provided within section 3 of this application form is correct;

(b) the evidence I have obtained to verify the identity of the client meets the requirements of the EU Anti Money Laundering legislation;

(c) this meets or exceeds the requirements guidance for standard evidence within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group (JMLSG);

(d) any individuals listed in this form have been informed that Royal London may carry out additional electronic checks using trusted agencies for ID authentication and fraud prevention purposes. More information on how we use their data can be found at **royallondon.com/privacy;** and

(e) copies of the underlying evidence taken in relation to the verification of the client's identity will, in the event of any enquiry from you (or from UK law enforcement agencies, regulators under court order or relevant mutual assistance procedure), be made available.

Full name of regulated firm

FCA reference number

Signed **Name**

Position **Date** D D M M Y Y Y Y

8 Money out

Please tell us how you'd like to take money out of your pension savings by completing one of the sections below.

- **Complete Part A** if you'd like to take tax-free cash as a one-off income payment, with optional taxable income payments using flex-access drawdown.
- **Complete Part B** if you'd like to take regular tax-free income payments, with an optional one-off tax-free cash payment using flexi-access drawdown.
- **Complete Part C** if you'd like to take a combination of regular tax-free and taxable income payments, with an optional one-off tax-free cash payment using flexi-access drawdown.
- **Complete Part D** if you'd like to take regular taxable income payments from a transfer in drawdown.

Part A: Tax-free cash payment with optional taxable income payments

How much tax-free cash would you like to take? ☐ Maximum amount or £

Further optional income payments

If you'd also like a one-off taxable income payment, how much would you like to take?
Please tell us the gross amount (in other words, before we deduct tax). £

If you'd also like a regular taxable income, how much would you like to take?
Please tell us the gross amount you'd like to receive each year (in other words, before we deduct tax). £

How would you like us to spread your regular income?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Would you like your regular income to increase each year?

No ☐ Increase by RPI ☐ Increase by % (Max. 10%)

When would you like to receive your regular income?
(You can choose between 1st and 28th of the month) **Date** D D

Part B: Regular tax-free income payments, with an optional tax-free cash payment

How much regular tax-free income would you like to take each year? £

How would you like us to spread your regular income?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

When would you like to receive your regular income?
(You can choose between 1st and 28th of the month) **Date** D D

Optional tax-free cash payment

If you'd also like a one-off tax-free cash payment, how much would you like to take? £

Part C: Combination of regular tax-free and taxable income payments, with an optional tax-free cash payment

Please note that when you're taking a combination of tax-free and taxable income payments, the tax-free element must make up at least 25% of the total payment. Your combined tax-free and taxable income payments will also be paid at the same time and follow the same frequency you choose below.

How much regular tax-free income would you like to take each year? £

How much regular taxable income would you like to take each year?
Please tell us the gross amount you'd like to receive each year (in other words, before we deduct tax). £

How would you like us to spread your regular income?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Optional tax-free cash payment

If you'd also like a one-off tax-free cash payment, how much would you like to take? £

When would you like to receive your regular income?

(You can choose between 1st and 28th of the month) **Date** D D

Part D: Regular taxable income payment from a transfer in drawdown, with optional one-off payment

If you're transferring money from more than one drawdown plan, we'll need a separate income instruction for each. To do that, please photocopy this page and attach the completed instruction(s) to this form. Please tick this box if you're attaching additional income instructions (these should be signed and dated). ☐

Flexi-access drawdown

How much regular taxable income would you like to take each year? £
Please tell us the gross amount you'd like to receive each year (in other words, before we deduct tax).

How would you like us to spread your regular income?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Would you like your regular income to increase each year?

No ☐ Increase by RPI ☐ Increase by % (Max. 10%)

When would you like to receive your regular income?

(You can choose between 1st and 28th of the month) **Date** D D

Capped drawdown

Please note that if you're transferring money from an existing capped drawdown plan, it's not possible to take any additional tax-free cash. Also, if you choose to take an income that exceeds the Government Actuary's Department (GAD) maximums, your new plan with us will automatically convert to flexi-access drawdown. It's important you talk to your financial adviser before setting your income level. We'll start paying your chosen income payments once there's sufficient money in your plan to cover them.

How would you like to take your regular income?
Please choose one option only.

Option 1: Maximum income available (please tick) ☐

Option 2: A percentage of the maximum income available (between 1% and 99%)* ☐

Option 3: Yearly income amount £

*Please tell us the percentage you want to receive of the GAD maximum. We'll adjust any regular income payment to ensure you don't exceed the maximum amount of income that can be taken during the year for a capped income drawdown plan currently 150% of the GAD rate. For example, if you request 50%, you'll receive 75% of the GAD rate.

How would you like us to spread your regular income?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Would you like your regular income to increase each year?

No ☐ Increase by RPI ☐ Increase by % (Max. 10%)

If you're transferring an existing income drawdown plan and you're already receiving an income from it, please tell us if you'd like your new regular income amount to:

Include your pre-transfer amount ☐ Exclude your pre-transfer amount ☐ Not Applicable ☐

8 Money out continued

When would you like to receive your regular income?

(You can choose between 1st and 28th of the month) **Date** D D M M

Optional taxable income payment

If you'd also like to take a one-off income payment, how much would you like to take?
This can either be a percentage of your transfer value, or a specific monetary amount. £ or %

9 Taxable income payments fund choice

You'll need to complete this section if you'd like to take income payments from your plan when it starts.

We'll automatically deduct your taxable income payments proportionately across your plan unless you're invested in individual funds which do not rebalance.

If you're invested in individual funds which do not rebalance and you'd like your taxable income payments to be paid from a specific fund or from the Income Tap, you'll need to complete the relevant questions below.

Specific fund choice

If your income payments are to be paid from a specific fund choice, what is the name of this investment fund?

Income Tap

With our Income Tap facility, you can choose to hold up to 60 months' income in our RLP Deposit fund. You'll also need to tell us how often you'd like to review things. These regular check-points will help to make sure you have sufficient funds in your Income Tap to provide any ongoing taxable income payments.

To set things up, you'll need to move a minimum of three months' income payments into your Income Tap. However, if you choose to review your Income Tap half-yearly or yearly, you also need to make sure there are sufficient funds in your Income Tap to cover at least one round of payments at your chosen review frequency. For example, if you choose to review your Income Tap once a year, you'll need to start by moving at least 12 months' of income payments into the Income Tap.

You can choose to review your Income Tap at the same frequency you choose to receive your taxable income payments. So if it needs topped up, you can move money proportionately from all the funds you're invested in into your Income Tap.

How many months' taxable income payments would you like to invest in the Income Tap? (3-60 months)

How often would you like to review the Income Tap?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

10 Bank details

You'll need to complete this section with your bank details.

If you've confirmed in section 6 that any transfer payment is subject to a Pension Attachment Order or Earmarking Order, you'll need to tell us the address, bank details and payee details for your ex-spouse as we'll not be able to settle any retirement savings without this information. Please tick this box and provide these details on a separate piece of paper which should be signed, dated and attached to this application form. ☐

Name of bank/ building society	
Account holder name	
Account number	**Sort code**

11 Drawdown governance service

This section should be completed by your financial adviser.

We'll automatically help you track the ongoing sustainability of your client's income through our drawdown governance service. Please tick this box if you'd prefer to be excluded from this service. ☐

If you'd like to find out more about the benefits of using our drawdown governance service, please visit **adviser.royallondon.com/drawdown.**

What is your client targeting?

Please tick one option only. (If left blank, our drawdown governance service will default to Option 1.)

Option 1: Your client would like to sustain a flexible income up to their target age. ☐

Option 2: Your client is planning to buy a secure income at their target age. ☐

12 Investment choice

This section should be completed by all applicants.

You can find full details about all your investment options in the **Pension Investment Options Guide** and on our website at **royallondon.com/pensioninvestments**

If you don't tell us where to invest your contributions, we may invest them in the RLP Deposit fund.

Our Investment Advisory Committee will regularly review our lifestyle strategies, including our Governed Range, and to ensure the aim of your selected strategy is maintained throughout the lifetime of your plan, we may adjust the asset allocation within your plan.

Please tick the investment option you'd like your plan invested in and then complete the relevant part using the full fund names where necessary. You should complete **one** part only.

Governed Range	☐	Please complete Part A
Fund range	☐	Please complete Part B
Investment Pathways	☐	Please complete Part C
Target Lifestyle Strategies	☐	Please complete Part D
Flexible Lifestyle Strategy	☐	Please complete Part E

There may be other investment options available to you. Your financial adviser will be able to give you more information on these. If you're selecting an alternative investment option, you should write the name of your chosen option in the box below and then go to section 13.

Part A: Governed Range

If you'd like to invest in **one** of our Governed Portfolios, or Governed Retirement Income Portfolios, please tick your chosen investment choice.

If you'd like to invest in **one** of our Governed Portfolios, then please tick the relevant box below:

Governed Portfolio Defensive	☐	Governed Portfolio Growth	☐	Governed Portfolio Total Equity	☐
Governed Portfolio Conservative	☐	Governed Portfolio Enhanced	☐		
Governed Portfolio Moderate Governed	☐	Governed Portfolio Dynamic	☐		

If you'd like to invest in **one** of our Governed Retirement Income Portfolios, then please tick the relevant box below:

Governed Retirement Income Portfolio 1	☐	Governed Retirement Income Portfolio 4	☐
Governed Retirement Income Portfolio 2	☐	Governed Retirement Income Portfolio 5	☐
Governed Retirement Income Portfolio 3	☐		

The default equity fund we use in each Governed Portfolio or Governed Retirement Income Portfolio is the RLP Global Managed fund. If you'd like to select alternative equity funds then please complete the table below. The percentage split must add up to 100%.

Fund name	Percentage (%)
Example – RLP UK Equity	**100%**
Total	**100%**

If you'd like to invest in more equity funds then you should tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form. ☐

Part B: Fund range

Please enter the name of the fund you'd like your plan invested in and whether the funds are to rebalance on a regular basis.

If you want your funds to rebalance, please tick one box below to confirm the rebalancing frequency and then complete the 'Fund name' and 'Rebalancing' columns in the table. If you select rebalancing, the investment split must be the same across all contributions (i.e. regular contributions (RC), single contributions (SC) and transfer payments (TV)).

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

If you do not want your funds to rebalance, you should leave the 'Rebalancing' column blank but fill out the rest of the table below. Please make sure the figures add up to 100%.

Fund name	Rebalancing (all contributions) %	RC %	SC %	TV %
Total	**100%**	**100%**	**100%**	**100%**

If you'd like to invest in more than 10 funds, then please tick this box and provide the additional fund details on a separate piece of paper which should be signed, dated and attached to this application form. ☐

Part C: Investment Pathways

If you'd like to invest in one of the Investment Pathways, please tick your chosen option below.

Investment Pathway 1 ☐

Investment Pathway 2 ☐

Investment Pathway 3 ☐

Investment Pathway 4 ☐

Part D: Target Lifestyle Strategies

If you'd like to invest in **one** of our Target Lifestyle Strategies, you'll need to tick **one** box within each of the sections below.

Please tick to confirm what you'd like to target.

- Target cash ☐
- Target annuity ☐
- Target drawdown ☐

Please tick to confirm your risk profile.

- Balanced ☐
- Cautious ☐
- Moderately Cautious ☐
- Moderately Adventurous ☐
- Adventurous ☐

Please tick to confirm which lifestyle strategy* you'd like to invest in.

- Lifestyle Strategy ☐
- Tracker Lifestyle Strategy ☐
- Active Lifestyle Strategy ☐

* Please note that your targeted investment choice, your risk profile and your lifestyle strategy will affect how the name of the lifestyle strategy will appear on our online service.

For example, if you choose to target drawdown, you have a balanced risk profile and you're investing in a Tracker Lifestyle Strategy, this will appear on our online service as "Balanced Tracker Lifestyle Strategy (Drawdown)."

Part E: Flexible Lifestyle Strategy

A Flexible Lifestyle Strategy allows you to create your own lifestyle strategy using our Governed Portfolios and target cash, an annuity or drawdown. Please select which option you'd like to target:

Target cash ☐

Target annuity ☐

Target drawdown ☐

Please choose the Governed Portfolio and the equity funds for terms 5, 10 and 15 years to retirement and we will gradually switch your investment between these portfolios as you approach retirement. Please tick **one** Governed Portfolio for each term to retirement. If you have:

- more than 10 years to retirement you should tick one portfolio in each of the 15 years, 10 years and 5 years options; or
- between 5 and 10 years to retirement you only need to tick one portfolio in each of the 10 years and 5 years options; or
- 5 years or less to retirement you only need to tick one portfolio in the 5 year option.

15 years to retirement	Governed Portfolio Growth	☐
	Governed Portfolio Enhanced	☐
	Governed Portfolio Dynamic	☐
10 years to retirement	Governed Portfolio Moderate	☐
	Governed Portfolio Growth	☐
	Governed Portfolio Enhanced	☐
5 years to retirement	Governed Portfolio Defensive	☐
	Governed Portfolio Conservative	☐
	Governed Portfolio Moderate	☐

If you're targeting cash or an annuity, and you'd prefer to remain in your chosen five year portfolio until your 'target age/date', then please tick this box. ☐

If you're targeting drawdown, you'll need to tell us where you want your plan to invest until your 'target age/date'. You can choose to:

Remain in your chosen 5 year portfolio ☐

Or invest in:

Governed Retirement Income Portfolio 1 ☐

Governed Retirement Income Portfolio 2 ☐

Governed Retirement Income Portfolio 3 ☐

Governed Retirement Income Portfolio 4 ☐

Governed Retirement Income Portfolio 5 ☐

The default equity fund we use in each Governed Portfolio is the RLP Global Managed fund. If you'd like to select alternative equity funds, then please tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form. ☐

13 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.

14 Adviser charges

Please complete this section if you want us to pay any agreed adviser charges to your adviser on your behalf

You should only complete the sections below for the charges you've agreed to pay.

- **Complete Part A** if you've agreed to pay an initial adviser charge.
- **Complete Part B** if you've agreed to pay an ongoing adviser charge.

Part A: Initial adviser charge

- If an initial adviser charge instruction is set up as a percentage of regular contributions, this will apply to any future increased regular contributions within the initial adviser charge period (up to a maximum of 60 months/5 years).
- If you choose to pay an initial adviser charge as a percentage of each regular contribution, you should also specify how regular contributions this should be paid for, (up to a maximum period of 60 months/5 years).
- If you choose to pay an initial adviser charge as a monetary amount from your regular contributions, you should specify if this should be paid over as few contributions as possible or payable over a specified period, up to a maximum of 60 months/
5 years. This will be paid at the same frequency the regular contributions are being paid.
- Initial adviser charges for single contributions and transfer payments will be paid as soon we receive the money.

Please tell us the initial charges you've agreed to pay.

	Monetary amount		Percentage charge
Transfer payments	£	or	%
Single contributions	£	or	%

What initial charge should be paid from regular contributions (complete one only)

A charge of ______ % paid for a total of ______ regular contributions

Or

£ ______ spread over ______ regular contributions Or as few payments as possible ______

14 Adviser charges continued

Part B: Ongoing adviser charge

Ongoing adviser charges for single contributions and transfer payments can be paid as a percentage and/or monetary amount. If the ongoing charge is a percentage, please tell us the yearly percentage rate and we'll pay this proportionately at the frequency agreed.

Ongoing adviser charges for regular contributions can be paid as:

- A percentage of all regular contribution savings.
- A percentage of each regular contribution.
- A combination of a percentage of the fund value plus a percentage of, or monetary amount from, each regular contribution.

- We'll automatically pay ongoing adviser charges that apply to each regular contribution at the same frequency the regular contributions are being paid. If you're not paying regular contributions to your plan, you should select the agreed frequency at which the ongoing adviser charge should be paid.

If you choose a percentage of fund on all money this will be applied as a **percentage of fund on all money** held within your plan (including money added by any future contributions) until such time as you tell us otherwise.

Percentage of fund on all money

If you want to apply the same percentage charge on all money, please tell us the amount in the box below.

Please tell us the ongoing charges you've agreed to pay. ☐ %

How often should the ongoing charge be paid?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

If you've chosen to pay a percentage charge on all money please go to section 15.

A percentage charge on each contribution type

If you want to pay a percentage charge on each contribution type, please complete the relevant sections below.

Please tell us the charges you've agreed to pay.

Transfer payments ☐ %

Single contributions ☐ %

Regular contributions ☐ %

How often should the ongoing charge be paid?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

When would you like ongoing charges payments to start?
Ongoing charges will be paid straight away unless you tell us otherwise.

Straight away ☐ **or** after ☐ payments

How long would you like the payments to continue for?
Ongoing charges will be paid for the plan duration unless you tell us otherwise.

Plan duration ☐ **or** for ☐ payments

A monetary amount on each contribution type

If you want to pay a monetary charge on each contribution type, please complete the relevant questions below.

Please tell us the charges you've agreed to pay.

Transfer payments £

Single contributions £

Regular contributions £

How often should the ongoing charge be paid?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Would you like charges to increase each year?

No ☐ In line with Retail Prices Index ☐ In line with Average Weekly Earnings ☐

By a fixed percentage of ______ % (max. 5%)

When would you like ongoing charges payments to start?
Ongoing charges will be paid straight away unless you tell us otherwise.

Straight away ☐ or after ☐ payments

How long would you like the payments to continue for?
Ongoing charges will be paid for the plan duration unless you tell us otherwise.

Plan duration ☐ or for ☐ payments

Percentage of each regular contribution

If you want to pay a charge that's a percentage of each regular contribution, please complete this section.

Please tell us the charges you've agreed to pay.

A percentage charge of ______ %

Charges that apply to each regular contribution will be paid at the same frequency as the regular contribution is paid.

When would you like ongoing charges payments to start?
Ongoing charges will be paid straight away unless you tell us otherwise.

Straight away ☐ or after ☐ payments

How long would you like the payments to continue for?
Ongoing charges will be paid for the plan duration unless you tell us otherwise.

Plan duration ☐ or for ☐ payments

15 How we'll use your personal information

This section should be read by all applicants.

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.

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
- reinsurers 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 House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL**.

16 Declaration

You should carefully read and sign this section. If there's anything that you don't fully understand, you should speak to your financial adviser or Royal London.

I confirm that:

- that this is my application for a Pension Portfolio Plan which I accept will be administered by Royal London.
- if already subject to the money purchase annual allowance (MPAA), I've supplied the date the MPAA first applied to me in section 5 of this application form.
- the total contributions I make to any 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 a relevant UK individual, as defined in sections 188 and 189 of the Finance Act 2004, because 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 employee or a husband, wife or civil partner of a crown employee. As a result I'm eligible for tax relief on my contributions. If I cease to be entitled to tax relief I'll notify Royal London by the later of:
  - 5 April in the tax year I am no longer entitled to tax relief; and
  - 30 days after the date I am no longer entitled to tax relief.

I authorise Royal London to:

- accept any reasonable instructions (including submissions of this application on my behalf) regarding my plan from any financial adviser appointed by me as if the instructions were given be my directly. I accept that Royal London cannot be held responsible for any consequences of relying on these instructions. I also accept that it's my responsibility to check all information provided by my financial adviser to Royal London and to tell Royal London if anything is incorrect;
- disclose information concerning my plan, including any adviser charges, to any financial adviser appointed by me in order for them to provide me with advice and services that relate to my plan. If I don't want Royal London to share information about my plan, I understand that I can inform Royal London of this by writing in the way described in section 15 of this application form;
- where appropriate, to collect the Direct Debit payments, details of which are set out on the application form;
- deduct any adviser charges that are detailed in section 14 of this application form from my plan over the agreed period of time and pay them to my financial adviser as detailed in section 2 of this application form.

I agree that:

- if I decide to cancel my plan within the 30 day's cooling off period, I'll immediately pay back to Royal London any tax-free cash and any income payments I've received from my plan. I accept that, in accordance with HMRC rules, in these circumstances, the tax consequences of taking any tax-free cash can't be undone;
- should tax become payable because I either (i) recycle tax-free cash or (ii) have not provided the correct information within sections 5 and 8 of this application form, then I'll pay any tax or penalty that may be imposed by HM Revenue & Customs or I'll reimburse Royal London for any such tax or penalty that they may incur.

I accept that:

- by applying for my plan, I'm applying for membership of The Royal London Personal Pension Scheme (No2) which is managed and administered by Royal London. I accept that my plan will be administered in accordance with the rules of that scheme and I can ask for a copy of these rules at any time;
- Royal London will store and use personal information about me, including sensitive information such as health details, in the way described in section 15 of this application form;
- the information detailed within this form will be used to structure my investments and provide pension savings under my plan. The terms of my plan are detailed within the plan booklet. Although I'll receive a copy of this when my plan is set up, I can ask for a copy at any time;
- my plan may include a Savings Account (uncrystallised funds) and/or an Income Release account (crystallised funds);
- if I'm not already subject to the MPAA I'll trigger this from the date of my first flexi-access taxable income payment from this plan, unless I trigger this under any other pension plan before this payment is made. If I do trigger the MPAA under any other pension plan, then it's my responsibility to inform Royal London of this within 91 days of the trigger;
- if I've agreed that adviser charges will be deducted from my plan in return for the advice and services I've received from my financial adviser, then these charges will be deducted in line with the instructions supplied in section 14 of this application form; and
  - it is my financial adviser's responsibility to discuss any agreed adviser charges with me and to explain the impact they could have on my plan. Details of how these will be deducted are detailed in my plan booklet;

    - any agreed adviser charges are an agreement between me and my financial adviser and are additional to any plan charges that are applied by Royal London. Royal London won't get involved in any dispute I may have with my financial adviser regarding the adviser charges;
    - Royal London will pay any adviser charges (whether initial and/or ongoing) in accordance with the instructions I have provided, until such time as I tell Royal London otherwise;
    - if I want to change an agreed adviser charge instruction, I'll need to provide Royal London with a new instruction;
    - if I change my financial adviser I should let Royal London know as soon as possible. In such circumstances, Royal London will continue to pay any outstanding initial adviser charge to my previous adviser. If I agree charges with my new financial adviser, I'll need to provide Royal London with a new adviser charge instruction;
    - if Royal London stops making adviser charge payments to my financial adviser for any reason, or if I instruct Royal London to discontinue paying an adviser charge to my financial adviser or if I cancel my plan within the cancellation period, I may remain liable to reimburse my financial adviser for the cost of the advice and services provided to me. I should check the terms of my agreement with my financial adviser in this event;
    - if I make regular contributions to my plan and I decide to cancel my plan within the cancellation period, Royal London will refund my regular contributions including any adviser charge that has been made to my financial adviser. However, in any other circumstance, Royal London won't refund any adviser charge payment that has been made to my adviser;
- my plan documents may be sent to my financial adviser to be passed onto me;
- I won't be able to cash-in, assign, or take as a lump sum, any pension bought by my plan except as allowed by Part 4 of the Finance Act 2004 (as amended);
- Royal London will only accept a transfer from an occupational pension scheme or statutory pension scheme where:
    - the benefits have been equalised under Article 157 of the Treaty on the Functioning of the European Union so the benefits for both men and women will be treated the same, and
    - the transfer value from my previous pension plan is at least equal to the value of any guaranteed minimum pension (GMP) that applied to my previous plan (if applicable);

I also accept that Royal London is not liable for any shortfall if the amount my previous pension provider transfers does not meet either or both of the above criteria;

- Royal London won't accept a defined benefit transfer unless advice has been provided by a financial adviser that has the appropriate pension transfer advice permissions.
- if I wish to make a transfer payment, the payment must come from a Registered Pension Scheme and I have provided all of the details about this transfer payment in section 6 of this application form. Any transfer payment I make will be subject to the rules of The Royal London Personal Pension Scheme (No2) and by making this transfer payment I declare the following:

My declarations to the current provider(s) where my transfer payment is coming from:

- I authorise, instruct and apply to the current provider(s) to transfer sums and assets from the plan(s) as listed within section 6 of this application form directly to Royal London and to provide any instructions and/or discharge required by any relevant third party to do so.
- I accept that in order to comply with regulatory obligations, Royal London and the current provider named in this application may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
- Until this application is accepted and complete, Royal London's responsibility is limited to the return of the total payment(s) to the current provider(s).
- When payment is made to Royal London as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section 6 of this application form where the whole plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.
- I have carefully read any information provided or made available to me by the current provider in connection with this transfer.

My declaration to Royal London and the current provider(s) that my transfer payment is coming from:

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Royal London and the current provider(s) may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.
- I authorise Royal London, the current provider(s), any contributing employer and any financial adviser named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to Royal London.

16 Declaration continued

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 those answers not filled in by me. I also confirm that I've carefully read and accept the declaration.

Signature

Date D D M M Y Y Y Y

It's a serious offence to make false statement in order to obtain tax relief on contributions. The penalties are severe and could lead to prosecution.

In order to protect our customers, we may have to verify your identity, or the identity of certain individuals connected to this plan. We'll do this electronically to make things easier for you.

If you'd prefer, we don't do this check electronically, please provide two pieces of identification (e.g. passport or driving licence and utility bill) with this application form. If you don't provide this evidence, then we'll take this is as your acceptance and proceed with the electronic checks.

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 interest to you. Please tick this box if you don't want to receive this information. ☐

Returning this form

New Business team
Royal London House
Alderley Park
Congleton Road
Nether Alderley
Macclesfield
SK10 4EL

Returning this form: If you're using an A4 window envelope to return your completed application form then insert the completed form into the envelope, ensuring the address to the left is clearly visible in the envelope window.

Checklist

Please tick to confirm what additional documentation you're enclosing with your application form.

Transfer discharge form or letter of authority.
(You'll need to supply this if you're applying any transfer payments to your plan and are not using Origo.
If you're using our Origo system, there's no need to include this form.) ☐

Money laundering – Confirmation of Verification of Identity Certificate (CVIC).
(Please refer to the Customer identity verification section of this form.) ☐

If you can ensure that all the relevant documentation is submitted with your application form, this will allow us to process your application as soon as possible and pay any income payments without any delay.

Royal London
royallondon.com

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