

Notes for completing FRP33

The descriptions and definitions given in these Notes are to help you complete this form and are not binding in law. The descriptions which apply are those set out in the legislation. If you are in any doubt you should contact a pensions practitioner, the Scheme Administrator, your accountant or, where appropriate, your Inspector of Taxes.

- a. If you are in any doubt as to whether or not you are 'resident in the UK' (this can also apply to a period of residency within the current tax year), you should check with your UK tax inspector.
- b. A civil partnership is a legal contract between two partners of the same sex.
- c. An occupational pension scheme is an employer's pension scheme which promises to provide you with a pension and/or a lump sum on your retirement. It does not include:
 - (i) any personal pension scheme, or group personal pension scheme, even if your employer pays into it
 - (ii) any stakeholder pension, or group stakeholder pension scheme, even if your employer pays into it
 - (iii) any scheme which pays benefits only on your deathor
 - (iv) any scheme which is not registered with HM Revenue & Customs.The scheme is not necessarily run directly by your employer. It may be a scheme for employees within a particular trade or industry run by a representative body and which your employer pays in to.
- d. A block transfer is an option where at least two members transfer their benefits from one scheme to another. (Not all members of the scheme must transfer). Both the ceding and new scheme must be the same for both members and the transfer should be made as one payment to the new scheme. This protects the members' rights to a tax-free lump sum over 25% or an early retirement age.
- e. **Investment Choice:**
 - (i) You can find information about the investment options available in our 'How to choose the right investment options for your pension' guide (GPEN4).
 - (ii) Lifestyle profiles are an option that automatically change the funds you are invested in depending on the length of time until your selected retirement date. As you get closer to retirement, they move the emphasis away from growth funds to funds that prepare your pension investments for your pension benefits at your selected retirement date. Please see our 'How to choose the right investment options for your pension' guide (GPEN4) for more information about how lifestyle profiles work and the options.

Part 1a – Your personal details

National Insurance Number	<input type="text"/>	Date of birth (DD/MM/YYYY)	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	<input type="text"/>	Male	<input type="checkbox"/> Female <input type="checkbox"/>
Surname	<input type="text"/>		
First name(s) in full	<input type="text"/>		
Address			
House number	<input type="text"/>		
Street	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone number (include area dialling code)			
Home	<input type="text"/>		
Business	<input type="text"/>		
Mobile	<input type="text"/>		
Employment status	Employee <input type="checkbox"/>	Self-employed <input type="checkbox"/>	
Marital status	Single <input type="checkbox"/>	Married/civil partnership* <input type="checkbox"/>	Separated <input type="checkbox"/>
		Divorced/dissolved civil partnership* <input type="checkbox"/>	Widowed/surviving civil partner* <input type="checkbox"/>



Please note that we cannot process your application without a valid National Insurance Number. You can find this on your payslip.

*See note b on page 2

Part 1b – Your selected pension age

If you are transferring into an existing Standard Life Group Flexible Retirement Plan, this age must be the same as the age you have already selected.

At what age do you want the pension and/or lump sum from your transfer payment to be paid? (Please enter an age from 55 to 75 so we can provide illustrations to your selected age.)

Age

Part 2 – Your transfer payment – please see Notes on page 2

Transfer payment 1

Transferring scheme name

Contact name

Revenue reference number

Name of the administrator of the transferring scheme

Address of the administrator of the transferring scheme

Building number

Street

City/Town

County

Postcode

Telephone number (include area dialling code)

Your reference number or policy number

1. What is the estimated total value of this transfer payment? £

2. Does this represent the full value of your plan? Yes No

3. Is the scheme or plan you are transferring from an occupational pension scheme? See Note c, page 2. Yes No

4. Is this transfer payment part of a block transfer? See Note d, page 2. If 'Yes', please ensure the form 'Block Transfer Questionnaire' (GEN410) is completed and returned along with this form. Yes No

5. Is any part of your transfer payment subject to a pension attachment (earmarking) order? If 'Yes', we will not normally accept transfer payments which are subject to a pension attachment (earmarking) order. Please speak to your financial adviser. Yes No

6. Does any part of your transfer payment relate to pension benefits which you received from an ex-spouse/ex-civil partner on divorce/dissolution of civil partnership (also known as a pension credit)? If 'Yes', please answer question 7. If 'No', go straight to point 8. Yes No

7. Was any part of your ex-spouse/ex-civil partner's pension already in payment at the time of the divorce/dissolution of the civil partnership? If 'Yes', we'll ask the transferring scheme for more information as this will affect the amount of tax free lump sum you can take. Yes No

8. If you received individual advice about making this transfer payment, please tick this box:



Your 'reference number or policy number' is available from your previous employer or pension manager and is normally shown on your annual statement of benefits.

Standard Life is not liable for any variation in the transfer amount which occurs before the transfer payment is received and accepted.

Transfer payments can be made by BACS, cheque or telegraphic transfer.

Part 2 – Your transfer payment – please see Notes on page 2 (Continued)

Transfer payment 2

Transferring scheme name

Contact name

Revenue reference number

Name of the administrator of the transferring scheme

Address of the administrator of the transferring scheme

Building number

Street

City/Town

County

Postcode

Telephone number (include area dialling code)

Your reference number or policy number

1. What is the estimated total value of this transfer payment? £

2. Does this represent the full value of your plan? Yes No

3. Is the scheme or plan you are transferring from an occupational pension scheme? See Note c, page 2. Yes No

4. Is this transfer payment part of a block transfer? See Note d, page 2. If 'Yes', please ensure the form 'Block Transfer Questionnaire' (GEN410) is completed and returned along with this form. Yes No

5. Is any part of your transfer payment subject to a pension attachment (earmarking) order? If 'Yes', we will not normally accept transfer payments which are subject to a pension attachment (earmarking) order. Please speak to your financial adviser. Yes No

6. Does any part of your transfer payment relate to pension benefits which you received from an ex-spouse/ex-civil partner on divorce/dissolution of civil partnership (also known as a pension credit)? If 'Yes', please answer question 7. If 'No', go straight to point 8. Yes No

7. Was any part of your ex-spouse/ex-civil partner's pension already in payment at the time of the divorce/dissolution of the civil partnership? If 'Yes', we'll ask the transferring scheme for more information as this will affect the amount of tax free lump sum you can take. Yes No

8. If you received individual advice about making this transfer payment, please tick this box:



Your 'reference number or policy number' is available from your previous employer or pension manager and is normally shown on your annual statement of benefits.

Standard Life is not liable for any variation in the transfer amount which occurs before the transfer payment is received and accepted.

Transfer payments can be made by BACS, cheque or telegraphic transfer.

Part 2 – Your transfer payment – please see Notes on page 2 (Continued)

Transfer payment 3

Transferring scheme name

Contact name

Revenue reference number

Name of the administrator of the transferring scheme

Address of the administrator of the transferring scheme

Building number

Street

City/Town

County

Postcode

Telephone number (include area dialling code)

Your reference number or policy number

1. What is the estimated total value of this transfer payment? £

2. Does this represent the full value of your plan? Yes No

3. Is the scheme or plan you are transferring from an occupational pension scheme? See Note c, page 2. Yes No

4. Is this transfer payment part of a block transfer? See Note d, page 2. If 'Yes', please ensure the form 'Block Transfer Questionnaire' (GEN410) is completed and returned along with this form. Yes No

5. Is any part of your transfer payment subject to a pension attachment (earmarking) order? If 'Yes', we will not normally accept transfer payments which are subject to a pension attachment (earmarking) order. Please speak to your financial adviser. Yes No

6. Does any part of your transfer payment relate to pension benefits which you received from an ex-spouse/ex-civil partner on divorce/dissolution of civil partnership (also known as a pension credit)? If 'Yes', please answer question 7. If 'No', go straight to point 8. Yes No

7. Was any part of your ex-spouse/ex-civil partner's pension already in payment at the time of the divorce/dissolution of the civil partnership? If 'Yes', we'll ask the transferring scheme for more information as this will affect the amount of tax free lump sum you can take. Yes No

8. If you received individual advice about making this transfer payment, please tick this box:



Your 'reference number or policy number' is available from your previous employer or pension manager and is normally shown on your annual statement of benefits.

Standard Life is not liable for any variation in the transfer amount which occurs before the transfer payment is received and accepted.

Transfer payments can be made by BACS, cheque or telegraphic transfer.

Part 3 – Your investment choice

Please choose your fund(s) from the guide ‘How to choose the right investment options for your pension’ and complete the details in the boxes below. You can choose to invest in more than 1 fund, but you must ensure that the total percentage adds up to 100%.

Please note that if you choose a Lifestyle Profile you cannot combine this with any other funds. Please also note that should you switch to Group SIPP, the Lifestyle Profiles will no longer be an investment option.

Fund/Profile code	Fund/Profile name (in full)	%
FA	Standard Life Managed Pension Fund EXAMPLE	100
Total (Please ensure the total percentage adds up to 100%)		100 %



IMPORTANT

Please note that the **fund code(s)** and the **FULL fund name(s)** must be included on this form, as shown in the example opposite, in order for us to process your application. If we do not have this information we may have to return your application. Please refer to the booklet ‘How to choose the right investment options for your pension’ (GPEN4), or visit our website, www.standardlife.co.uk

Please see our ‘How to choose the right investment options for your pension’ guide for more information about how lifestyle profiles work and the options available.

You can invest in up to 12 funds at any one time.

Part 4 – Adviser charges

If you are paying for individual advice and you have agreed to pay adviser charges from your Group Flexible Retirement Plan, both you and your adviser will need to complete the Confirmation of adviser charges form (GFRP15).

Part 5a – Data Protection Notice and Communication Preferences – Important, please read**Data Protection Notice – Using your Personal Information**

We will collect and use personal information about you and any other named individual on your application such as your name, date of birth and national insurance number in order to provide this product or service and manage our relationship with you. It may be necessary as part of this product or service to collect and use personal information which is defined as 'special category data' by data protection law e.g. Health related. Any such special category data will only be collected and used where it's needed to provide the product or service you have requested or to comply with our legal and regulatory obligations and where we have obtained your explicit consent to process such information.

To provide this product or service and meet our legal and regulatory obligations, we will keep your personal information and copies of records we create (e.g. calls with us) while you are a customer of ours. If this application does not proceed or when you no longer have a relationship with us, we are required to keep information for different legal and regulatory reasons. The length of time will vary and we regularly review our retention periods to make sure they comply with all laws and regulations.

The information collected may be shared with other parts of Standard Life Assurance Limited, Standard Life Aberdeen plc, Phoenix Holding Group (PHG) and other companies we work with to support us in the provision of the product or service you have with us. We may also share your information with our regulators, HM Revenue & Customs and your adviser / employer (for applicable products and services) where necessary and lawful to do so. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

The majority of your information is processed in the UK and European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with outside of the EEA, including countries such as the United States and India. Where your information is being processed outside of the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by UK / EEA data privacy laws e.g. we will put in place legal agreements with our third party suppliers and do regular checks to ensure they meet these obligations.

For more information on how Standard Life processes your personal information and what your rights are, please read our Privacy Policy at www.standardlife.com/privacy or write to the Data Protection Officer at Standard Life Assurance Limited, 30 Lothian Road, Edinburgh, EH1 2DH

Communication Preferences

Your essential updates

We'll share important information on your plan and your choices, products and services, plus financial tips from our experts.

We also want to help you plan for the future by keeping you updated on:

Latest news and offers from Standard Life Aberdeen PLC

No Yes

For information about Standard Life Aberdeen companies visit StandardLifeAberdeen.com

Offers of interest from our preferred partners

No Yes

To understand how, where and why we use your information, read our Privacy Policy <https://www.standardlife.com/sl/privacy-policy.page>

Part 5b – Money Laundering Regulations

To comply with Money Laundering Regulations, we are required to verify the identity of our customers. We do this by carrying out an online check with a reference agency. This is not a credit check and will not affect your credit rating. The agency will verify your identity against public records and confirm whether you have a credit history (but will not disclose any information to us about your actual borrowing). The agency will add a note to your credit file to show that an identity check was requested by Standard Life. If successful, a copy of the results will be held by Standard Life to evidence that your identity has been verified. We regret that we cannot offer an alternative unless the online check does not confirm your identity, in which case we will carry out a manual check.

Part 5c – Declaration

Declaration by Standard Life

In the event of Standard Life Assurance Limited accepting this application it hereby agrees as administrator and provider in terms of the rules of the scheme to administer the scheme as required by the rules.

My Declarations

1. I declare that to the best of my knowledge and belief the statements made in this application, whether in my handwriting or not, are correct and complete.
2. I, the person named in Part 1, declare that in respect of the transfer payment I am, or wish to become, a member of the Standard Life Self Invested Personal Pension Scheme.
3. In consideration of the transfer being made, I agree to be bound in all respects by the rules of the scheme in force from time to time.
4. a) I declare that I am resident in the UK for tax purposes, or
b) I am (or my husband, wife or civil partner is) a Crown servant working overseas.
5. I am aware that, where I am receiving advice from a financial adviser, the adviser is acting on my behalf.
6. If the transfer payment is being paid into a Group Flexible Retirement Plan, I authorise Standard Life to disclose to my employer (or the person within my business who is the contact name for enquiries) any information regarding payments and transfer values paid to my Plan, how payments are invested and the value of my Plan if requested.
If you do not wish your employer to have access to this information, then please write to us at: Standard Life Assurance Limited, Corporate Pensions, Standard Life House, 30 Lothian Road, Edinburgh, EH1 2DH.
7. I have had the opportunity to read the Data Protection Notice. I agree that my personal data (including special category data) may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).

Part 5c – Declaration (Continued)

My declarations to the administrator(s) of the transferring scheme(s) named in Part 2

1. I authorise and instruct you to transfer funds from the plan(s) as listed in Part 2 directly to Standard Life. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/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 benefits from the plan.
2. I authorise you to release all necessary information to Standard Life to enable the transfer of funds to Standard Life.
3. I authorise you to obtain from and release to the financial adviser named in this application any additional information that may be required to enable the transfer of funds.
4. If an employer is making payments to any of the plans listed in Part 2, I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
5. Until this application is accepted and complete, Standard Life’s responsibility is limited to the return of the total payments to the transferring scheme(s).
6. Where the payment(s) made to Standard Life represent(s) all of the funds under the plan(s) listed in Part 2, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.
7. Where the payment(s) made to Standard Life represent(s) part of the funds under the plan(s) listed in Part 2, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

My declarations to Standard Life Assurance Limited & the administrator of the transferring scheme

1. I promise to accept responsibility in respect of any claims, losses and expenses that Standard Life and the transferring scheme(s) may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

Signature ▶

Date

(DD/MM/YYYY)

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Signature required

It is a serious offence to give false statements. The penalties are severe and could lead to prosecution.

Please complete 5d if you did not receive advice from a financial adviser.

Part 5d – Execution Only Declaration – where no advice was given

Please tick each of the following boxes to confirm that you agree with the corresponding statement. We cannot process this application form unless you confirm that you agree with all of the following statements

I am aware that Standard Life recommends that all customers should seek financial advice before joining or transferring to a Group Flexible Retirement Plan.

I have chosen not to seek financial advice and confirm that Standard Life have not provided me with any financial advice regarding the product(s).

By not seeking advice, I am taking full responsibility for the suitability of product(s) for my needs, and will not hold Standard Life responsible for the suitability, or for any losses I may suffer as a result of my decision.

I confirm that the information I have given is true and correct to the best of my knowledge and belief.

Signature ▶

Date

(DD/MM/YYYY)

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Signature required

Financial adviser details – to be completed by the scheme adviser

Intermediary Reference No. (maximum 25 characters)	<input type="text"/>
Contact name	<input type="text"/>
Agency name	<input type="text"/>
Agency code	<input type="text"/>
Email	<input type="text"/> @ <input type="text"/>
Telephone number (include area dialling code)	<input type="text"/>
Mobile number	<input type="text"/>
Basis of Sale	Whole of Market <input type="checkbox"/> Other <input type="checkbox"/>
If other please specify:	<input type="text"/>
Was advice given?	Advice <input type="checkbox"/> No advice (eg, Execution-only) <input type="checkbox"/>
Status of Client (eg execution-only)	<input type="text"/>
Financial Conduct Authority or Authorisation No.	<input type="text"/>

Please complete either section A or B below as appropriate.

Section A – Commission basis (only available on schemes established prior to 31 December 2012)

If you gave a personal recommendation, was this in line with an agreement you made with the employer before 31 December 2012? Yes No

If the scheme is currently paying commission, it can be paid, either as per the current agreed scheme basis or confirm alternative amounts below:

Transfer payment(s) FBC % Initial £

If you do not wish to take any commission for transfer payment(s) for this member, please tick here.

If you wish to change the scheme from a commission basis to an Adviser Charging basis, please speak to your usual Standard Life contact.

Section B – Adviser charging basis

Adviser charges may be available where the scheme was set up on or after 15 October 2012 (unless the scheme was set up after this date on a commission paying basis) or if the scheme was set up before this date and we have agreed to make adviser charges available.

If you are providing individual advice to a scheme member paid for by an adviser charge please complete the Confirmation of adviser charges form (GFRP15).

Standard Life Assurance Limited is owned by the Phoenix Group and uses the Standard Life brand under licence from the Standard Life Aberdeen Group. You can find more information about Standard Life Aberdeen plc's strategic partnership with Phoenix at www.standardlife.com/partnership

Standard Life Assurance Limited is registered in Scotland (SC286833) at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH.

Standard Life Assurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. www.standardlife.co.uk

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