

Who this form is for

When we say 'Standard Life' we mean 'Standard Life Assurance Limited'.

This form is for employees, or self employed individuals within the same partnership, who wish to join a Group Personal Pension Plan for Larger Employers. It is also for self employed individuals without any business partners who wish to join a Group Personal Pension Plan for Larger Employers with 25 or more employees.

LEM31S 0421



By filling in this form, you are applying to enter into a contract with Standard Life.

Filling in this form

Read 'Your Company Pension Plan' guide (WSMEE1) and the 'Group Pension for Larger Employers Key Features Document' (LEM17GPP) before you complete this form.

The information in this form is mainly needed for tax purposes.

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

You must tell us if any information changes before your Plan starts. If you don't, or you fail to tell us any other relevant information, it may make your Plan void.

If you'd like a copy of the standard terms and conditions of this Plan and/or the completed application form let us know.

If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

Please fill in this form in black ink and BLOCK CAPITALS. Don't use correction fluid if you make a mistake. If you need to fix a mistake, please initial any changes you make.

Notes for completing Application Form LEM31S

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. If you cease to be resident in the UK, you can still make payments in a year of assessment as long as you were so resident at any time in the previous 5 tax years.
- B. A civil partnership is a legal contract between two partners of the same or opposite sex.
- C. If you are in any doubt as to whether or not you are a 'Crown Servant performing duties abroad', you should check with your payroll department.
- D. An occupational pension scheme is an employer's pension scheme which promises to provide a pension and/or lump sum on retirement. It does not include:
 - a. any personal pension scheme or group personal pension scheme, even if an employer pays into it;
 - b. any stakeholder pension scheme, or group stakeholder pension scheme, even if an employer pays into it;
 - c. any scheme which pays benefits only on death; or
 - d. 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 to which your employer makes payments.

Part 1 – 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"/>
		Your Selected Pension Age (between 55 and 75)	<input type="text"/>
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)	<input type="text"/>		
Home	<input type="text"/>		
Business	<input type="text"/>		
Marital status	Single <input type="checkbox"/>	Married/civil partnership (see Note B) <input type="checkbox"/>	Separated <input type="checkbox"/>
		Divorced/dissolved civil partnership <input type="checkbox"/>	Widowed/surviving civil partner <input type="checkbox"/>

! We can't process your application without a valid National Insurance Number. You cannot make payments if you are over age 75. (Age 75 means the day before your 75th birthday.) You don't have to retire at your Selected Pension Age, but you must normally start to take your pension benefits by age 75.

Part 2 – Your employment/business details

Employer's name	<input type="text"/>		
Employer's/Business address			
Building number	<input type="text"/>		
Street	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>		
Scheme number (if known)	<input type="text"/>		
Status of employment	Employed <input type="checkbox"/>	Self employed <input type="checkbox"/>	

Part 3 – Eligibility

To be eligible to make payments to this plan, you must answer ‘Yes’ to one of the following questions:

Are you resident in the UK for tax purposes (See Note A)? Yes No

If ‘Yes’, please go to Part 4. If ‘No’, please answer the following question.

Are you a Crown Servant performing duties abroad (See Note C)? Yes No

Part 4 – Your employer’s other schemes

This section covers any other pension schemes provided by your employer. You must complete this section.

1. I confirm that I am not a member of my employer’s occupational pension scheme (see Note C). Yes No
2. I confirm that I have not opted out of an occupational pension scheme (nor do I plan to opt out of an occupational pension scheme of which I am currently a member) in favour of making payments to this plan. Yes No
3. I confirm that I have not chosen to opt out of joining an occupational pension scheme which I am currently eligible to join (or which I will be eligible to join at the end of a specified waiting period) in favour of making payments to this plan. Yes No

The Group Personal Pension Plan for Larger Employers is not an occupational pension scheme.

Part 5 – Payment details

First payment date

(please ask your employer, financial adviser or other partners for this information, if you are unsure.)

Date of first payment (DD/MM/YYYY)

Regular payments

Your payments to the Group Personal Pension Plan for Larger Employers (and any employer payments) will be made on an earnings basis. Please provide the following information:

Gross earnings on which the initial payment is to be based £

Your initial payments expressed as a % of earnings %

Your employer’s payments expressed as a % of earnings %

Category of employee (please ask your employer for this information)

Single payment

Date on which your employer will deduct a single payment from your salary.

If you and/or your employer are paying regular payments the minimum single premium amount is £500 gross.

Your Gross Payment £

Net (Amount on cheque) £

Employer Gross Payment £

If you are an employee, go to Part 6. If you are self employed go straight to Part 7.

All payments must be based on your gross earnings

If paying by cheque, please make the cheque payable to ‘Standard Life Assurance Limited [planholder’s name]’. The cheque must be for the NET amount (ie the amount you wish to pay less basic-rate tax). Please enclose the cheque with your completed application form.

Other payment methods may be available on request.

Part 8 – Money Laundering Regulations

To comply with the Money Laundering Regulations, we are required to verify the identity of our customers. We do this by carrying out an online identity 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 borrowings). 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 9 – Data Protection Notice

We're committed to maintaining the trust and confidence of our customers. Our Privacy Policy explains how we use our customers' personal information. It explains when and why we collect personal information about our customers, how we use it, the conditions under which we may share it with others and how we keep it secure. It also explains how you can obtain details of the information we hold about you, and the choices you have about how we use that information. You can get a copy of our Privacy Policy on our website: <https://www.standardlife.co.uk/privacy/standard-life-assurance-limited>

Part 10 – Declaration – important, please read carefully**Declaration by Standard Life**

If Standard Life Assurance Limited accepts this application, it hereby agrees as administrator and provider in terms of the rules of the Standard Life Appropriate Personal Pension Scheme to administer the scheme as required by the rules.

Your declaration

1. I, the person named in Part 1 of this Application form, request that the benefits described in or arising from payments specified in this application (and the employer's application form(s)), be provided for me under the Standard Life Appropriate Personal Pension Scheme and in consideration of its acceptance I undertake to be bound in all respects by the rules of that Scheme in force from time to time.
2. 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.
3. I declare that the total payments to any registered pension scheme, in respect of which I am entitled to relief under section 188 of the Finance Act 2004, will not exceed the higher of the 'basic amount' or my relevant UK earnings, within the meaning of section 189 of that Act, for that tax year. (The 'basic amount' for the 2019-20 tax year is £3,600 gross. This may change in future years.)
4. I declare that I will tell Standard Life if an event occurs (such as those listed in my Key Features Document) as a result of which I will no longer be entitled to relief for my payments under section 188 of the Finance Act 2004. I will do so before the end of the tax year in which the event occurs, or within 30 days of the event if this is later.
5. If I become self employed and my payments are being made from a partnership account, I confirm that I will reimburse the partnership for the amount concerned.
6. I agree the amount of my payments and, if my payments are to increase on the basis of age or length of service, agree to any increase in my payments determined by my employer.
7. I have read and understood the Data Protection Notice. I agree that my personal information (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).
8. I authorise Standard Life to disclose to my employer (or if I am self employed, the person in my business who is the contact name for enquiries), if requested, any information regarding the payments and transfer values paid to my Plan, how these payments are invested and the value of my Plan.

If you do not wish your employer to have access to this information, then please write to us at: Standard Life Assurance Limited, Group Pensions, Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH.

Signature

Date

(DD/MM/YYYY)

**Signature required.**

HM REVENUE & CUSTOMS WARNING: This application will also be used as an application for tax relief at source. If you give false information you may be prosecuted.

Financial adviser's details

Please enter company stamp

Name of contact

Intermediary Reference Number*

Location

Was advice given? Advice No advice (eg, Execution only)

Basis of Sale Whole of Market Other

If other please specify:

*Maximum 25 characters.

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

Any Fund Based Commission (FBC) will be paid as per the current agreed scheme basis.

If you do not wish to take any commission for this member, please tick here.

N.B. Adviser charging is not available on this product.

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

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