

# Active Money Self Invested Personal Pension and Active Money Personal Pension

## Application form

For third party payments

**SLSIP33 0421**

### Who this form is for

You should use this form if you want to make third-party payments to:

- a new or existing Active Money Self Invested Personal Pension (AMSIPP); or
- a new or existing Active Money Personal Pension (AMPP)

Third-party payments are made by an individual on a member's behalf, eg spouse, civil partner, parent or grandparent. This form is not suitable for adding an employer.

For new plans, this form must be submitted with the main application form for the plan.

If the member has registered for enhanced protection or any version of fixed protection, you should not complete this form. You should not complete this form as making this payment could result in the loss of this protection. We recommend speaking to either the member or a financial adviser before proceeding with making any third party payment.



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

We will provide you with a copy of this form and the terms and conditions of the contract on request.

### Filling in this form

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

### Please complete the following parts:

Part	Title	When to complete?	Page(s)
Part 1	Planholder's details	Planholder must complete this part	02
Part 2	Third Party Payer	Third Party must complete this part	03
Part 3	Payments	Third Party must complete this part	04-06
Part 4	How you want to pay your adviser	Planholder to complete if paying an adviser for their services	07-08
Part 5	Where would you like to invest your single and regular payments?	Planholder must complete this part	08-13
Part 6	Important information and declarations	Both Planholder and Third Party must complete this part	14-15

**Part 1 – Planholder’s details**

What type of plan do you have (or have applied for)?      AMSIPP       AMPP

1. Plan number

1. Existing AMSIPP or AMPP customers only

2. Title  
(Mr/Mrs/Miss/Ms/  
Other eg Dr/Rev)

3. Sex      Male       Female

4. Surname

5. First name(s)  
in full

6. Date of birth  
(DD/MM/YYYY)

7. National  
Insurance  
Number

**Part 2 – Third Party payer**

1. Title (Mr/Mrs/Miss/Ms/ Other eg Dr/Rev)

2. Sex Male  Female

3. Surname

4. First Name(s) in full

5. Date of birth (DD/MM/YYYY)

6. Address

House number

Street

City/Town

County

Postcode

7. Telephone (include area dialling code)

Work

Home

Mobile

8. Email address

@

9. How long have you lived at the above address? Years  Months

**Part 3 – Payments**

The minimum payment you can make to set up the plan is:

- AMSIPP – £300 a month, or £3,000 a year, or a single payment of £10,000.
- AMPP – £150 a month, or £1,500 a year, or a single payment of £1,000
- (All figures shown are gross.)

- The minimum payment you can make when the plan value is more than £50,000 for AMSIPP, or £25,000 for AMPP, is £100 a month, or £1,000 a year.
- There are limits to how much can be paid into the plan each year set by HM Revenue & Customs. Please refer to ‘Information about tax relief, limits and your pension’ (GEN658) for more information.
- Regular payments must be made by direct debit.
- If the planholder was to ‘recycle’ a tax-free lump sum they may face a tax charge. Leaflet GEN449, ‘Recycling of lump sums’ explains what recycling means and what the tax consequences are.

**Part 3a – Payments to be made by the Third Party**

	Single payment	Regular payment
Gross payment (including basic rate tax relief)	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Payment frequency		Monthly <input type="checkbox"/> Yearly <input type="checkbox"/>
First payment date Between 1 <sup>st</sup> and 28 <sup>th</sup> (DD/MM/YY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

**Gross payment**

**The amount we take from your bank account for your payments will be less than the gross amount, as we automatically add basic-rate tax relief to your payments.**

The first payment date must be a date after you have signed the application form.

If the planholder has chosen automatic indexation for their regular payments, your regular payments will also increase each year at the same rate.

**Part 3b – Single Payments**

You (the Third Party) can make payments electronically safely and securely by:

- BACS **payment received within 3 working days**
- Faster Payment **immediate payment received same day within 2 hours**
- CHAPS/Telegraphic Transfer **payment received by close of business same day**

If you want to make an electronic payment you will need to do this through your bank. You will need our bank details to make this transfer.

**Our bank details for payments are:**

Account Number 42288230  
Sort Code 40 03 28

Bank Address  
HSBC Bank plc  
Holborn Circus Branch  
31 Holborn  
LONDON  
EC1N 2HR

Please let us know the Sort Code and Account Number you are sending your payment from. This is to help us match your money to your plan, we will not deduct money from your account.

**If this is the same as your Direct Debit Instruction please cross**

**If this is from a different account please tell us:**

Name(s) of Account-holder(s)

Bank or Building Society Sort Code  Bank or Building Society Account Number

You can also pay single payments by cheque, which may take longer to be applied to your plan. Cheques should be made payable to 'Standard Life Assurance Limited', and enclosed with this application form.

Your bank may have a limit on Faster Payments.

If you want to pay by BACS, Faster Payment, CHAPS/ Telegraphic Transfer, please check that your bank can make this type of payment.



Please use your plan number, if you have one, or your name and date of birth as the reference for your payment. This helps us match the money to your plan.

**Part 3c – Regular Payments – Direct Debit Instruction**



Third Party to complete with their bank details if making regular payments.

**Completion of your Direct Debit Instruction**

1. Complete this form to instruct your Bank/Building Society to make payments directly from your account.
2. If the due date falls on a weekend or Bank Holiday, your account will be debited within two working days.
3. Please ensure that the Instruction is signed and dated and the Direct Debit Guarantee is detached before the Instruction is returned to Standard Life.

Please supply the following details:  
**Instruction to your Bank or Building Society to pay by Direct Debit**

**Originator’s identification no.**

**9 9 1 5 2 4**

Issued by: Standard Life, Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH

**For Standard Life official use only**

This is not part of the Instruction to your Bank or Building Society.

**Name and full postal address of your Bank or Building Society branch.**

Postcode	

Name(s) of Account-holder(s)

Bank or Building Society Account No.  Reference Number

Branch Sort Code  Please refer to the top right hand corner of your cheque book.

**Your Instruction to the Bank/Building Society, and Signature**

Please pay Standard Life 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 Standard Life and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date (DD/MM/YYYY)



**Signature(s)**

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



### Part 4c – Ongoing Adviser Charge

Complete this section if you have agreed to pay your adviser for ongoing advice in relation to your plan. The Ongoing Adviser Charge can either be a set amount or a percentage of your plan value.

1. Set amount

£                      every month

£                      every year

£                      every quarter

£                      every half-year

OR

2. Percentage of plan value         % of your plan value a year

This percentage can be taken once a year or split across a different time period:

Yearly  Monthly   
 Quarterly  Half-yearly

We call this an Ongoing Adviser Charge.

If you complete Part 4c, any Level Commission, Fund Based Renewal Commission or fees will stop being paid.

### Part 5 – Where would you like to invest your single and regular payments?

To invest in	Complete
<b>Quick option (existing customers only)</b>	<b>5a</b>
<b>Level 1 investments (for all customers)</b>	
Pension funds	<b>5b</b>
Trustee Cash Account	<b>5c</b>
<b>Level 2 investments (for AMSIPP customers)</b>	
SIPPZone Funds	<b>5d</b> (Additional charges will usually apply)
<b>Level 3 investments (for AMSIPP customers)</b>	
Managed Portfolio Service	<b>5e</b> (Additional charges will usually apply)
Discretionary Investment Manager	<b>5f</b> (Additional charges will usually apply)
Execution-only stockbroker	<b>5g</b> (Additional charges will usually apply)
Any other investments	<b>5h</b> (Additional charges will usually apply)

Please ensure that the total percentage adds up to 100% or the amounts you enter add up to the total payment. If they do not, ALL the money will be invested in the Trustee Cash Account until you give us clear investment instructions for the whole amount.

If you do not complete Part 5 or if your instructions are unclear, we will pay the single or regular payments described in this form into the Trustee Cash Account.

In our AMSIPP literature we call our insured pension funds 'SLIP funds'.

### Part 5a – Investment choice for existing Standard Life customers only

If you already have a SIPP plan or AMPP, you can choose to complete this section (instead of Parts 5b to 5h) for the new payments that are being made in this form.

If your plan is fully invested in our insured pension funds – invest as per existing holdings

Cross this box if you want the new money to be invested in the same proportions as your current holdings.

If your plan is not fully invested in our insured pension funds – pay into the Trustee Cash Account

Cross this box if you want the new money to be invested in the Trustee Cash Account

- If, instead, you want to provide us with specific investment instructions for your new investments, please complete the relevant sections of Part 5 (see above).
- If you have crossed either of the above boxes, go to Part 6.

By 'invested in the same proportions as your current holdings' we mean the proportions of each SLIP fund as at the date we receive this form. If you are setting up regular payments for the first time, these instructions will apply to the ongoing payments.



**Part 5b – Pension funds – Level 1**

Fund code	Fund names	Regular Payments £ or %	Single Payments £ or %
<b>AAAF</b>	<b>Standard Life MyFolio Managed III EXAMPLE</b>	<b>100</b>	<b>100</b>

No more than 12 pension funds can be selected, 11 if you also want to invest in the Trustee Cash Account, Mutual Funds, or any other investment.

**Part 5c – Trustee Cash Account – also used to pay charges – Level 1**

	Regular payments £ or %	Transfer/single payments £ or %
<b>How much do you want to invest in the Trustee Cash Account?</b>		

It is important that you put enough money in the Trustee Cash Account to pay any advice charges you want paid from it, as well as any charges for investments outside of the insured pension funds. We recommend keeping enough money in the Trustee Cash Account to cover 12 months of charges.

**Investments other than the Standard Life Investment Policy (SLIP) and Trustee Cash Account**

Please note: Level 2 and Level 3 investments usually incur additional charges.

- When you choose to invest in Level 2 or Level 3 investments, the length of time it takes to complete the purchase of your chosen investment will vary depending upon the type of asset and the organisation providing it. We will do our part of any such transaction within a reasonable timescale but we do not control the amount of time it might take a 3<sup>rd</sup> party to complete the purchase.
- If you are investing any money in Level 2 or Level 3 investments, remember to set aside enough money in the Trustee Cash Account (ie SIPP Bank Account) to pay for charges.



Please note that the **fund code(s)** and the **FULL fund name(s)** must be included on this form, as shown in the example. Fund codes can be found in the SIPP Fund list (SLSIP5c) and the AMPP Fund List (AMPP5a).

Please note: if you choose a Lifestyle profile you can't invest in any other Standard Life Investment Policy funds.

**Trustee Cash Account**

There is no additional charge for any money invested in this account. The rate of interest is normally 1% below the Bank of England base rate. You can check the rate by contacting us or your adviser.



**AMPP customers** – now go straight to Part 6. The investment options in Part 5c to 5g are for AMSIPP only.

**Part 5d – SIPPZone mutual funds – Level 2 – AMSIPP only**


- Please complete the question and table below to tell us how you wish to invest your payments.
- If you want a different investment mix for each different type of payment you will need to complete your instructions on a separate sheet of paper and attach it to this form.

A European Union directive requires fund managers to produce a Key Investor Information Document (KIID) for most funds. This document sets out key information about the fund including the objectives and risks of the fund, what it invests in and its charges.  
It is important that you read the KIID before selecting the fund.

Cross the box if you want the income from any income funds to be paid into the SIPP Bank Account.

**If you don't cross the box to the right, any income will be reinvested.**

Citi code	Fund names	Inc or Acc?	Investment priority order (1-10)	Regular Payments £ or %	Single Payments £ or %

 Citi code(s) are mandatory and must be completed to allow us to process your application. When giving the FULL fund name(s), please specify either an 'accumulation' (acc) or 'income' (inc) version of your chosen funds. **If you do not include this information, your fund choice will default to the 'accumulation' version (where both versions are available).** Citi codes can be found at [www.standardlife.co.uk](http://www.standardlife.co.uk)  
If your instructions cannot be given in this section, please provide them in writing and attach them to this form.

**Part 5e – Managed Portfolio Service – Level 3 – AMSIPP only**

Only complete this section if you wish to invest in the Managed Portfolio Service provided by Aberdeen Standard Capital.

Please cross one box below to indicate which Portfolio Strategy you wish to invest in.

- Portfolio Strategy 1
- Portfolio Strategy 2
- Portfolio Strategy 3
- Portfolio Strategy 4
- Portfolio Strategy 5

There's a minimum investment level of £100,000 into the Managed Portfolio Service.



**Part 5h – Any other investments – Level 3 – AMSIPP only**

Property can be difficult to sell so it may not be possible to sell investments when required. The valuation of property is generally a matter of opinion rather than fact.

In the investment details section, give all the relevant information where applicable, such as:

- details of fund(s) to be bought direct from the market (including Fidelity FundsNetwork)
- type of share class – accumulation or income, or
- details of the commercial property you want to buy.

Also, please provide details of any transfer payments that are in-specie. If there is not enough room for your needs, please attach a separate sheet(s) of paper.

**Other providers forms**

When an application form or prospectus is required, please provide the necessary form. Once we have completed the form, we will send it direct to the product provider with the appropriate amount of money. There may be a delay in carrying out any investment instructions until all documentation has been received.

**Commercial property**

If you wish to invest in commercial property, please attach the property information questionnaire along with this application.

Investment details	Investment priority order (1-10)	Regular Payments £ or %	Single Payments £ or %

## Part 6 – Important information and declarations

Please read Part 6a and 6b before signing the declarations in Part 6c (Third-Party) and 6d (Planholder).

### 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 6b – Money Laundering Regulations

To comply with Money Laundering Regulations, we may verify your identity, by carrying out an online check with a reference agency. Where an online check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. If the online check does not confirm your identity, we will carry out a manual check and we may need to contact you for further information. We regret we cannot offer any alternative process. Acceptance of this application is subject to satisfactory completion of identity verification checks within 30 days of the application date.

**Part 6c – Declarations – third party payer**

- 1. I have read and understood the Data Protection Notice. I agree that my personal data may be used for the purposes described.
- 2. I declare that the information given in Parts 2 and 3 of this application form, whether in my handwriting or not, is correct and complete.
- 3. I understand payments made to this Scheme in respect of the person named in Part 1 will only be returned to them in the form of benefits payable under the rules of the Scheme. In particular I understand that no benefits will be returned to them before age 55 unless the person is incapacitated.
- 4. I understand and agree that if the planholder has chosen automatic indexation for the regular payments, my regular payments will increase each year by their chosen percentage or in line with their chosen index.


**Signature(s)** 

**Date**  
(DD/MM/YYYY)

  
Third party payer's signature required

**Part 6d – Planholder's declaration**

I agree to my financial adviser receiving the adviser charges described in Part 4.  
I understand that I can access the Key Investor Information Documents (KIIDs) for my chosen funds (where available) from the [standardlife.co.uk](http://standardlife.co.uk) website or by calling Standard Life.

**Signature(s)** 

**Date**  
(DD/MM/YYYY)

  
Planholder's signature required

Standard Life use only	
Account Manager	<input type="text"/>
Sales Team Code	<input type="text"/>
Consultant Code	<input type="text"/>

Standard Life use only – SLCM	
	SLD <input type="checkbox"/> PCM <input type="checkbox"/>
Agency Code	<input type="text"/>
Agent	<input type="text"/>

Standard Life  
 Standard Life House  
 30 Lothian Road  
 Edinburgh  
 EH1 2DH

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The Direct Debit Guarantee
<ul style="list-style-type: none"> <li>• This Guarantee is offered by all banks and building societies that accept instruction to pay Direct Debits.</li> <li>• If there are any changes to the amount, date or frequency of your Direct Debit, Standard Life will notify you three working days in advance of your account being debited or as otherwise agreed. If you request Standard Life to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>• If an error is made in the payment of your Direct Debit, by Standard Life 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.               <ul style="list-style-type: none"> <li>– If you receive a refund you are not entitled to, you must pay it back when Standard Life asks you to.</li> </ul> </li> <li>• 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.</li> </ul>



Important, please tear off and keep safely.