

SLSIP33 1211

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.

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.



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

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	02
Part 3	Payments	Third Party must complete this part	03-04
Part 4	Commission and fees	Planholder to complete if paying an adviser any commission or fee	05-06
Part 5	Where would you like to invest your transfer, single and regular payments?	Planholder must complete this part	07-11
Part 6	Important information and declarations	Both Planholder and Third Party must complete this part	12

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

Part 1 – Planholder’s details

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

1. Plan number

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

7. National Insurance Number

1. Existing AMSIPP or AMPP customers only

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

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"/>
Payment frequency		Monthly <input type="checkbox"/> Yearly <input type="checkbox"/>
First payment date Between 1 st and 28 th		<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.

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	Bank Address
Sort Code 40 03 28	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:

Bank or Building Society Sort Code	<input type="text"/>	Bank or Building Society Account Number	<input type="text"/>
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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.

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

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.

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

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

Originator's identification no.

9 9 1 5 2 4

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)

Signature(s)

Date

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

Part 4 – Commission and fees – how you want to pay your financial adviser

If an adviser is **not** taking commission and/or a fee, cross this box and then go to Part 5

If you are using this plan to pay an adviser:
commission – complete Parts 4a and 4c
and/or a fee – complete Parts 4b and 4c

Part 4

If you do not have an adviser, go straight to Part 5.

Part 4a – Commission

Funded Initial Commission (FIC)

- Maximum of 5%
- Paid for by a monthly charge taken from your plan for six years
- Not available if you are age 69 or over
- Total single payments must be £10,000 or more

Initial Commission (IC)

Single payments

- Maximum of 8%
- Paid for by a one-off charge from your plan

Regular payments

- Maximum of 25% of first year’s regular payments
- Paid for by a charge deducted over 12-48 months from your plan

Level Commission (LC)

- Maximum of 5%
- Paid for by a regular charge taken from each payment

Fund Based Renewal Commission (FBRC)

- Maximum of 1.5%
- Paid for by a regular charge taken from your plan
- The frequency for this must be the same across the plan

FIC

A transfer charge will apply if within six years you buy an annuity, or take a transfer payment.

IC for regular payments

Charge period must end by the date you chose in Part 2, question 12.

FIC + IC for single payments

If you are mixing FIC and IC, the combined total commission you can pay is capped at 8%. For example, you could pay 5% FIC and 3% IC.

IC and LC for regular payments

If you are mixing IC and LC, the combined total commission is capped at 5%. So 1/10th of IC plus LC must be 5% or less.

Commission percentages can be in steps of 0.1%. Do not mix £ and % for FIC, IC and LC – use only £ or %.

Please tell us what commission you want us to pay to your financial adviser.

	Single	Regular payments
1. Funded Initial Commission (£ or %)	<input type="text"/>	
2.1. Initial Commission (£ or %)	<input type="text"/>	<input type="text"/>
2.2. Initial Commission (regular payments) – to be charged over how many months (12-48)?		<input type="text"/> months
3. Level Commission (£ or %)		<input type="text"/>
4.1. Fund Based Renewal Commission (%)	<input type="text"/> %	<input type="text"/> %
4.2. Fund Based Renewal Commission – frequency (for single and regular)		Yearly <input type="checkbox"/> Monthly <input type="checkbox"/>

FBRC

If FBRC is already being paid on the plan, the frequency cannot be changed. The existing frequency will apply.

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

To invest in	Complete
Quick Option (existing customers only)	5a
Level 1 investments (for all customers)	
Pension funds	5b
Trustee Cash Account	5c
Level 2 investments (for AMSIPP customers)	
FundZone Mutual Funds	5d (Additional charges will usually apply)
Fixed Rate Accounts (Standard Life Cash Savings)	5e (Additional charges will usually apply)
Level 3 investments (for AMSIPP customers)	
Discretionary Investment Manager	5f (Additional charges will usually apply)
Execution only stockbroker	5g (Additional charges will usually apply)
Any other investments	5h (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 you’re making 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 5f – Discretionary Investment Manager – Level 3 – AMSIPP only

Only complete this section if you want to appoint a Discretionary Investment Manager.

1. Name

2. How much do you wish us to send? (£ or %)

Please include this figure in the £ or % amount you have set aside in the Trustee Cash Account in Part 5c.

2. This amount is a one-off payment. Regular payments cannot be sent automatically, but you can instruct us to pay additional amounts at any time.

Part 5g – Execution Only Stockbroker – Level 3 – AMSIPP only

Only complete this section if you want to appoint an Execution Only Stockbroker.

1. Who will be the only person allowed to instruct your Execution Only Stockbroker to carry out a trade? Your financial adviser **or** You (the planholder named in Part 1)

2. Do you want to include Internet Sharedealing? Yes No

If 'Yes', please provide the email address of the person who is allowed to instruct trades:

@

3. The person in question 1 will be able to view the transactions on your account. Cross this box if you want **both you and your financial adviser** to be able to view transactions on your account.

An Execution Only Stockbroker carries out trades on your, or if you prefer, your financial adviser's instructions.

Part 6 – Important information and declarations

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

Part 6a – Data Protection Notice – Important, please read

The information provided in this form by the third party payer will only be used to take payments from their bank account and pay them into the plan held by the planholder named in Part 1. We will keep the information supplied by the third party payer confidential and will not disclose it unless it is lawful to do so.

Part 6b – Money Laundering Regulations

To comply with the 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. 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 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



Third party payer's signature required

Part 6d – Planholder's declaration

I agree to my financial adviser receiving the commission and/or fees described in Part 4.

Signature(s)

Date



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 checked="" type="checkbox"/> PCM <input checked="" type="checkbox"/>
Agency Code	<input type="text"/>
Agent	<input type="text"/>

Standard Life
 SIPP Customer Centre
 Dundas House
 20 Brandon Street
 Edinburgh
 EH3 5PP
 United Kingdom

Standard Life Assurance Limited registered in Scotland (SC286833) is the provider and scheme administrator of the Standard Life Self Invested Personal Pension Scheme and Standard Life Trustee Company Limited, registered in Scotland (SC076046) is the trustee. The registered office of each company is at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH. Standard Life Assurance Limited is authorised and regulated by the Financial Services Authority. *Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.* www.standardlife.co.uk

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The Direct Debit Guarantee
<ul style="list-style-type: none"> • This Guarantee is offered by all banks and building societies that accept instruction to pay Direct Debits. • 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. • 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"> – If you receive a refund you are not entitled to, you must pay it back when Standard Life 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.



Important, please tear off and keep safely.