

Application form

Internal Drawdown transfers from a Group Plan or an Executive Pension Plan

Who this form is for

You should use this form if you wish to transfer a Drawdown Pension Fund from your Standard Life Group Plan or Executive Pension Plan into our Active Money Self Invested Personal Pension (Active Money SIPP) for drawdown purposes.

In addition, the following forms should be completed, where applicable:

SLSIP30 Active Money SIPP application form (for transfer, single or regular payments).

You should complete form SLSIP30 for any transfer payment that does not represent a Drawdown Pension Fund.

SLSIP37 0421



When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.

If you complete this form and form SLSIP30, we will set up only one plan for you. But we will put different payments (or different parts of a payment) into separate arrangements under the plan.

Filling in this form

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 the completion of this form.

By filling in this form, you are applying to enter into a contract with Standard Life. Until your application is accepted, Standard Life's liability is limited to the return of the transfer payment to the person making the payment. We will provide you with a copy of this form and the terms and conditions of the contract on request.

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.

Put a cross in the relevant box when you're asked to make your choice.

Part 1a – Planholder's details

The information supplied will be held in the strictest confidence and subject to the provisions of Data Protection legislation.

Title (Mr/Mrs/Miss/Ms/ Other eg Dr/Rev)		Male <input type="checkbox"/> Female <input type="checkbox"/>
Surname		
First name(s) in full		
Date of birth (DD/MM/YYYY)		

Part 1a – Planholder’s details (continued)

Address

House number

Street

City/Town

County

Postcode

National Insurance Number

Telephone (include area dialling code)

Home

Business

Mobile

E-mail address

@

Marital status

Single Married/Civil partnership Widowed/surviving civil partner
 Separated Divorced/dissolved civil partnership

Do you have a Standard Life SIPP? Yes No

If ‘Yes’, insert plan number then go to **Part 1b**. If ‘No’, answer the questions below then go to **Part 1b**.

Plan number **D 1**

At what age are you planning to buy an annuity? Age

We need to use this age in any illustrations we provide for you. If you do not supply an age (for example, because you are not planning to buy an annuity in the future) we will assume a default age of 75 wherever possible.

Are you currently

Employed Self employed Not employed
 Carer for a person under age 16 Full time education Pensioner
 Carer for a person over age 16 Under 16 Other

If other, please specify

If you fall into more than one category, please cross the most appropriate box.

Part 1b – Eligibility

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

Are you resident in the UK? (see Note A in Part 7) Yes No

Are you a Crown servant performing duties abroad, or the husband, wife or civil partner of such a Crown Servant? (see Notes B&C in Part 7) Yes No

Go to Part 1c if you have answered ‘Yes’ to either of the above questions.

Stop if you have answered ‘No’ to both of the above questions – you cannot normally apply for this plan. Please speak to your financial adviser.



You may still be eligible to make a transfer payment from a UK registered pension scheme if you are transferring from another Standard Life pension plan and you are habitually resident in a European country. Please speak to us or your adviser for more information.

Part 1c – Financial Adviser details

This part should be completed by your financial adviser.

Contact name	<input type="text"/>
Telephone number	<input type="text"/>
Mobile Number	<input type="text"/>
Business writer name(s)	<input type="text"/>
Agency code	<input type="text"/>
Agency name	<input type="text"/>
Intermediary reference number	<input type="text"/>
E-mail address	<input type="text"/>

Part 1d – Sales advice details

This part should be completed by your financial adviser.

1. Basis of sale Whole of market Other

If other, please specify

2. I confirm that this client has been provided with financial advice, including a personal recommendation for this transaction and investment choice. Yes No

Please see 'Advice not given' side note.

I confirm that any Adviser Charges paid from this pension plan meet the HMRC requirements to be authorised member payments and therefore will be as a result of a genuinely commercial remuneration arrangement I have with the planholder, will be an appropriate amount for the advice or services provided and will only be for advice or services given in relation to this pension plan.

Company Stamp

By completing this part, you are confirming that you are taking responsibility for submitting this piece of business for your client. (Please note that we will return any form containing pension transfer business if you do not complete this part.)

Please place cross in box.

Advice not given – If your client has not been provided with advice and would like immediate drawdown they cannot use this form. Please ask your client to contact Standard Life to proceed with this transaction.



Please note: the company stamp box must be stamped.

Part 2 – Details of the plan from which you are transferring

Plan number of the transferring scheme

HM Revenue & Customs Pension Scheme Tax Reference

Benefits taken

Amount of tax-free lump sum £

My remaining fund was designated to provide a Drawdown Pension Fund Yes No

If 'No', please stop completing this form and speak to your financial adviser.

I now wish to transfer my Drawdown Pension Fund to an Active Money SIPP Yes No

Transfer value

Estimated transfer value of my Drawdown Pension Fund £

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

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

Part 5

Taking your income

Please note: this section does not include the option to buy an annuity. If you wish to buy an annuity please call or write to us with your requirements.

If you wish your income to be paid to an overseas bank account, or if this form cannot capture your requirements, then please give us separate signed written instructions.

Part 5a –Protection from the Lifetime Allowance

Have you registered or applied for (do not tick any boxes if you have **NOT** registered or applied for protection):

- | | | |
|---|--|---|
| Primary protection <input type="checkbox"/> | Enhanced protection <input type="checkbox"/> | Fixed protection 2012 <input type="checkbox"/> |
| | Individual protection 2014 <input type="checkbox"/> | Fixed protection 2014 <input type="checkbox"/> |
| | Individual protection 2016* <input type="checkbox"/> | Fixed protection 2016* <input type="checkbox"/> |

Please forward a copy of any certificate(s) or letters you have received from HM Revenue & Customs.

* Some levels of protection can be completed online, meaning you might not have received a certificate or letter in writing. If you have a certificate or reference number from an online application, please provide it in the boxes below:

1. When do you want to take your first (income) payment:
(between 1st & 28th) (DD/MM/YYYY)

2. How much income do you want before tax?
A year £

3. How often would you like to have your income paid (subject to minimum and maximum limits)?
 Once a month Once every 3 months (quarterly) Once every 4 months (termly)
 Once every 6 months Once a year

Please include parts 2 and 3 of a P45 or a tax coding letter from HM Revenue & Customs. If this is not received we will apply emergency tax to the income payments. To find out the income limits that apply to you, please speak to your financial adviser.

Part 5b – Which investments do you wish us to provide your income from?

1. Do you wish us to provide income from any Standard Life Investment Policy funds? Yes No

If 'Yes', go to question 2. If 'No', go to **Part 5c** and we will provide all the income from the SIPP Bank account.

2. Do you want to provide ALL this income by taking money proportionately across all your Standard Life Investment Policy funds? Yes No

If 'Yes', go to **Part 5c**. If 'No', answer question 3.

3. How do you wish this income to be provided? (Please complete the table below)

Fund code	Standard Life Investment Policy (fund names)	Income (%)
FA	PENSION MANAGED ONE EXAMPLE	
	Total % invested in the SIPP Bank Account	%
	Total (Please ensure the total percentage adds up to 100%)	100%

If you want us to provide any income from the SIPP Bank Account, and you wish to take this immediately, please ensure you set aside enough money to maintain 12 months' income

2. If you have answered 'No', please tell us what percentage split you wish to provide from the SIPP Bank Account.



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.

Part 5c – Account details

To enable us to pay any benefits, please provide your bank/building society details below.

Name of bank/
building society

Address

Building
number

Street

City/Town

County

Postcode

Bank or Building
Society Account No.

Branch Sort Code

Name of account/
roll number to
be credited

Your building society's own bank details: With some building society accounts we are required to credit the society's own bank account and they then credit your personal account. Please check with your building society to see if this is necessary. If it is, then please ask them to supply the following information:

Account number/
roll number

Branch Sort Code

Building society
name



Please check with your bank/building society that CHAPS payments can be accepted into your account.

You will find this information on your cheque book or ATM card (cash machine card).

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

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.com/sl/privacy-policy/slal.page>.

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 – Authorising your financial adviser to give investment instructions on your behalf

If you want your financial adviser to be able to give investment instructions to Standard Life on your behalf, sign and date this section.

I authorise Standard Life to accept instructions from the financial adviser named in Part 1c to buy or sell investments under my plan. This authorisation will apply until Standard Life receives a written instruction from me changing or withdrawing my authorisation.

Signature



Date
(DD/MM/YYYY)


Signature required

Part 6d – Declarations – Important, please read**Important information****HM Revenue & Customs warning**

If you give false information you may be prosecuted.

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 Self Invested Personal Pension Scheme to administer the Scheme as required by the rules.

Your declaration

1. I, the person named in Part 1a of this form, understand that if I change my mind about continuing income drawdown under the Standard Life SIPP, I must:
 - buy an annuity under the SIPP with Standard Life, or
 - buy an annuity under the SIPP with another insurer of my choice, or
 - ask the SIPP administrator to pay my Drawdown Pension Fund to another scheme operating income drawdown of my choice (other than the scheme in Part 2 of this application form).
2. I request that the benefits described in or arising from the payment specified in the application be provided for me under the Standard Life Self Invested Personal Pension Scheme and in consideration of its acceptance I undertake to be bound in all respects by the rules of the Scheme in force from time to time.
3. 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.
4. I agree to be bound by the SIPP Terms and Conditions, and the terms and conditions for paying adviser charges.
5. I understand that I can access the Key Investor Information Documents (KIIDs) for my chosen funds (where available) from the **standardlife.co.uk** website or by calling Standard Life.
6. I request the trustee to appoint the investment manager(s), if any, named in Part 4e of this form.
7. I agree to my financial adviser receiving the adviser charges described in Parts 3a and/or 3b.
8. I have read the Data Protection Notice and I agree that my personal data may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products or services).

Part 6d – Declarations – Important, please read (*continued*)

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

9. I authorise and instruct you to transfer funds from the plan as listed in Part 2 directly to Standard Life. Where you have asked me to give you any original policy document in return for the transfer of funds and I am unable to do so, I promise to accept responsibility for any claims, losses and expenses of any nature which you may incur as a result of having made the transfer listed in Part 2 of this application.
10. I authorise you to release all necessary information to Standard Life to enable the transfer of funds to Standard Life.
11. 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.
12. If an employer is paying contributions to the plan as 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.
13. Until this application is accepted and complete, Standard Life's responsibility is limited to the return of the total payment to the administrator of the transferring scheme.
14. Where the payment made to Standard Life represents all of the funds under the plan listed in Part 2, then payment made as requested will discharge the administrator of the transferring scheme of all claims and responsibilities in respect of the plan listed.
15. Where the payment made to Standard Life represents part of the funds under the plan listed in Part 2, then the administrator of the transferring scheme will be discharged of all claims and responsibilities only in respect of the part of the plan represented by the payment.

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

16. I promise to accept responsibility in respect of any claims, losses and expenses that Standard Life and the administrator of the transferring scheme 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.

Part 6e – Your signature

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.

Please now sign the form. Your financial adviser will complete the money laundering section.

Signature



Date
(DD/MM/YYYY)



Signature required

Part 7 – Notes

- A. If you are in any doubt as to whether or not you are ‘resident in the UK’ you should check with your UK tax inspector.
- B. 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.
- C. A civil partnership is a legal contract between two partners of the same or opposite sex.

D. **The SIPP Bank Account and Additional Investments**

The SIPP Bank Account is a bank account owned and used by Standard Life Trustee Company Limited, the scheme trustee.

‘Additional Investments’ includes anything that is not invested in our Standard Life Investment Policy, e.g. the mutual funds available from Standard Life, SIPP Bank Account, commercial property, collectives and many other types of investments. If you want more information on what types of investments are available, please speak to your financial adviser.

When making ‘Additional Investments’ under the Active Money SIPP, we will place this money into the SIPP Bank Account. This account can be used to provide:

- any money required to purchase any investments.
- any money that is required to pay any charges.
- an investment opportunity or a facility to maintain cash on deposit.
- any income required immediately.

Other provider’s forms

To enable us to make any ‘Additional Investments’ you must tell us the full name of the investment you wish to purchase, the provider’s name and specific amounts you wish to invest. If you want to invest in any other insurance company’s product where a formal application form is required, we will need a blank application form (from that provider), along with this completed application form, so we can carry out your instructions. Once we have completed the form, we will send it direct to the product provider with the appropriate funds. 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 provide details in the ‘other investments’ section and attach the property information questionnaire along with this application. 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.

Important Notes:

- Please ensure you set aside enough money in the SIPP Bank account for your purposes.
- We will process the transfer payment as per the instructions you have given in the application form. Where we cannot achieve this we will contact your financial adviser.
- To tell us which order we should make your ‘Additional Investments’ in, complete the ‘Investment Priority’ column (1 being the investment you wish us to make first).
- If at any time you wish us to change the priority of your investments or change your investment instructions, please advise us in writing.
- As we do not know when money will be available we cannot guarantee any asset or fund prices.

Money Laundering

For financial adviser use only

Part i – Money Laundering Regulations

To comply with Money Laundering Regulations, Part ii must be completed by your financial adviser. They must also complete Part iii.

Part ii – Identity of applicant verified (to be completed by your financial adviser only)

I/We confirm that the identity of the applicant has been verified.

- The information in section 1a was obtained by me/us in relation to the customer, and
- The evidence I/we have obtained to verify the identity of the customer exceeds the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG.

Please cross the box.

Part iii – Financial adviser’s details

If Part ii has been completed this section must be signed by the person who has seen the original documentary evidence.

Name of Regulator

FCA or authorisation number

Name

Position

Signed 

Date (DD/MM/YYYY)

Company Stamp

 **Signature required**

 Please note: the company stamp box must be stamped.

Standard Life use only

Account Manager	<input type="text"/>
Sales Team Code	<input type="text"/>
Consultant code	<input type="text"/>

To comply with money laundering regulations you need to send the completed form 'Confirmation of verification of identity – private individual' with this application.

Standard Life Assurance Limited and Standard Life Trustee Company Limited are owned by the Phoenix Group and use 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 the provider and scheme administrator of the Standard Life Self Invested Personal Pension Scheme, and Standard Life Trustee Company Limited is the trustee. Standard Life Assurance Limited is registered in Scotland (SC286833) at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH. Standard Life Trustee Company Limited is registered in Scotland (SC076046) 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