Zurich Self Invested Personal Pension (Zurich SIPP) and/or Zurich Protected Rights Transfer Plan
Drawdown pension application form
Your application

Please note that if you wish to take additional capped or flexi-access drawdown, take drawdown for the first time, or convert capped drawdown to flexi-access drawdown and you have not sought and taken relevant financial advice or guidance regarding this, then you must complete the relevant risk questionnaire and answer all relevant questions about your options. If you have not done this in conjunction with this request, then please do so now by calling Zurich Retirement Services on 0345 850 8898. Please note that if this is not completed prior to this application being received then this will cause a delay in the processing of your request.

Taking a lump sum out of your pension could have tax implications and is a complex decision. We recommend you get guidance or advice to help you with this decision. Pension Wise is a new service from the government that will offer free and impartial guidance. You can visit their website www.pensionwise.gov.uk.

Alternatively, you should speak to your adviser regarding the best option for your circumstances.

Using this form

This application is only to be used if you have an existing Zurich SIPP or existing Zurich Protected Rights Transfer Plan and you are moving funds from one or both into drawdown pension or converting your existing capped drawdown fund into flexi-access drawdown. By signing this application form you are agreeing to move these existing funds.

Please complete sections 1, 3 and 6 and complete section 4 if you are moving funds into drawdown pension for the first time.

Your adviser will complete sections 2 and 5.

Please complete this form in blue or black ink using BLOCK CAPITALS and return it to Zurich Retirement Services, Suite 3 West Port House, 144 West Marketgait, Dundee, DD1 1NJ. They will be pleased to provide you with a copy of the application on request.

Your adviser will ensure that all required documents are attached.

You may wish to take your retirement savings as an uncrystallised fund pension lump sum and not take any income. This application form cannot be used for taking an uncrystallised fund pension lump sum (UFPLS) out of your pension. If you wish to take an UFPLS from your plan please contact your financial adviser or Capita on 0345 850 8898 for the relevant form.

How to fill in this form

The application form is divided into colour coded sections explained below. It is important that the appropriate sections are fully completed:

- **Personal information**
  
  All these pages must be completed. Any pages not fully completed will cause delay or could result in the application form being returned.

- **Adviser**
  
  This is essential information. We will only process this application if you received advice about it. Your adviser will complete this section.

- **Drawdown pension**
  
  This is also essential information. The pages in this section must be completed to move funds into drawdown pension.

- **Investments**
  
  Only complete this section if you are moving funds into drawdown pension for the first time.
Personal information

It is essential that you provide all the information requested. If you do not there will be a delay in moving your funds into drawdown pension.

1 Your personal details

Existing plan number(s)

Surname

Forename(s)

Title  □ Mr  □ Mrs  □ Miss  □ Ms  □ Other (please specify)

Gender  □ Male  □ Female  Date of birth  □ D  □ M  □ Y  □ Y  □ Y  □ Y

National insurance number

Telephone number

Email address

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

Nationality

Marital status  □ Married or Civil Partner  □ Single  □ Widowed  □ Divorced or dissolved Registered Civil Partnership

Please tell us below if your contact details have changed, for example address or telephone number.

1. I have taken relevant financial advice or guidance in respect of my instruction in this application form  □ Yes  □ No

2. If you have answered ‘Yes’ to question 1, did you take the advice from the adviser detailed in the ‘Adviser’ section in this application form  □ Yes  □ No

3. If you have answered ‘No’ to question 2 please complete the relevant adviser name, company address and Financial Service Register number here. If you obtained guidance from the Pension Wise service, please indicate this here.
Adviser

Your adviser must complete this section

2 Adviser declaration

IMPORTANT NOTE – WE WILL ONLY PROCESS THIS APPLICATION IF YOU INDICATE ADVICE WAS GIVEN.

Please tick if you did not give advice in relation to this application

If you do not tick you are indicating that advice was given.

I understand that it is my responsibility to determine whether VAT is payable on my adviser remuneration and make any payment due to HMRC.

Where sums are to be paid from a SIPP account, I understand that it is my responsibility to ensure that there are sufficient funds within the account to meet my adviser remuneration payments and that no payment will be made if insufficient funds are available.

I confirm that the client has been provided with key features relevant to this application.

I confirm that this business has been solicited, sold, signed and completed in the UK and that all persons involved in transacting this business are authorised or exempt persons as defined in the Financial Services and Markets Act 2000 and are permitted to conduct this type of business.

Adviser’s name

Financial Services Register individual reference number

Financial Services Register number

Business name

Adviser must sign here

Adviser’s signature

Date

D D M M Y Y Y Y
Drawdown pension

The pages in this section must be completed to move funds into drawdown pension.

Please note that if you wish to take additional capped or flexi-access drawdown, take drawdown for the first time, or convert capped drawdown to flexi-access drawdown and you have not sought and taken relevant financial advice or guidance regarding this, then you must complete the relevant risk questionnaire and answer all relevant questions about your options. If you have not done this in conjunction with this request, then please do so now by calling Zurich Retirement Services on 0345 850 8898. Please note that if this is not completed prior to this application being received then this will cause a delay in the processing of your request.

3 Drawdown pension

Your key features document explains the drawdown pension options. Please complete details of either full, partial or phased drawdown pension in sections a) and b) as applicable.

You should give instructions about any tax-free lump sum (sometimes called pension commencement lump sum) and income payments you require by completing the appropriate drawdown pension section and providing the information requested in section (c). If you are taking tax-free lump sum or income payments from wider SIPP assets, you will need to provide Capita Life & Pensions Regulated Services Limited (Capita) with separate instructions on which assets to sell and move to your SIPP account. These payments can only be made if there are sufficient funds in the SIPP account.

If you already have funds in drawdown pension, when providing details of your required level of income, please indicate only the income you will be drawing from the funds now being moved into drawdown pension and not the total income payments you are expecting to receive including any existing income payments.

Important notes

- If you are taking or have previously taken advantage of the pension benefit flexibilities introduced in April 2015 then a lower annual allowance will normally apply to your money purchase pension savings. This lower annual allowance is called the Money Purchase Annual Allowance. This means that you would incur a tax charge if you exceed this limit. Additionally, you would have a reduced Annual Allowance for any defined benefit savings. It is important to tell any of your money purchase pension providers of which you are an active member that you are subject to the Money Purchase Annual Allowance within the necessary timescale, which is currently 91 days.

  Your adviser would be able to explain the implications of this to you.

  You should note that your annual allowance could be higher if you have not flexibly accessed your pension benefits.

- With flexi-access drawdown you decide exactly how much income you need each year, but taking high levels of income will increase the risk that your money will run out before you die.

- If this is your first request for flexi-access drawdown, upon your first payment of flexi access drawdown you will need to comply with the HMRC requirements information requirements for any other pension schemes you hold. Your adviser will be able to provide you with more information regarding this.

- We will, wherever regulations permit, merge income payments with those of any existing funds in drawdown pension to minimise charges.

- Please note that if these have not been provided already, your original birth and, if applicable, marriage certificate or civil partnership registration certificate or a certified copy passport or a photo driving licence must be provided before drawdown pension benefits can be paid.

- When we refer to tax-free lump sum we are assuming total benefits are within your personal lifetime allowance. Please see page 8 for information about taxation of funds when they exceed this allowance.

- When you first move Zurich pension funds into drawdown pension, all of your Zurich Pension Plan (ZPP) fund and your Zurich Pension Plan (regulars) (ZPP (regulars)) fund will be transferred to a new ZPP. If you keep your ZPP (regulars) open and continue to make regular payments, each time you move more funds into drawdown pension, your Zurich pension fund holdings in your ZPP (regulars) will be moved unchanged to this new ZPP.

- Any tax-free lump sum is paid in one instalment in the first month (of each year for phased drawdown pension), assuming the funds are available.

- With effect from 6 April 2015 you can convert your current capped drawdown fund to flexi-access drawdown or you can start to take drawdown for the first time by taking flexi-access drawdown. Alternatively, if you have previously taken capped drawdown from your Zurich pension then you may be able to take capped drawdown from any uncrystallised funds you may still hold. Please indicate below what sort of benefits you wish to take.

- Please note it can take up to 20 days for payments to be set up, therefore you may receive your first payment on the next available payment date. For example if you have chosen the 1st December and this cannot be achieved, the first payment would be made on the 1st January.
Drawdown pension

The level of any income available will be based on the fund in drawdown pension after tax-free lump sum has been taken.

a) SIPP investments

I wish to (please tick the relevant box to indicate what benefits you wish to take)

- Convert uncrystallised funds into capped drawdown and add to my existing capped drawdown fund
- Convert uncrystallised funds into flexi-access drawdown
- Convert my existing capped drawdown funds into flexi-access drawdown

Full drawdown pension

Required amount of tax-free lump sum (only applicable where new funds are being designated into drawdown)

Required level of income before tax from the funds you are moving to drawdown pension

<table>
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<tr>
<th>Maximum</th>
<th>Other</th>
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<tbody>
<tr>
<td>Nil</td>
<td>Maximum</td>
</tr>
</tbody>
</table>

or, for capped drawdown only, % of maximum

or amount a year/ad hoc amount before tax £

Partial drawdown pension

Please indicate the amount of funds or the percentage of your SIPP that you want to move into drawdown pension

<table>
<thead>
<tr>
<th>% of SIPP</th>
<th>£</th>
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</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Other</td>
</tr>
<tr>
<td>Nil</td>
<td>Maximum</td>
</tr>
</tbody>
</table>

or, for capped drawdown only, % of maximum

or amount a year/ad hoc amount before tax

Phased drawdown pension

Capita will assume that maximum tax-free lump sum is taken unless otherwise advised.

Please specify the total amount you wish to receive a year:

<table>
<thead>
<tr>
<th>Amount a year before tax £</th>
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<tbody>
<tr>
<td>Nil*</td>
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</table>

Please state the basis for calculating income

*If ‘Nil’ is selected, payments will consist purely of tax-free lump sum.

Selection of investments to provide tax-free lump sum

Is income to be paid solely from Zurich pension funds?

If ‘No’, please indicate the percentages to be paid from Zurich pension funds and from your SIPP account.

<table>
<thead>
<tr>
<th>Zurich pension funds</th>
<th>%</th>
<th>Your SIPP account</th>
<th>%</th>
</tr>
</thead>
</table>

Where any tax-free lump sum is to be paid from Zurich pension funds, do you want it to be paid proportionately across all your Zurich pension funds?

If No, please specify how the tax-free lump sum is to be paid in the table below.

<table>
<thead>
<tr>
<th>Zurich pension fund name</th>
<th>Required %</th>
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</tbody>
</table>

Total 100%

Please ensure the percentages add up to 100%.
**Phased drawdown pension**

**Selection of investments to provide income** (complete if you have requested income)

Is income to be paid solely from Zurich pension funds?

- [ ] Yes
- [ ] No

If No, please indicate the percentages to be paid from Zurich pension funds and from your SIPP account within your Zurich SIPP.

<table>
<thead>
<tr>
<th>Zurich pension funds</th>
<th>%</th>
<th>Your SIPP account</th>
<th>%</th>
</tr>
</thead>
</table>

Where any income is taken from Zurich pension funds, do you want benefits to be taken proportionately across your Zurich pension funds?

- [ ] Yes
- [ ] No

If No, please specify how the income is to be taken in the table below.

<table>
<thead>
<tr>
<th>Zurich pension fund name</th>
<th>Required %</th>
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</tr>
</tbody>
</table>

Please ensure the percentages add up to 100%.

**Income details – please complete in all instances where you require income.**

If these instructions are different to those for existing funds in drawdown pension these new instructions will apply to all income payments.

Please note: If regular payments are to continue and you wish to make changes to the amount, you will need to complete a new direct debit.

How often are the income payments to be made?

- [ ] Ad hoc
- [ ] Monthly
- [ ] Quarterly
- [ ] Half yearly
- [ ] Yearly

Please indicate the first payment date

D  D  M  M  Y  Y  Y  Y

The day must be the 1st, 7th, 14th or 21st. We will make future payments on the same day of the month as your first payment.

Please note it can take up to 20 days for payments to be set up, therefore you may receive your first payment on the next available payment date. For example if you have chosen the 1st December and this cannot be achieved, the first payment would be made on the 1st January.

**Zurich Pension Plan (regulars)** (Complete if you are making regular payments)

Do you want to keep your ZPP (regulars) open to accept further regular payments?

- [ ] Yes
- [ ] No
**Drawdown pension**

**b) Protected Rights Transfer Plan investments**

I wish to (please tick the relevant box to indicate what benefits you wish to take)

- Convert uncrystallised funds into capped drawdown and add to my existing capped drawdown fund
- Convert uncrystallised funds into flexi-access drawdown
- Convert my existing capped drawdown funds into flexi-access drawdown

Please refer to the Important Notes section on page 5.

**Full drawdown pension**

The level of any income available will be based on the fund in drawdown pension after tax-free lump sum has been taken.

<table>
<thead>
<tr>
<th>Required amount of tax-free lump sum</th>
<th>Maximum</th>
<th>or other £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required level of income before tax from the funds you are moving into drawdown pension (please tick one box or specify the amount)</td>
<td>Nil</td>
<td>Maximum</td>
</tr>
<tr>
<td>or amount a year/ad hoc amount before tax £</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Partial drawdown pension**

Please indicate the amount of funds or the percentage of your SIPP that you want to move into drawdown pension

<table>
<thead>
<tr>
<th>Required amount of tax-free lump sum</th>
<th>Maximum</th>
<th>or other £</th>
</tr>
</thead>
<tbody>
<tr>
<td>(only applicable where new funds are being designated into drawdown)</td>
<td>Nil</td>
<td>Maximum</td>
</tr>
<tr>
<td>Required level of income before tax from the funds you are moving into drawdown pension (please tick one box or specify the amount)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or amount a year/ad hoc amount before tax £</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Phased drawdown pension**

Capita will assume that maximum tax-free lump sum is taken unless otherwise advised.

Please specify the total amount you wish to receive a year

Please state the basis for calculating income

*If ‘Nil’ is selected, payments will consist purely of tax-free lump sum.

**Selection of investments to provide tax-free lump sum**

Is tax-free lump sum to be paid solely from Zurich pension funds?

If No, please indicate the percentages to be paid from Zurich pension funds and from your SIPP account.

<table>
<thead>
<tr>
<th>Zurich pension funds</th>
<th>%</th>
<th>Your SIPP account</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where any tax-free lump sum is to be paid from Zurich pension funds, do you want it to be paid proportionately across all your Zurich pension funds?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

If No, please specify how the tax-free lump sum is to be paid in the table below.

<table>
<thead>
<tr>
<th>Zurich pension fund name</th>
<th>Required %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Please ensure the percentages add up to 100%.
Selection of investments to provide income (complete if you have requested income)

Is income to be paid solely from Zurich pension funds?

☐ Yes  ☐ No

If No, please indicate the percentages to be paid from Zurich pension funds and from your SIPP account within your Zurich Protected Rights Transfer Plan.

<table>
<thead>
<tr>
<th>Zurich pension funds</th>
<th>%</th>
<th>Your SIPP account</th>
<th>%</th>
</tr>
</thead>
</table>

Where any income is taken from Zurich pension funds, do you want benefits to be taken proportionately across your Zurich pension funds?

☐ Yes  ☐ No

If No, please specify how the income is to be taken in the table below.

<table>
<thead>
<tr>
<th>Zurich pension fund name</th>
<th>Required %</th>
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</table>

Please ensure the percentages add up to 100%.

Income details – please complete in all instances where you require income.

If these instructions are different to those for existing funds in drawdown pension these new instructions will apply to all income payments.

How often are the income payments to be made?

☐ Ad hoc  ☐ Monthly  ☐ Quarterly  ☐ Half yearly  ☐ Yearly

Please indicate the first payment date

D  M  Y

The day must be the 1st, 7th, 14th or 21st. We will make future payments on the same day of the month as your first payment.

Please note it can take up to 20 days for payments to be set up, therefore you may receive your first payment on the next available payment date. For example if you have chosen the 1st December and this cannot be achieved, the first payment would be made on the 1st January.

c) Drawdown pension payment details

If you are not taking an income we still require your instructions for payment of any tax-free lump sum.

Income payments will be made directly to your bank or building society using the BACS system. Benefits must be paid into an account in your name. Payments will not be made to a third party (except for a trustee in bankruptcy or someone who possesses a Power of Attorney for you.)

Any tax-free cash you have requested will be paid directly to your bank or building society using the BACS system. It must normally be paid into an account in your name. Payments will not be made to a third party (except for a trustee in bankruptcy or someone who possesses a Power of Attorney for you.). Please complete the bank / building society details below.

If you want to change the amount of income payable you need to notify Capita in writing. Any change to the income amount for capped drawdown must remain within the maximum annual limit set by the Government Actuary’s Department (GAD).

Bank/Building society details

Please check with your bank/building society that direct payments by the BACS system (for income payments or tax-free lump sum) or by telegraphic transfer for tax-free lump sum can be accepted into this account and that the details are sufficient for their requirements.

<table>
<thead>
<tr>
<th>Bank/Building society</th>
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<tbody>
<tr>
<td>Name of account</td>
</tr>
<tr>
<td>Address</td>
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<tr>
<td></td>
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<td>Postcode</td>
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Drawdown pension

d) Existing benefits (You must complete this section)

HM Revenue & Customs has set a limit on the benefits that you may receive from all your UK registered pension schemes before incurring a tax charge. This limit is known as the lifetime allowance. Each time you start taking benefits from a pension plan (this is a benefit crystallisation event) you use a percentage of your lifetime allowance. Capita has to check whether or not your new benefits bring you over this allowance. When answering these questions, please ignore state pensions, other state benefits and any UK unapproved or unregistered pension scheme(s) which you are currently receiving.

Are you registered for primary protection?  
[ ] Yes  [ ] No

Are you registered for lump sum protection?  
[ ] Yes  [ ] No

If ‘Yes’, and you have taken lump sum benefits, what is the remaining percentage of lump sum protection?  

[ ] Yes  [ ] No

Are you registered to receive a personal lifetime allowance that is above or below the standard lifetime allowance?  
[ ] Yes  [ ] No

Are you registered for enhanced protection and/ or lump sum protection and do you remain entitled to it?  
[ ] Yes  [ ] No

If yes, Capita will contact you for further information.

Are you registered for fixed protection 2012 or fixed protection 2014 and do you remain entitled to it?  
[ ] Yes  [ ] No

Are you registered for individual protection 2014?  
[ ] Yes  [ ] No

If ‘No’ to all questions, please go to the ‘Benefits you have already taken’ section immediately below. If ‘Yes’ to any of these questions, please attach a copy of the member protection registration certificate that HMRC sent to you.

Benefits taken before 6 April 2006

Is this the first time you have started to draw benefits since 6 April 2006?  
[ ] Yes  [ ] No

If ‘Yes’, we need to calculate what percentage of the lifetime allowance you will have used. You need to tell us the following:

Current gross yearly amount of any annuities or secured pensions in payment (from all pension schemes)  

£

Current maximum yearly income limit for any capped drawdown pensions (from all UK registered pension schemes)  

£

If you have converted previous capped drawdown into flexi-access drawdown, what was the maximum annual amount you could take from the capped drawdown pension plan(s) at the point it became a flexi-access drawdown plan  

£

Benefits taken since 6 April 2006

You must tell us the total percentage of the lifetime allowance that you have used.

The UK registered pension scheme will have informed you of the percentage of the lifetime allowance that was used when you started those benefits. You may have started benefits from more than one scheme. If so, you will have details of how much of the lifetime allowance was used for each scheme. You must tell us the total percentage of the lifetime allowance that you have used.

Total percentage of lifetime allowance used (for all benefits)  

%

Benefits you intend to start taking at the same time

Please tick here if you intend to start taking benefits from any other UK registered pension scheme at the same time as you take benefits from this scheme.  

Capita will contact you for further information.

Transfers to overseas schemes

Please tick here if you have transferred any benefits to a qualifying recognised overseas pension scheme since 6 April 2006.  

If you have ticked the above box Capita will contact you for further information.

Funds in excess of your remaining personal lifetime allowance

If the amount of your Plan to be crystallised exceeds your remaining personal lifetime allowance, any excess taken as income will also be taxed under PAYE. Please indicate how you would like to deal with the excess amount below.

[ ] A lump sum minus a 55% lifetime allowance excess tax charge.

[ ] Drawdown pension after a 25% tax charge has been deducted.

[ ] To purchase an annuity with the excess after a 25% tax charge has been deducted.

[ ] A combination of lump sum and/or drawdown pension as shown below.

Lump sum  %  Drawdown pension  %

[ ] Reduce the amount which this application specifies should be crystallised so that it equals my remaining personal lifetime allowance.

If it emerges that your intended benefit crystallisation event will produce benefits in excess of your remaining personal lifetime allowance and you have not completed this section, Capita will contact you to determine how you wish to proceed.

Any excess taken as income will also be taxed in accordance with PAYE.
**Investments**

Only complete this section if you are moving funds into drawdown pension for the first time.

### 4 Investments

Please provide the Zurich pension fund selection information requested.

If you move funds into drawdown pension any option for Lifestyling will cease.

**Zurich pension fund selection**

You must make your choice in whole percentages adding up to 100%. You can invest in a maximum of 20 funds within each of the SIPP and the Protected Rights Transfer Plan. Please write the fund name and the percentage to be invested in each fund.

If you are moving funds to drawdown pension within the SIPP and the Protected Rights Transfer Plan, and you wish to invest the same percentages in both plans tick here. [ ]

If you do this you only need to provide details in one column.

If you do not complete the section below, we will invest your funds in the same Zurich Pension funds and use the same percentages that apply currently to your pre-retirement plan.

<table>
<thead>
<tr>
<th>Fund name</th>
<th>SIPP</th>
<th>Protected Rights Transfer Plan</th>
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5 Money Purchase Annual Allowance

Please complete in all circumstances.

I am subject to the Money Purchase Annual Allowance

I understand that if I have flexibly accessed my pension after 6 April 2015 then a lower annual allowance will normally apply to my money purchase pension savings and that if I exceed this limit the annual allowance tax charge will normally apply. I will advise my money purchase pension providers of which I am an active member that I am subject to the Money Purchase Annual Allowance with the necessary timescale which is currently 91 days.

6 Declaration

Important – by signing this application you are making a legally binding agreement with Zurich Assurance Ltd (Zurich) and Capita Life & Pensions Regulated Services Limited (Capita). Please read this declaration carefully before signing.

General terms

I formally request Zurich to carry out the instructions contained in the application form.

I declare that I am not a US national for federal income tax purposes.

Zurich and Capita base the terms of your drawdown pension on the information which you supply. If any information is untrue, Zurich or Capita upon instruction of the Trustee may cancel your drawdown pension.

If any information changes at any time, you must inform Zurich and/or Capita immediately.

I am aware that if there is any conflict between the information contained in this application form and the terms and conditions, the provisions of the terms and conditions will prevail, provided they are permitted under the Trust Deed and Scheme Rules and pensions legislation in force at the time.

I am aware that the Trust Deed and Scheme Rules and the terms and conditions may be modified from time to time in accordance with the provisions of those documents.

I am not intending, and do not intend, to use the tax-free lump sum either directly or indirectly (i.e. through another person or organisation on my behalf) to deliberately make any additional payment(s) designed to obtain further UK income tax relief in circumstances which could give rise to an unauthorised payment charge. If I do use the tax-free lump sum to make an additional payment I will inform Capita within 30 days and am aware that I may be liable to a tax charge of 55%. I will reimburse any associated tax charge incurred by Capita.

Payment of benefits

I request and consent to the payment of benefits as set out in this form, where appropriate.

I am aware that:

- That my capped drawdown benefits will remain as capped drawdown unless converted into flexi-access drawdown when relevant regulatory triggers occur or I request conversion.
- If this is my first request for flexi-access drawdown, upon my first payment of flexi-access drawdown I will need to comply with the HMRC information provision requirements for any other pension schemes I hold;
- I will be able to change the amount of capped drawdown income, within the limits set by the Government Actuary’s Department (GAD);
- If at any time, I choose to receive an income and the total proposed amount payable in a year would exceed the HMRC maximum limit or any limit applied in the Scheme Rules, Capita will only pay an income equal to the upper limit unless I expressly request them to do so.
- Charges for the payment of benefits are explained in the terms and conditions and are set out in the guide ‘A guide to drawdown pension charges’.
- Any tax-free lump sum I elect to take will be paid when the money is moved into drawdown pension and each tranche of my drawdown pension commences.
- When income is being paid out of wider SIPP assets, it is my responsibility in consultation with my adviser to ensure that sufficient money is held in my SIPP account to make any income payments from this account.
- Where this is an additional fund designation into my capped drawdown pension that crystallised after 6 April 2011, I understand that the maximum gross yearly income limit for my capped drawdown pension must be recalculated every three years up to the end of the capped drawdown pension year after age 75 and yearly thereafter.
- Where this is an additional fund move into an arrangement crystallised prior to 6th April 2011, the maximum gross yearly income limit for my capped drawdown pension will be recalculated on the next five year review date (unless I reach age 75 prior to this review date), then every three years up to the end of the capped drawdown pension year after age 75 and yearly thereafter.
- Where this is an additional fund move and I reach age 75 prior to my next review date, the maximum gross yearly income limit for my capped drawdown pension will be recalculated on my review date and yearly thereafter.
Declaration (continued)

Data Protection

I agree to the information contained within this application being used in accordance with the Data Protection Statement agreed to at the outset of this contract. Capita will process your updated personal data and information in accordance with data protection legislation. You authorise Capita to pass your personal information to:

- Zurich and the Trustee (Zurich Pension Trustees Limited);
- any professional financial or investment adviser(s) that you have appointed under the terms and conditions;
- any necessary third party in connection with administering the Scheme (including Zurich’s, the Trustee’s or Capita’s professional advisers); and
- affiliated companies to whom it has sub-contracted or delegated the carrying out of functions related to the Scheme administration including such affiliated companies which are outside of the EEA in countries which do not have similar protections in place regarding your personal information.

In order for Zurich to meet its legal obligations, we need to undertake a search with a credit reference agency for the purposes of verifying your identity. The credit reference agency will check the details you supply against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained by the credit reference agency. The credit reference agency will use these details in the future to assist other companies for verification purposes. Zurich will not be able to provide services in the absence of this verification taking place.

Zurich and the Trustee may also process personal data and information about you in connection with your Plan in accordance with the Data Protection leaflet ‘Your privacy is important to us’ given to you at the outset of the contract. A further copy of that leaflet can be obtained from your adviser.

Important: Information given in this application is required for tax purposes. Providing false information is a serious offence and could lead to prosecution and severe penalties. It is your responsibility to resolve with HMRC any incorrect information which affects protection of your personal lifetime allowance.

You confirm that everything stated by you in this form and any other written statements which you make to Zurich and/or Capita is, to the best of your knowledge, true and complete.

Signature

Date [DD MM YYYY]

If you have:

a) signed as a person who possesses a Power of Attorney for the applicant, or
b) countersigned as a Trustee in Bankruptcy, please print your name, address and capacity below:

Title

Full name

Address

Postcode

Country (if not within the UK)

Nationality

Capacity

Signature

Date [DD MM YYYY]

Please also provide documentary evidence that you possess a Power of Attorney for the applicant or that you are acting as their trustee in Bankruptcy, as appropriate.

You need only complete the ‘Nationality’ box if you possess a Power of Attorney for the applicant. If you are a new attorney you will need to complete a Confirmation of verification of identity certificate.
Please let us know if you would like a copy of this in large print or braille, or on audiotape or CD.