

Trustee Investment Plan

Application form for an increase to an existing plan

Your application

Please complete all relevant sections of this application form in BLOCK CAPITALS or tick as appropriate and send to:
Zurich Retirement Services, PO Box 809, Bishops Cleeve, Cheltenham, Gloucestershire GL52 8YR.

If you would like a copy of the normal terms and conditions before completing this application please contact us.

Data Protection

Zurich Assurance Ltd ('Zurich') are committed to ensuring that the way we collect, hold, use and share information about you complies fully with data protection legislation. Before completing this application you should read the Data Protection Statement appended to the back of this form, as this explains how your personal information will be used.

1. About the scheme

Trustee(s) of the

Pension scheme tax reference number

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other (please give details)

Family name

Full forename(s)

Trustee(s) correspondence address

Postcode

Existing plan number

Please tick to indicate if the scheme is a self invested personal pension (SIPP)

☐

Yes

☐

No

2. About your plan

Please indicate the single payment you wish to make

£

3. Source of investment

Please complete the details of the account the single payment has come from.

Name of bank

Account name

Account number/Roll number

Sort code (for GBP cheques only)

Please state where the single payment has come from (please tick or give details under 'Other')

☐

Member payments only

☐

Employer payments only

☐

Member and Employer payments

☐

Transfer from another registered scheme

☐

Other

4. Authorised Trustee

Full name of Trustee authorised (until further notice) to sign and act on behalf of all the Trustees in respect of switching and withdrawal requests and requests to pay additional contributions.

5. Fund selection

Please write the fund name and the percentage to be invested in each fund.

Note: You can choose up to a maximum of 20 funds.

Phased investment

☐ Please tick if you require this option

If you choose the phased investment option you cannot select the 'money market' fund currently being used for phasing, and can only choose 19 other funds to invest in. For details of the 'money market' fund, please see 'Your choice of pension funds'.

Fund name	Percentage
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%

6. Regular withdrawals

☐ Please tick if you would like to take regular withdrawals from the plan

Frequency of withdrawals (e.g. monthly)

Date on which withdrawals are to start

Amount of withdrawal	£	or	%
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Please indicate who the cheque should be made payable to

Cheques will normally be made payable to the Scheme or Trustees. A charge will be made for payments by Telegraphic Transfer.

Address to send cheque

Postcode

Do you want to take the regular amount by cancelling units proportionately across all of your chosen funds? If No, ☐ Yes ☐ No
please indicate below the amount to be taken from your chosen funds (percentage option not available).

[illegible]

7. Declaration

We, the Trustees of the scheme:

- request Zurich Assurance Ltd to issue the policy in our name
- agree that this application form, the terms and conditions and additional statements and information or declarations made in connection with this application will form the basis of the contract with Zurich Assurance Ltd
- confirm that we are acting within the powers of the Trust Deed and Rules of the scheme
- confirm that the scheme is a registered pension scheme, and that we shall notify Zurich Assurance Ltd immediately if registration is withdrawn
- confirm that the benefits provided under the plan correspond to the liabilities of the scheme
- confirm that the authorisation of the Trustee referred to on page 3 was agreed by all the Trustees, and we agree to notify Zurich Assurance Ltd as soon as any change to the authorisation occurs
- confirm that the authorisation is for administrative convenience and that any decision in respect of switching and withdrawal requests and requests to make additional payments must be made in accordance with the powers contained in the scheme's governing documents
- confirm that if regular withdrawals are to be taken, the withdrawals are to provide benefits in accordance with the terms and conditions
- are aware that if regular withdrawals are to be taken, Zurich Assurance Ltd will be discharged from all further liabilities in respect of the units cancelled.

Data Protection

We have read the Data Protection Statement appended at the back of this form and we agree to our personal information being used in the way described.

We are aware that Zurich, its agents and certain Zurich Group Companies use our information for setting up, processing and administering the plan. Zurich may obtain from, or pass to, the trustees, administrators or insurers of any pension schemes, any information where this is necessary for the purposes of setting up and administering the plan.

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.

Name and signature of all the Trustees of the scheme at the date of application:

Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Name		Signature
Nationality		
Date of birth	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	
Date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	

Office information

This will be completed by your adviser

Adviser information

Plan type (please tick)

☐ option A ☐ option B

Adviser name

Adviser firm

Address

Postcode

Mobile telephone no.

Work telephone no.

Adviser's signature

Date

☐ Please tick to confirm that the following statement is true

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.

Data Protection Statement

Who controls my personal information?

This notice tells you how Zurich Assurance Ltd ('Zurich'), as data controller, will deal with your personal information. Where Zurich introduces you to a company outside the group, that company will tell you how your personal information will be used.

You can ask for further information about our use of your personal information or complain about its use in the first instance, by contacting our Data Protection Officer at: Zurich Insurance Group, Unity Place, 1 Carfax Close, Swindon, SN1 1AP or by emailing the Data Protection Officer at GBZ.General.Data.Protection@uk.zurich.com.

If you have any concerns regarding our processing of your personal information, or are not satisfied with our handling of any request by you in relation to your rights, you also have the right to make a complaint to the Information Commissioner's Office. Their address is: First Contact Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

What personal information will you collect about me?

We will collect and process the personal information that you give us by phone, e-mail, filling in forms, including on our website, and when you report a problem with our website. We also collect personal information from your appointed agent such as your trustee, broker, intermediary or financial adviser in order to provide you with the services you have requested and from other sources, such as credit reference agencies and other insurance companies, for verification purposes. We will also collect information you have volunteered to be in the public domain and other industry-wide sources.

We will only collect personal information that we require to fulfil our contractual or legal requirements unless you consent to provide additional information. The type of personal information we will collect includes: basic personal information (i.e. name, address and date of birth), occupation and financial details, health and family information, claims and convictions information and where you have requested other individuals be included in the arrangement, personal information about those individuals.

If you give us personal information on other individuals, this will be used to provide you with a quotation and/or contract of insurance and/or provision of financial services. You agree you have their permission to do so. Except where you are managing the contract on another's behalf, please ensure that the individual knows how their personal information will be used by Zurich. More information about this can be found in the 'How do you use my personal information' section.

How do you use my personal information?

We and our selected third parties will only collect and use your personal information (i) where the processing is necessary in connection with providing you with a quotation and/or contract of insurance and/or provision of financial services that you have requested; (ii) to meet our legal or regulatory obligations, or for the establishment, exercise or defence of legal claims; (iii) for our "legitimate interests". It is in our legitimate interests to collect your personal information as it provides us with the information that we need to provide our services to you more effectively including providing you with information about our products and services. We will always ensure that we keep the amount of information collected and the extent of any processing to the absolute minimum to meet this legitimate interest.

Examples of the purposes for which we will collect and use your personal information are:

- to provide you with a quotation and/or contract of insurance
- to identify you when you contact us
- to deal with administration and assess claims
- to make and receive payments
- to obtain feedback on the service we provide to you
- to administer our site and for internal operations including troubleshooting, data analysis, testing, research, statistical and survey purposes
- for fraud prevention and detection purposes.

We will use your health information and information about any convictions for the purposes of providing insurance, and this includes arranging, underwriting, advising on or administering an insurance contract between you and us.

We will contact you to obtain consent prior to processing your personal information for any other purpose, including for the purposes of targeted marketing unless we already have consent to do so.

Who do you share my personal information with?

Where necessary, we share personal information for the purposes of providing you with the goods and services you requested with the types of organisations described below:

- associated companies including reinsurers, suppliers and service providers
- brokers, introducers and professional advisers
- survey and research organisations
- credit reference agencies
- healthcare professionals, social and welfare organisations
- other insurance companies
- comparison websites and similar companies that offer ways to research and apply for financial services products
- fraud prevention and detection agencies.

Or, in order to meet our legal or regulatory requirements, with the types of organisations described below:

- regulatory and legal bodies
- central government or local councils
- law enforcement bodies, including investigators
- credit reference agencies
- other insurance companies.

We may also share the following data with the types of organisations outlined above, for the purpose of statistical analysis, research and improving services:

- anonymised data – data encrypted to make it anonymous, which protects an individual's privacy by removing personally identifiable information
- pseudonymised data – personally identifiable information replaced with a pseudonym to make the data less identifiable, such as replacing a name with a unique number
- aggregated data – similar groups of data, such as age, profession or income which are expressed as a summary for statistical analysis.

How do you use my personal information for websites and email communications?

When you visit one of our websites we may collect information from you such as your email address or IP address. This helps us to track unique visits and monitor patterns of customer website traffic, such as who visits and why they visit.

We use cookies and/or pixel tags on some pages of our website. A cookie is a small text file sent to your computer. A pixel tag is an invisible tag placed on certain pages of our website but not on your computer. Pixel tags usually work together with cookies to assist us to provide you with a more tailored service. This allows us to monitor and improve our email communications and website. Useful information about cookies, including how to remove them, can be found on our websites.

How do you transfer my personal information to other countries?

Where we transfer your personal information to countries that are outside of the UK and the European Union (EU) we will ensure that it is protected and that the transfer is lawful. We will do this by ensuring that the personal information is given adequate safeguards by using 'standard contractual clauses' which have been adopted or approved by the UK and the EU, or other solutions that are in line with the requirements of European data protection laws.

A copy of our security measures for personal information transfers can be obtained from our Data Protection Officer at: Zurich Insurance Group, Unity Place, 1 Carfax Close, Swindon, SN1 1AP, or by emailing the Data Protection Officer at GBZ.General.Data.Protection@uk.zurich.com.

How long do you keep my personal information for?

We will keep and process your personal information for as long as necessary to meet the purposes for which it was originally collected.

There are a number of factors influencing how long we will keep your personal information, and these are shown below:

- To comply with applicable laws and regulations or set out in codes issued by regulatory authorities or professional bodies
- Our business processes, associated with the type of product or service that we have provided to you
- The type of data that we hold about you
- If your data relates to any ongoing, pending, threatened, imminent or likely dispute, litigation or investigation
- To enable us to respond to any questions, complaints, claims or potential claims
- If you or a regulatory authority require us to keep your data for a legitimate purpose.

What are my data protection rights?

We will, for the purposes of providing you with a contract of insurance, processing claims, reinsurance and targeted marketing, process your personal information by means of automated decision making and profiling where we have a legitimate interest and/or you have consented to this.

You have a number of rights under the data protection laws, namely:

- to access your data (by way of a subject access request)
- to have your data rectified if it is inaccurate or incomplete
- in certain circumstances, to have your data deleted or removed
- in certain circumstances, to restrict the processing of your data
- a right of data portability, namely to obtain and reuse your data for your own purposes across different services
- to object to direct marketing
- not to be subject to automated decision making (including profiling), where it produces a legal effect or a similarly significant effect on you
- to claim compensation for damages caused by a breach of the data protection legislation
- if we are processing your personal information with your consent, you have the right to withdraw your consent at any time.

You can exercise your rights by contacting our Data Protection Officer at: Zurich Insurance Group, Unity Place, 1 Carfax Close, Swindon, SN1 1AP or by emailing the Data Protection Officer at GBZ.General.Data.Protection@uk.zurich.com.

What happens if I fail to provide my personal information to you?

If you do not provide us with your personal information, we will not be able to provide you with a contract or assess future claims for the service you have requested.

Please let us know if you would like a copy of this in large print or braille, or on audiotape or CD.

Zurich Assurance Ltd, authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Registered in England and Wales under company number 02456671.
Registered Office: Unity Place, 1 Carfax Close, Swindon, SN1 1AP.
Telephone number 0345 850 8898

