Zurich Self Invested Personal Pension (Zurich SIPP) and/or Zurich Protected Rights Transfer Plan

Additional transfer application form

Your application

This application is to be used to make an additional transfer from either a pension scheme or a drawdown pension plan.

The declaration applicable to your Zurich SIPP and/or Protected Rights Transfer Plan also applies to this application.

Please note, 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've 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 haven't done this in conjunction with this request, then please do so now by calling Zurich Retirement Services on 0345 850 8898. Please note, 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. The Government has set up a guidance service through MoneyHelper called 'Pension Wise' which offers a free, impartial service to help you understand your choices at retirement. You can visit their website www.moneyhelper.org.uk. Alternatively, you should speak to your adviser regarding the best option for your circumstances.

Refer to 'A guide to minimum payment amounts' if you'd like to check that your payments exceed the minimum level accepted.

Please complete this form in blue or black ink and return it to Zurich Retirement Services, 3 Temple Quay, Bristol, BS1 6DZ. They'll be pleased to provide you with a copy of the application form on request.

You may like to take your retirement savings as an uncrystallised fund pension lump sum (UFPLS). This application form can't be used for taking an UFPLS out of your pension. If you'd like to take an UFPLS from your plan, please speak to your financial adviser or Zurich Retirement Services 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's 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 also essential information. We'll only process this application if you received advice about it from an adviser. Your adviser must complete this section.

Transfers
This is essential information. The pages in this section must be completed and you must sign the consent declaration.

Investments
This is also essential information. The Zurich pension fund selection details must be completed and additional instructions must be given if you also wish to invest in wider SIPP assets.

Drawdown pension
The pages in this section must be completed if you require drawdown pension on funds you are transferring now or if you are transferring benefits from an existing drawdown pension plan. The pages should NOT be completed to provide drawdown pension instructions on funds not being transferred in. A separate form must be used for this.

Personal information

It's essential that you provide all the information requested. If you don't there will be a delay in setting up your transfer(s).

1. Your personal details

Existing plan number:

Surname:

Forename(s):

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Gender: ☐ Male ☐ Female

Date of birth: D D M M Y Y Y Y

National Insurance Number (this must be provided):

Please note that, if not already provided, an original birth certificate and, if applicable, marriage certificate or civil partnership registration certificate or a certified copy of a passport or a photo driving licence must be provided before drawdown pension benefits can be paid. This applies even if you are transferring from a drawdown pension plan.

Telephone number:

Email address:

If you'd prefer to speak with us via email, for security reasons we will only respond by email to the address included here.

Nationality:

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

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

Please complete this page if you are aged 50 or over:

Are you transferring in funds for the purpose of taking your retirement benefits? ☐ Yes ☐ No

If you've answered 'Yes' to this question, you must complete the rest of this section if the receiving scheme is a defined contribution pension scheme.

If you've answered 'No' to this question, please go to page 5 of this form.

Have you taken advantage of your free guidance appointment with Pension Wise?

Pension Wise is a service from MoneyHelper that offers free, impartial pensions guidance to help you understand your choices at retirement. They use independent pension specialists who'll talk through the different options, and how they relate to your needs and circumstances, to help you make the right decision.

Visit their website via **moneyhelper.org.uk/pensionwise** or call them on **0800 138 3944** to book an appointment. Alternatively, call us and we'll book one for you.

Before we can proceed, you need to confirm whether, in the last 12 months, you've:

1. attended a Pension Wise guidance appointment regarding this claim? ☐ Yes ☐ No
2. received regulated advice from a Financial Adviser regarding this claim? ☐ Yes ☐ No

Opting out

If you wish to opt out of receiving Pension Wise guidance, please complete the enclosed **Opt out** form and return it along with the claim form. We can't proceed with your claim unless you let us know that you've either received Pension Wise guidance or you opt out of receiving it.

Adviser

Your adviser will complete this section

2. Adviser declaration

I've provided my client with appropriate financial advice. Please complete the below declaration for all crystallised transfers. ☐

Did you advise your client specifically to transfer crystallised benefits to your Zurich SIPP? ☐ Yes ☐ No

Have you provided your client with a personal recommendation in relation to how to invest the funds in this pension plan? ☐ Yes ☐ No

I understand that it's my responsibility to determine if 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's 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 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 details

Capita will send all correspondence and disclose information to your adviser.

Adviser's name:

Adviser's Financial Services Register individual reference number:

Name of Firm (If appointed Representative):

Name of Principal Firm:

Principal's Firm Financial Services Register reference number:

Firm's address:

Postcode:

Country (if not within the UK):

Telephone number:

Fax number:

Email address:

If you'd prefer to speak with us via email, for security reasons we will only respond via email to the address included here. If part of an adviser network, please specify the network's name:

Adviser must sign here.

Adviser's signature

Date D D M M Y Y Y Y

Transfers

The pages in this section must be completed and you must sign the consent declaration. Otherwise Capita will be unable to process the transfer.

3. Transfers payments summary

If you've discharge forms from the transferring schemes, they should be completed and returned with the application form. If you provide the discharge form with this application it may speed up the transfer process.

Please give details of all benefits to be transferred

Name of scheme/plan:	Tick 'Yes' below if a drawdown pension plan	Estimated total transfer value to be added to your SIPP	Estimated total transfer value to be added to your Protected Rights Transfer Plan
	☐ Yes	£	£
	☐ Yes	£	£
	☐ Yes	£	£
	☐ Yes	£	£
	☐ Yes	£	£
	☐ Yes	£	£
	Total	£	£

Transferring scheme details

Please now complete the 'Transferring scheme details' section on the next page for each transferring scheme and sign the consent to release information declaration.

If you're transferring more than one scheme, your adviser can obtain from the ZIG intermediary website a separate form for each additional transferring scheme. Alternatively, page 6 can be photocopied.

If you're transferring death benefits from a deceased member's drawdown pension plan, there is the different form required to process this type of transfer. Your adviser can provide this.

Important notes

- Capita will let you know if there are any further requirements and will also tell you when the transfer payment(s) are received.
- As Capita is dependent on other organisations during the transfer process, you should be aware this could take a number of weeks to complete.
- Capita is unable to accept a transfer if it is from a UK unregistered scheme.
- Capita can't accept an Open Market Option. If you've received your tax-free lump sum but not designated your remaining fund for drawdown pension, this is an Open Market Option.
- You can transfer benefits you hold from a defined benefits scheme (sometimes called a final salary scheme) into your Zurich pension plan but you may be giving up valuable guaranteed benefits in your existing scheme. You must take appropriate financial advice before you make such a transfer into your Zurich pension plan or when you convert the transferred funds into flexible benefits

Transfers (continued)

Name of transferring scheme:

Pension Scheme Tax Reference number:

Membership/plan/policy number (delete as applicable):

Name and address of Scheme Administrator/Practitioner/Trustee (delete as applicable):

Postcode:

Country (if not within the UK):

Contact's name:

Contact's role:

Telephone number:

Is any part of the proceeds from this transfer subject to a bankruptcy order? ☐ Yes ☐ No
If 'Yes', the trustee in bankruptcy should also sign the consent, where applicable.

A copy of a bankruptcy order is required if any part of the proceeds from a transfer are subject to such an order.

Is the transfer value amount part of a block transfer of all your benefits arising within:
If 'Yes', please note that at least two of the members must usually transfer at the same time.

a) This scheme; and/or ☐ Yes ☐ No

b) A previous UK approved, or registered, pension scheme all of whose benefits were subsequently transferred into this scheme either before 6th April 2006 or after 5th April 2006 as part of a previous block transfer (or a series of block transfers)? ☐ Yes ☐ No

Is your transfer a pension credit? ☐ Yes ☐ No
If 'Yes', please provide a copy of the pension sharing order.

Transfer of assets in specie

If you're transferring assets within the existing scheme rather than realising them before making the transfer, please tick as appropriate and provide the relevant information.

☐ UK commercial property — Please complete the separate 'Property purchase/transfer in' application form which is available on request. Capita will need to check whether the property or properties can be accepted.

☐ Other non-insured assets — Please provide a list of assets on a separate sheet. Capita will need to check whether the asset(s) can be accepted before the plan can be set up.

Consent to release information

I apply to transfer my existing pension benefits from the pension scheme shown above into my Zurich pension arrangement(s). I consent to the Trustee and Scheme Administrator obtaining details from the provider of the transferring scheme, arrangement or contract of which I'm or have been a member. I also authorise the disclosure of information to the Trustee and Scheme Administrator of Zurich's pension arrangement(s).

You must sign here.

Full name:

Signature

Date: D D M M Y Y Y Y

The Zurich Self Invested Personal Pension and the Zurich Protected Rights Transfer Plan are written under a UK registered pension scheme provided by Zurich Assurance Ltd. (the Zurich Personal Pension (No.3Z) Scheme ("the Scheme")). Zurich Pension Trustees Limited is the Trustee of the Scheme. Capita Life & Pensions Regulated Services Limited is the Scheme Administrator.

Capita Life & Pensions Regulated Services Limited is authorised and regulated by the Financial Conduct Authority. Registered in England No. 2424853. Registered Office: First Floor, 2 Kingdom Street, Paddington, London, W2 6BD.

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: 0345 850 8898

We may record or monitor calls to improve our service.

Investments

The Zurich pension fund selection details must be completed and additional instructions must be given if you'd also like to invest in wider SIPP assets.

4. Investments

We'll assume all of your payments are to be invested in Zurich pension funds unless you tell us below the gross amount to be invested in wider SIPP assets.

Amount to be invested in wider SIPP assets

SIPP transfer £

Protected Rights Transfer Plan transfer £

If drawdown pension is required, no investments will be made until any tax-free lump sum and any income due has been paid.

Zurich pension fund selection

If you'd like to change the mix of funds applicable to your existing investment, please complete a fund switch form. The section below will apply to your additional transfer payment only.

Please confirm the following;

I wish to invest my additional transfer payment in the same Zurich Pension funds using the same percentage as my original investment ☐ Yes ☐ No

I wish to invest my additional transfer payment in the same Zurich Pension funds using the same percentage that currently apply to my investment ☐ Yes ☐ No

If 'No' to both the above, please show below how you'd like your additional payment to be invested in Zurich pension funds. The SIPP and Protected Rights Transfer Plan can both invest in a maximum of 20 funds.

Funds:	SIPP	Protected Rights Transfer Plan
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
Total	100%	100%

You must make your choice in whole percentages adding up to 100%.

Phased investment

☐ Please tick this box if you require phased investment for your SIPP.

☐ Please tick this box if you require phased investment for your Protected Rights Transfer Plan.

Note: Phased investment is not available if you select the 'money market' fund used for phasing. For details of this fund please see 'Your choice of pension funds'.

Wider SIPP assets

If part of your investment is to be applied to wider SIPP assets, Capita requires you to appoint your adviser to give instructions on your behalf.

Capita will contact your adviser for wider SIPP investment allocation instructions. Please note that all payments invested into wider SIPP investment will be held on deposit in your SIPP account until Capita receives instructions.

Drawdown pension

The pages in this section must be completed if you require drawdown pension on funds you are transferring in now or if you're transferring benefits from an existing drawdown pension plan. The pages should NOT be completed to provide drawdown pension instructions on funds not being transferred in. A separate form must be used for this.

Please note, if you'd like to take additional flexi-access drawdown, take drawdown for the first time, or convert capped drawdown to flexi-access drawdown and you've 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've not done this in conjunction with this request, then please do so now by calling Zurich Retirement Services on 0345 850 8898. Please note, if this isn't completed prior to this application being received then this will cause a delay in the processing of your request.

5. 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.

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

Important notes

- If you're transferring any existing capped drawdown funds into your Zurich pension these will remain as capped drawdown unless you are already taking or are now requesting flexi-access drawdown from your Zurich plan.
- If you're 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's important to tell any of your money purchase pension providers of which you are an active member that you're subject to the Money Purchase Annual Allowance within 91 days.
  Your adviser can explain how this will affect you.
  You should note that your annual allowance could be higher if you haven't 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 you've requested flexi-access drawdown from funds being transferred in, and this is your first request for flexi-access drawdown, upon your first payment of flexi access drawdown you'll 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.
- If you select a different frequency and/or payment date to any existing arrangements, we'll change those arrangements in line with the new instructions in this application.
- There are restrictions on the level of capped drawdown benefits you can draw from your plan. Please speak to your adviser if you'd like more information.
- If you choose drawdown pension, no investments will be made until any tax-free lump sum and any income due has been paid.
- Where multiple transfer payments are expected into one plan, we will wait until all payments are received into that plan before paying any tax-free lump sum in respect of each type of payment. Any tax-free lump sum is paid in one installment in the first month (of each year for phased drawdown pension) assuming multiple transfers are all received and the funds are available.
- When we refer to a tax-free lump sum we are assuming total benefits are within your personal lump sum allowance and lump sum and death benefit allowance, whichever is lower. Please see page 13 for information about the taxation of funds when they exceed either allowance.
- If any tax-free lump sum or income is to be paid from wider SIPP assets, you should ensure sufficient funds are kept in the SIPP account to provide the amounts required.
- Any tax-free lump sum is paid in one installment in the first month, assuming the funds are available.
- No tax-free lump sum will be paid in respect of any transfer of benefits already in drawdown pension.
- In accordance with current legislation, 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, you may be able to continue to take capped drawdown from any uncrystallised funds you may still hold. Please indicate below what sort of benefits you'd like to take.
- Please note, it can take up to 20 working days for payments to be set up, so you may receive your first payment on the next available payment date. For example, if you've chosen the 1st October and this can't be achieved, the first payment would be made on the 1st November.

Drawdown pension (continued)

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

a) Zurich Self Invested Personal Pension Plan

I'd like 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 read the important notes section on page 8.

Full drawdown pension

Required amount of tax-free lump sum (only applicable where new funds are being designated into drawdown) ☐ Maximum or other £ ______

Required level of income before tax from the funds you are moving to drawdown pension only (please tick one box or specify the amount) ☐ Nil ☐ Maximum

or, for capped drawdown only, % of maximum ______ %

or amount a year 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

______ % of SIPP £ ______

Required amount of tax-free lump sum (only applicable where new funds are being designated into drawdown) ☐ Maximum or other £ ______

Required level of income before tax from the funds you are moving to drawdown pension only (please tick one box or specify the amount) ☐ Nil ☐ Maximum

or, for capped drawdown only, % of maximum ______ %

or amount a year before tax: £ ______

Phased drawdown pension

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

Please specify the total amount you'd like to receive as a lump sum a year — Amount a year before tax: £ ______

Please state the basis for calculating income ☐ Nil* ☐ Maximum

or, for capped drawdown only, % of maximum ______ %

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

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

Please state which investments you would like your income to be paid from.

Is income to be paid solely from Zurich pension funds? ☐ Yes ☐ No

If 'No', please indicate the percentage to be paid from Zurich pension funds and the percentage to be paid from your SIPP account within your Zurich SIPP. Please ensure the total percentages add up to 100%.

Zurich pension funds: ______ % SIPP account : ______ %

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.

Zurich pension fund name:	Required %
Total	100%

Please ensure the percentages add up to 100%.

Drawdown pension (continued)

Selection of investments to provide income (continued)

Please note income may differ from that shown on your illustration, if the actual transfer payment differs from the estimated amount.

Income details

How often are the income payments to be made? ☐ 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 working days for payments to be set up, therefore you may receive your first payment on the next available payment date. For example if you've chosen the 1st October and this can't be achieved, the first payment would be made on the 1st November.

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 8.

Full drawdown pension

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

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

Required level of income before tax from the funds you are moving into drawdown pension only (please tick the box or specify the amount) ☐ Nil ☐ Maximum

or, for capped drawdown only, % of maximum %

or amount a year before tax: £

Partial drawdown pension

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

% of PRTP £

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

Required level of income before tax from the funds you are moving into drawdown pension only (please tick the box or specify the amount) ☐ Nil ☐ Maximum

or, for capped drawdown only, % of maximum %

or amount a year before tax: £

Phased drawdown pension

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

Please specify the total amount you wish to receive as a lump sum a year: Amount a year before tax £

Please state the basis for calculating income: ☐ Nil* ☐ Maximum

*If 'Nil' is selected, payments will consist purely of a tax-free lump sum. or, for capped drawdown only, % of maximum %

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

Please state which investments you would like your income to be paid from.

Is income to be paid solely from Zurich pension funds? ☐ Yes ☐ No

If 'No', please indicate the percentage to be paid from Zurich pension funds and the percentage to be paid from your SIPP account within your Zurich Protected Rights Transfer Plan. Please ensure the total percentages add up to 100%.

Zurich pension funds: % SIPP account: %

Please ensure the percentages add up to 100%.

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.

Zurich pension fund name:	Required %
	Total 100%

Please note, income may differ from that shown on your illustration, if the actual transfer payment differs from the original estimate amount.

Income details

How often are the income payments to be made? ☐ 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 working days for payments to be set up, therefore you may receive your first payment on the next available payment date. For example if you've chosen the 1st October and this can't be achieved, the first payment would be made on the 1st November.

c) Drawdown pension payment details

Even if you are not taking an income, we shall require your payment instructions for any tax-free lump sum payable.

Income payments will be made directly to your bank or building society using the BACS system. They 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). Please complete the bank/building society details below.

Any tax-free cash you've 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 government limits.

Bank/Building society details

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

Bank/Building society:

Name of account:

Address:

Postcode:

Account/roll number:

Sort code: – –

Building society reference number:

Allowances

This section isn't required if you're switching from capped drawdown to flexi-access drawdown. Please go to section 6.
Before taking retirement benefits (also known as crystallising) from your plan we need to determine what you have left of the following two allowances:

- Lump Sum Allowance (LSA)
- Lump Sum and Death Benefit Allowance (LSDBA)

Please note, if you had a Benefit Crystallisation Event (BCE) before the 5th April 2024, which used some lifetime allowance and where you didn't receive a tax-free lump sum of 25%, you might be entitled to a transitional tax-free amount certificate.

A transitional tax-free amount certificate will reduce the allowances used by your previous benefits where a 25% tax-free lump sum wasn't taken. Where lifetime allowance has already been used, we have to assume a 25% tax-free lump sum was paid and will reduce the allowances accordingly.

We recommend you talk with an adviser before you contact a scheme administrator to request a certificate.
For more details on allowances, these can be found on our website under the relevant section for advisers and clients. If the total value of your retirement benefits taken, both now and previously, exceeds either allowance we'll contact you to see how you'd like to proceed.
We won't be able to pay your benefits unless this section is completed and we receive the documents we need.

Previous benefits taken

Have you taken any benefits from any registered pension scheme other than your Zurich plan(s)? ☐ Yes ☐ No

If 'Yes', please go to the next section, 'Benefits taken after 5th April 2024.

If 'No', please go to 'Transitional Protection' on page 21.

Benefits taken after 5th April 2024

Have you taken any retirement benefits after 5th April 2024? ☐ Yes ☐ No

If 'Yes, please go to question 1 below.
If 'No', please read the below:

If this is your first drawdown request after 5th April 2024, you might be entitled to a transitional tax-free amount certificate. Please note, you will be unable to apply for a transitional tax-free amount certificate after your first designation has been completed. If you'd like to proceed with your request without a transitional tax-free amount certificate, please tick this box: ☐

If you'd like to apply for a transitional tax-free amount certificate this needs to be completed by the scheme processing your first drawdown request after 5th April 2024. If this is Zurich, please contact us to discuss the information and evidence we need.

Please go to section 5.3. (Benefits taken after 5th April 2006 and before 6th April 2024)

1. In order to correctly calculate your remaining allowances, we need to confirm the following:

Have you taken a tax free lump sum (also known as a relevant lump sum) from a pension scheme after 5th April 2024? ☐ Yes ☐ No

If 'Yes', please complete the table below, then go to question 2.

If 'No', please go to question 2 on the following page.

Please note, only the tax free lump sum amount (also known as a relevant lump sum) needs to be provided. If you received a UFPLS, please provide the non-taxable amount in question 2 below.

Date of relevant benefit crystallisation event	Amount of tax free lump sum
	£
	£
	£
	£

Allowances (continued)

2. Have you taken an Uncrystallised Funds Pension Lump Sum (UFPLS) from a pension scheme after 5th April 2024? ☐ Yes ☐ No

If Yes, please complete the table below, then go to question 3.

If 'No', please go to question 3 below.

Please note, only the non-taxable amount (also known as a relevant lump sum) needs to be provided. This will be 25% of the relevant benefit crystallisation amount.

Date of relevant benefit crystallisation event	Amount of non-taxable element of UFPLS payment
	£
	£
	£
	£

3. Have you taken a Serious Ill Health Lump Sum payment from a pension scheme after 5th April 2024? ☐ Yes ☐ No

If 'Yes', please complete the table below, then go to section 6.

If 'No', please go to section 6.

Only provide details of payments received before your 75th birthday, which were paid after 5th April 2024.

Date of relevant benefit crystallisation event	Total amount of Serious Ill Health Lump Sum
	£
	£
	£
	£

5.3 Benefits taken after 5th April 2006 and before 6th April 2024

If you've taken benefits after 5th April 2006 and before 6th April 2024, please provide details in the below table. Please include any benefits transferred to a Recognised Overseas Pension Scheme (ROPS) after 5th April 2006 and before 6th April 2024. If any retirement benefits came into payment after your 75th birthday, please also include these below.

Please skip this section if you didn't receive a pension after 5th April 2006 and before 6th April 2024.

Date of benefit crystallisation event	Percentage of the lifetime allowance used when taking this benefit	Was this payment a Serious Ill Health Lump Sum? (Yes/No)

Your scheme administrator or insurance company will have given you a statement showing the percentage figure we need.

Please note: if you have previously used some lifetime allowance where you didn't receive a tax-free lump sum of 25%, you'll need to provide us with a copy of a transitional tax free amount certificate. Otherwise, where lifetime allowance has been used previously, we are required to assume a 25% tax-free lump sum was paid and will reduce the allowances accordingly.

5.4 Benefits taken before 6th April 2006

Please note

Skip this section if you did not receive a pension before 6th April 2006.

Have you taken any retirement benefits before 6th April 2006?

☐ Yes. Please complete the below.

☐ No. Please go to section 5.5.

In order to correctly calculate the impact of benefits taken before 6th April 2006 against your allowances, we first need to establish the value date for these benefits by asking two questions:

1. What is the earliest date listed in 5.3? Please enter this date in the box below.
   If no dates have been listed in 5.3, please write 5th April 2024 here.

2. Have you switched any of your benefits taken before 6th April 2006 to flexible or flexi-access drawdown?

   ☐ Yes. Please tell us when in the box below.

   ☐ No. Please write 5th April 2024 in the box below.

   Date

Please remember

Take the earliest date of the two you've noted in step 1 and step 2, and tell us your pension information as at that date.

The value date will be the earliest of the two dates above.

Please tell us the following information as at this value date by completing the table below. If you've answered 'yes' to step 2 above, please provide the maximum income values prior to the switch taking place.

Total maximum annual drawdown pension from other schemes*	£
Total annual pensions from other pensions and annuities	£

* Please exclude any annual drawdown pension from SIPPs currently with Zurich

Allowances (continued)

5.5 Transitional protection

If you've been issued transitional protection by HMRC (previously known as Lifetime Allowance protection), please provide us with details of this protection below. If you don't hold any form of protection, please answer the pension earmarking question below, before going to section 6.

Transitional protection

- [ ] Enhanced protection*
- [ ] Fixed protection 2012
- [ ] Individual 2014
- [ ] Primary protection*
- [ ] Fixed protection 2014
- [ ] Individual 2016
- [ ] Pension credit rights
- [ ] Fixed protection 2016
- [ ] International

Protection reference number

Pension Scheme Administrator reference

Please include a copy of the valid transitional protection certificate from HMRC. Please note, HMRC did not issue certificates for fixed protection 2016 or individual protection 2016. Please make sure you provide both the protection reference number and the pension scheme administrator reference in the boxes above.

* Please note: if you have enhanced protection and request a tax-free lump we might need to contact you for further information.

Pension earmarking

Have you been involved in divorce proceedings, which have resulted in the issue of a Pension Attachment/Earmarking order?

- [ ] Yes
- [ ] No

If 'yes', please provide us with a copy of the relevant order.

Essential

Read and complete all the pages in this section, and sign the Declaration on pages 19 and 20

Investment Pathways

The Financial Conduct Authority requires us to make sure you've considered the potential risks of holding more than half of your pension in cash and/or cash like assets. Examples of cash like assets are funds which are held in a current or deposit account and certain Government bonds.

We are required to ask questions about your investment intentions, so that we can provide warnings about the risks which might apply to you. Once we have received your answers to the below questions, if required, we may send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your drawdown transfer request until we have received this signed declaration.

Please complete all relevant sections of this form and send it to: Zurich Retirement Services, 3 Temple Quay, Bristol, BS1 6DZ.

Please answer the following question.

Have you confirmed in the Drawdown section that you are transferring funds in drawdown to your Zurich SIPP?

☐ Yes (Please answer the following two questions) ☐ No (Please go to the next section)

Prior to applying to transfer in these benefits have you taken advice in relation to capped drawdown or flexi-access drawdown from a regulated financial adviser?

☐ Yes ☐ No (Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Zurich and Capita on an execution-only basis on making the application to take benefits under capped drawdown or flexi-access drawdown. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration(s).)

Prior to applying to transfer benefits in capped drawdown or flexi-access drawdown, have you received a personal recommendation from a regulated financial adviser in relation to how to invest the funds in your pension?

☐ Yes (please go to the next section) ☐ No (please answer the below question in relation to the investments in your pension)

Investment Pathways is a process defined by the Financial Conduct Authority to assist individuals in selecting investments for their drawdown funds. More information on Investment Pathways can be found on the MoneyHelper website www.moneyhelper.org.uk, or by phone 0800 011 3797.

Please select one of the below 3 options to confirm how you wish to select the investments for your pension:

☐ Option 1 Use Investment Pathways

Where you've selected Option 1, please select one of the below Investment Pathway options that corresponds most closely to your current intentions:

- ☐ I have no plans to touch my money in the next 5 years
- ☐ I plan to use my money to set up a guaranteed income (annuity) within the next 5 years
- ☐ I plan to start taking my money as a long-term income within the next 5 years
- ☐ I plan to take out all my money within the next 5 years

☐ Option 2 Select investments without using the Investment Pathways

☐ Option 3 Remain invested within your current investments in your existing pension, if you've one

Please note: Zurich and Capita do not offer Investment Pathways, so we will be unable to proceed with your capped drawdown or flexi-access drawdown application if you've selected option 1. We recommend that you discuss your options and your personal circumstances with a regulated financial adviser. If you do not have a regulated financial adviser, you can contact MoneyHelper on 0800 011 3797.

Essential (continued)

Money Purchase Annual Allowance

Please complete in all circumstances.

I'm subject to the Money Purchase Annual Allowance ☐ Yes ☐ No

If 'Yes' is selected, please provide date: D D M M Y Y Y Y

I understand that if I have flexibly accessed my pension after 6th 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'll advise my money purchase pension providers of which I'm an active member that I'm subject to the Money Purchase Annual Allowance with the necessary timescale which is currently 91 days.

Declaration

General terms

I declare I'm not a US national for federal income tax purposes.

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

In accordance with the terms and conditions, I agree to any charges being deducted before the payment of benefits.

Zurich and Capita base the terms of your Zurich SIPP and/or your Zurich Protected Rights Transfer Plan on the information which you supply. If any information is untrue, Zurich or Capita upon instruction of the Trustee may cancel your arrangements. If any information changes at any time, you must inform Zurich and/or Capita immediately.

Transfers

I hereby confirm that I wish to transfer benefits, and that the total amount of the transfer payment detailed in the transfer section should be transferred as shown.

I consent to Capita seeking any necessary information regarding the transfer of benefits from the Transferor detailed in Section 3 and I authorise the giving of such information.

I confirm that where a transfer is made to the Protected Rights Transfer Plan, it consists of former contracted-out benefits.

I'm aware that I will lose any entitlement to either a protected pension age and/or protected tax-free lump sum within another UK registered pension scheme, where applicable, if I make:

a) a partial transfer (where some pension entitlement remains in the transferring pension scheme); or

b) a split transfer (where the total transfer value is paid out of the transferring scheme and divided between two, or more, receiving pension schemes); or

c) any transfer which is not part of a block transfer, from the transferring pension scheme into my arrangements.

Transfers from a drawdown pension

I confirm that I'm currently receiving (or that I'm entitled to receive) a drawdown pension from the transferring pension scheme.

I'm aware that this transfer will not be a relevant benefit crystallisation event and no tax-free lump sum is payable.

I'm aware that a drawdown pension fund must be transferred into a new drawdown pension arrangement within the Scheme.

Essential (continued)

Declaration (continued)

Payment of benefits

I'm aware that a transfer of any capped drawdown funds that are transferred into a new capped drawdown arrangement within the scheme will remain as capped drawdown benefits unless the relevant regulatory triggers convert the fund into flexi-access drawdown or I request conversion.

I will be able to change the amount of capped drawdown income, within the limits set by the Government Actuary's Department (GAD).

If I take a capped drawdown pension I'm aware that if at any time, I choose to receive any income and the total proposed amount payable in a year would exceed the Government Actuary's Department maximum limit or any limit applied in the Scheme Rules, you will only pay an income equal to the upper limit, or else the fund will automatically convert to flexi-access drawdown.

Where this is an additional fund designation into my capped drawdown pension that crystallised after 6th 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 and I reach the age 75 prior to my next review date, the maximum gross yearly income limit for my capped drawdown pension will be recalculated on my drawdown anniversary date and yearly thereafter.

I'm aware that if I'm transferring in additional capped drawdown monies into an existing flexi-access drawdown plan, the additional capped drawdown monies will be converted to flexi-access drawdown. In addition if transferring in flexi-access monies to a capped drawdown plan this will convert all tranches to Flexi-Access.

I'm aware that any transfers of flexi-access drawdown funds will remain as flexi-access drawdown funds. I have requested income to be paid as indicated. I will communicate any changes to my requested income, in writing to Capita.

I understand that if I have requested flexi-access drawdown from funds being transferred in, and 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 understand that if I hold Enhanced or Fixed Protection and make a single or regular contribution or transfer funds into a newly opened pension, there are circumstances under which this protection will be lost and the standard Lump Sum Allowance (LSA), Lump Sum and Death Benefit Allowance (LSDBA), and Overseas Transfer Allowance (OTA) will apply to my pension benefits.

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'.

I understand that payment of benefits is subject to sufficient liquidity in the fund, and by taking higher levels at the outset the fund may not provide a long term sustainable income. 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.

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.

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

I request that Capita open the relevant account on my behalf, where appropriate.

I'm aware that:

- any tax-free lump sum associated with a drawdown pension must be paid when the money is moved into drawdown pension and the 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 tax free lump sum and any income payments from this account.

  I'm aware that the capped drawdown pension year under my arrangement will be the same as under the transferring scheme and that the maximum level of capped drawdown pension before this transfer will continue to apply until the end of its reference period. It will then be recalculated every three years up to the end of the capped drawdown pension year after age 75 and then yearly after that.

Essential (continued)

Declaration (continued)

Data Protection

I'm aware that the information contained within this application will be used in accordance with the Data Protection Statement I was provided with at the outset of this contract.

Capita will process your updated personal data and information in accordance with the Data Protection Act 1998.

You are aware that Capita will pass my personal information to:

- Zurich and the Trustee (Zurich Pension Trustees Limited)
- any professional financial or investment adviser(s) that you've 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)
- a reference agency for identity verification and fraud checking purposes 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 and its use. However, Capita is committed to protecting the confidentiality and security of information and will ensure that such transfers are made in accordance with the requirements of the Data Protection Act 1998.

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.

Zurich and the Trustee will also process personal data and information about you in connection with your Plan in accordance with the Data Protection Statement. A copy of that statement can be obtained from your adviser.

If any of my transfer value payments, if applicable, form part of a Block transfer of all the benefits relating to at least one other person and myself, I consent to my details being stored on the records of the other transferring applicant(s). I understand that this information would be held solely for the purposes of calculating the pension and tax-free pension commencement lump sum (PCLS) entitlement of the other applicant(s) and that no information regarding my benefits will be disclosed to any such applicant. Similarly, I consent to the details of any such person being stored on my records for the purposes of calculating my pension and PCLS entitlement.

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 provided which affects protection of your personal lump sum allowance and lump sum and death benefit allowance.

You confirm that everything stated by you in this form and any other written statements which you make to Zurich and/or Capita are true and complete.

I have read and agree to this declaration.

Customer to sign.

Signature

Date D D M M Y Y Y Y

Essential (continued)

Declaration (continued)

If you've:

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):

Capacity:

Signature

Date: D D M M Y Y Y Y

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.

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

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