

# Zurich Self Invested Personal Pension (Zurich SIPP)

## Application form

## Your application

The Zurich SIPP will provide benefits from transfer payments or from new payments.

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](http://www.pensionwise.gov.uk). Alternately, you should speak to your adviser regarding the best option for your circumstances.

This application is to be used

- To make a transfer payment to the Zurich SIPP with or without taking a drawdown pension.
- To make a transfer payment from a previous drawdown pension into drawdown pension within the Zurich SIPP.
- To make single payments into the Zurich SIPP with or without taking a drawdown pension.
- To make regular payments into the Zurich SIPP. Regular payments can only be made after a single or transfer payment has been received and accepted.

**Please note that if you wish to take drawdown for the first time, transfer in and take additional capped or flexi-access drawdown 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.**

Your Key Features explains the drawdown pension options more fully.

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

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 Zurich Retirement Services on 0345 850 8898 for the relevant form.

Please complete this form in blue or black ink 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 form on request.

## Scheme membership

By signing this form you are applying for membership of the Zurich Personal Pension (No3Z) Scheme (the Scheme).

## 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.

Please note if you are completing this form for the set up of a nominee/dependent pension plan this section must be completed in full. We will provide you with your plan reference once the set-up is complete and all the death benefits have been transferred over.

### Transfers

The pages in this section must be completed and you must sign the consent declaration if you are transferring from another registered pension scheme or from a recognised overseas pension scheme.

Please note if you are completing this form for the set up of a nominee/dependent pension plan then you should state the deceased clients SIPP reference number, of the plan you are the beneficiary of. You will also need to sign the declaration.

### Single/Regular

The pages in this section are to be completed if you, your employer or a third party are making payments to the Zurich SIPP. A direct debit form must be completed if regular payments are to be made.

Please note if you are completing this form for the set-up of a nominee/dependent pension plan then you are unable to make any contributions to the plan. This section should remain blank.

### 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.

Please note if you are completing this form for the set-up of a nominee/dependent pension plan then please advise us if you wish for the assets to be transferred in-specie or in cash to your nominee/dependant pension plan.

### Drawdown pension

The pages in this section must be completed if you require full, partial or phased drawdown pension or if you are transferring assets from an existing drawdown pension.

Please note if you are completing this form for the set-up of a nominee/dependent pension plan then you are to complete this section if you wish to take income.

Please note your nominee/dependent pension plan does not affect your own lifetime allowance (LTA). The death benefits will automatically be converted into flexi-access drawdown once the funds are moved into your plan with no Tax Free Cash (TFC) option. Please refer to your beneficiary discharge form on whether your income payments will be subject to tax or not.

### Adviser

This is also essential information. We will only process this application if you received advice about it from an adviser. Your adviser must complete this section.

# Personal information

**It is essential that you provide all the information requested. If you do not there will be a delay in setting up your plan.**

## 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

National insurance number (This must be provided)

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.

Nationality

Permanent residential address

Postcode

Country (if not within the UK)

Telephone

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.

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

Selected age when annuity is likely to be bought (if not completed the default age assumed will be 75).

Have you opted out of, or declined to join, an occupational pension scheme in favour of taking out this plan? ☐ Yes ☐ No

If 'Yes', Zurich may ask for further information about the circumstances before deciding whether to accept your application.

Are you or have you ever been subject to bankruptcy proceedings? ☐ Yes ☐ No

Are you or have you ever been subject to divorce proceedings? ☐ Yes ☐ No

If you have ticked yes to either to the above questions, please provide full details (certified copy of bankruptcy order or discharge, divorce sharing order), & confirm whether this plan is affected in any way by the outcome of those proceedings.

# Adviser

## Your adviser must complete this section

### 2 Adviser declaration

Please note we do not offer adviser remuneration payments on a crystallised event in relation to nominee/dependent pension plans.

#### I have provided my client with appropriate financial advice.

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 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

Adviser's Financial Services Register individual reference number

Name of Firm (If Appointed Representative)

Name of Principal Firm

Principal Firm's Financial Services Register reference number

Firm's address

Postcode

Country (if not within the UK)

Telephone number

Fax 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.

Please complete the below declaration.

**Have you provided advice to your client in relation to going into capped drawdown or flexi-access drawdown?**

☐ 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

If part of an adviser network, please specify the network's name

Adviser must sign here

Adviser's signature

Date

# Transfers

**The pages in this section must be completed and you must sign the consent declaration if you are transferring from another registered pension scheme, or a recognised overseas pension scheme. Otherwise Capita will be unable to process the transfer.**

## 3 Transfers payments summary

If you have 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 note if you are completing this form for the set-up of a nominee/dependent pension plan the completed beneficiary discharge form is used as your transfer request. Please add the SIPP reference number of the deceased member's plan from which are receiving the benefits from, below.

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
1	<input type="checkbox"/> Yes	£
2	<input type="checkbox"/> Yes	£
3	<input type="checkbox"/> Yes	£
4	<input type="checkbox"/> Yes	£
5	<input type="checkbox"/> Yes	£
6	<input type="checkbox"/> 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 are 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.

Please note if you are completing this form for the set-up of a nominee/dependent pension plan then you do not need to complete the Transferring scheme details as the deceased member's pension plan is with us. However, you must sign the consent to release information at the bottom of the transfer section.

## Important notes

The 'Guide to transfers' gives you information to help you understand how transfers work.

- 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 cannot accept an Open Market Option. If you have received your tax-free cash 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

## 3 Transfers (continued)

### Transferring scheme details

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:

a) This scheme (you are transferring from) 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 6 April 2006 or after 5 April 2006 as part of a previous block transfer (or a series of block transfers)?

☐ Yes ☐ No

If 'Yes', please note that at least two of the members must usually transfer at the same time.

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 are transferring assets within the existing scheme rather than encashing 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 assets 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 am or have been a member. I also authorise the disclosure of information to the Trustee and Scheme Administrator of Zurich's pension arrangement(s).

### Customer to sign.

Full name

Signature

Date

The Zurich Self Invested Personal Pension is written under a UK registered pension scheme provided by Zurich Assurance Ltd.

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.

Registered in England No. 2424853. Registered Office: 71 Victoria Street, Westminster, London SW1H 0XA.

Zurich Assurance Ltd.

Registered in England and Wales under company number 02456671. Registered Office: The Grange, Bishops Cleeve, Cheltenham, GL52 8XX.

Telephone: 0345 850 8898. We may record or monitor calls to improve our service.

# Single/Regular

**Please complete the relevant parts of this section if you, your employer or a third party are making single/regular payments to the Zurich SIPP.**

## 4 Single and/or regular payments

Please note if you are completing this form for the set-up of a nominee/dependent pension plan then you are unable to make any contributions into the plan. This section should remain blank.

Single payments can be made by cheque or CHAPS (telegraphic transfer).

Regular payments can only be made if you are making or have already made a single or transfer payment.

If payments are to be made by a third party a separate third party details form must be completed.

A direct debit form must be completed for any regular payments to be made to the Zurich SIPP. However, if you and your employer are both making regular payments, the employer account must be used for both of these payments.

Please note that only tax relievable single and regular payments can be made. There are also 'recycling' rules about investing tax-free cash payments into registered pension schemes. Please speak to your adviser if you are in any doubt whether to make a payment.

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.

**See the 'Guide to pension plan tax' for information about tax relief.**

### Payment Details

**If you have enhanced protection, fixed protection 2012 or fixed protection 2014, making any single or regular payments will revoke this protection.**

Please note that applicant and third party payments are made net of basic rate tax relief and employer payments are made gross.

### Applicant/Third party

Net single payment £

This is the actual amount of payment before basic rate tax relief is added.

Net regular payment £

### Employer

Gross single payment £

This payment is gross as basic rate relief does not apply.

Gross regular payment £

If regular payments are being made please specify:

Regular payment frequency

Monthly

☐

Quarterly

☐

Yearly

☐

Date of the month on which payments will be made

1st

☐

7th

☐

14th

☐

21st

☐

For quarterly and yearly payments, the month in which the payment will start

The first regular payment will not be collected until at least 10 working days after the first single or transfer payment has been received and accepted.

If payments are to be made by a third party, please complete the 'Details of third party making payments' section on page 8.

If payments are to be made by or via an employer account, please complete the 'Evidence of employer identity' section on page 10.

If regular payments are to be made from an employer account, the employer must complete a contribution schedule. A template contribution schedule is available from the ZIG intermediary website or from a ZIG consultant.

Please tick if a schedule is enclosed ☐

**Please note that once the date and frequency have been set they cannot be changed.**

# Single/Regular

## Single/Regular (continued)

### Method of payment

If you make regular payments to Zurich pension funds and wider SIPP assets separate direct debit forms will be required.

Please tick one or more of the following options to indicate the method of each payment specified in this application

	Single payment			Regular payments		
	Applicant	Third Party	Employer	Applicant	Third Party	Employer
Cheque (for single payments only) Please make all cheques payable to 'Zurich Pension Trustees Limited'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Direct debit (for regular payments only)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHAPS (telegraphic transfer) payment (for single payments only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### Sources of payment/wealth

Please tick one or more of the following options to indicate the sources of each payment specified in this application.

	Single payment		Regular payments	
	Applicant	Third Party	Applicant	Third Party
Income from employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income from savings/investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inheritance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)				

### Details of third party making payments

A CVI certificate must be completed by the adviser for any third party making payments.

Are payments to be made by someone other than yourself or an employer?

☐ Yes ☐ No

If 'Yes', please provide the payer's details below

Title and full name

Gender ☐ Male ☐ Female

Address

Postcode

Country (if not within the UK)

Relationship to you

Nationality

Telephone

Occupation

Approximate annual earnings from that occupation £



# Single/Regular

## Single/Regular (continued)

### Your employment status

Your occupation(s)

Approximate taxable earnings from your occupation(s) £

Please tick **one or more** of the options below and complete the associated details where applicable.

☐

**Self-employed**

The name of the business

The nature of the business

The business' website address (optional)

☐

**Employed**

### Please tell us below if your employer's contact details have changed

The employer's name, address, telephone number and nature of business must always be provided whether or not payments are being made from an employer's account.

If you have more than one employment, please insert the number of employers you have in the box and supply the following details for each employer on a separate sheet of paper.

No. of employers

Employer's name

Employer's address

Postcode

Country (if not within the UK)

The nature of the business

Telephone number

Contact's name

Contact's role

Contact's email address (optional)

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

The business' website address (optional)

☐

**Other** – please tick the most appropriate option below and if you tick 'other' please provide more details in the comments section below:

☐

Caring for one or more children under the age of 16

☐

Unemployed

☐

Caring for a person aged 16 or over

☐

In full-time education

☐

Other

Comments

# Single/Regular

## Single/Regular (continued)

### Evidence of employer's identity

Where any payment is to be made by, or via, an employer's account, Capita must verify your employer's details to comply with money laundering prevention requirements before accepting the payment. However, Capita reserves the right to seek any further necessary details to meet money laundering prevention obligations.

In which country are you employed?

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What is your employer's status (for example, governmental organisation or UK public limited company)?

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Is your employer regulated by the Financial Conduct Authority?

☐ Yes ☐ No

If 'Yes', please state the Financial Services Register number and then go to section 5 on page 11.

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If 'No', is your employer a UK public limited company or a UK registered charity?

☐ Yes ☐ No

If 'Yes', what is the incorporation or registration number?

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If 'No', please tick below to indicate which one of the following four categories relates to your employer and provide the information requested:

- |  |  |
|--|--|
| <input type="checkbox"/> a) UK sole trader             | <input type="checkbox"/> b) UK partnership or other UK unincorporated organisation (excluding a UK registered charity) |
| <input type="checkbox"/> c) UK private limited company | <input type="checkbox"/> d) Overseas employer  |

**a) For a UK sole trader:**

Your adviser will need to provide a confirmation of verification of identity (CVI) certificate to prove the employer's personal identity. (Included on pages 23/24).

**b) For a UK partnership or other UK unincorporated organisation (excluding a UK registered charity):**

- For a UK limited liability partnership or a UK limited partnership or a Scottish partnership, provide the title and full names of all the partners on a separate sheet of paper.
- For a UK unlimited partnership or other UK unincorporated organisation (excluding a UK registered charity), provide the title and full names of all the partners on a separate sheet of paper, and also enclose one of the following documents and tick the relevant box below to confirm that you have done this.

- ☐ A business brochure or
- ☐ The latest report and accounts (preferably audited, where applicable) or
- ☐ An invoice or tax return issued by HMRC (or an equivalent form from an official source)

If you are unable to produce any of these documents, please telephone us on 0345 850 8898 to discuss any other forms of evidence. Any alternative document(s) must show details of the business' name, address, the nature of the business, telephone number, website address and, if applicable the registration number.

Description of alternative document(s) enclosed

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Reason for being unable to provide document(s) as requested above

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**c) For a UK private limited company**

Please provide the full names of all the directors/beneficial owners who hold more than 25% of the share capital of the company on a separate sheet of paper.

**d) For an overseas employer**

Please either

- a) State the country of incorporation or registration of your employer \_\_\_\_\_

If your employer is incorporated or registered what is the incorporation or registration number? \_\_\_\_\_

or

- b) Tick to indicate that your employer is an overseas unincorporated or unregistered business. ☐

## Investments

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.

## 5 Investments

We shall assume all of your payments are to be invested in Zurich pension funds unless you indicate below the gross amount to be invested in wider SIPP assets. Please note an initial investment in Zurich pension funds must always be included.

### Amount to be invested in wider SIPP assets

Single payment £	Regular payment £
Transfer payment £	

If you make regular payments to Zurich pension funds and wider SIPP assets separate direct debit forms will be required.

## Zurich pension fund selection

If you are completing this form for the set-up of a nominee/dependent pension plan then please confirm if you wish to:

Transfer the assets in-specie as they are held within the deceased member's pension plan. ☐

Or

Transfer the assets in cash, we will disinvest all the assets within the deceased member's pension plan.

Should you wish to provide us with an investment instruction then you can do so seperately and we will arrange this for you.

If you wish to invest the same percentages in the same funds for each category, please tick the box below to indicate this and just complete one of the columns with details of your selection.

☐ Tick here if you wish to invest the same percentages in the same funds for every applicable category.

If you choose the phased investment option you cannot select the 'money market' fund being used for phasing.

For details of this fund, please see 'Your choice of pension funds'.

**If you wish to consider investing in more than 20 funds please note**

- single and transfer payments can be invested in up to 20 funds overall
- regular payments can be invested in up to 20 funds

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

## Threadneedle funds

[illegible]



# Investments

## Phased investment

☐ Please tick this box if you require phased investment.

Please note that phased investment is not available for regular payments.

## Illustration

Please indicate the maximum rate of growth (if any – up to 7%) to be assumed on Zurich pension funds for post sale illustrations (your adviser will help you complete this question).

Maximum rate of growth per year \_\_\_\_\_ %

## 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. If you are not prepared to do this, the Zurich SIPP is not suitable for you. Capita asks you to confirm this appointment in section 11.

If you require an immediate drawdown with tax-free lump and/or immediate income and a high proportion of the transfer is from property or assets other than cash, there may be insufficient cash funds to provide the required tax-free lump sum and income. Please indicate below what investments you wish to provide tax-free lump and income.

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Capita will contact your adviser for wider SIPP asset allocation instructions when the Zurich SIPP is set up. Please note that all payments you intend to invest into wider SIPP assets will be held on deposit in your SIPP account until Capita receives instructions about how they should be invested.

## Illustration

Please indicate the maximum rate of growth (if any – up to 7%) to be assumed on wider SIPP assets for post sale illustrations (your adviser will help you complete this question).

Maximum rate of growth per year \_\_\_\_\_ %

# 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.**

## 6 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.

### Important notes

Please note if you are completing this form for the set-up of a nominee/dependent pension plan then you only need to complete this section if you wish to take income.

Please note the death benefits from the deceased member's pension plan will automatically be converted into flexi-access drawdown once the funds are moved into your nominee/dependent pension plan.

- 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.
- 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.
- In line 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, 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 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 have chosen the 1st December and this cannot be achieved, the first payment would be made on the 1st January.
- If you select a different frequency and/or payment date to any existing arrangements, we will change those arrangements in line with the new instructions in this application.
- If you have multiple unmerged drawdown tranches and are converting one tranche to flexi-access drawdown, this will change the entire scheme to flexi-access drawdown.

# Drawdown pension

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

The level of any income will be based on the fund 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
- ☐ Transfer my death benefits from a deceased member's pension plan. I understand this will be converted into Flexi-access drawdown.

Please read the important notes section on page 14.

## 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

☐ Nil ☐ Maximum  
or, for capped drawdown only, % of maximum %  
or amount a year before tax £ \_\_\_\_\_

## Partial drawdown pension

Please indicate below the amount(s) to go into drawdown pension:

Zurich pension funds £ \_\_\_\_\_ or all of these funds ☐

Wider SIPP assets £ \_\_\_\_\_ or all of the wider SIPP assets ☐

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 (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 maximum tax-free lump sum is taken unless otherwise advised.

Please specify the total amount you wish to 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 tax-free lump sum.

# Drawdown pension

## 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	%
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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 details

How often are the income payments to be made?

☐ Monthly ☐ Quarterly ☐ Half yearly ☐ Yearly

Please indicate the first payment date

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.

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

## b) Drawdown pension payment details

Please note there is no Tax Free Cash option from a nominee/dependent pension plan. Whether or not your income payments are taxed will depend on the HMRC rules at the time of the member's death. You will be advised of this in your beneficiary discharge form and acknowledgement letter.

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 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 government limits.

## 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.

Bank/Building society

Name of account

Address

Account/roll number

Sort code

-    -

Postcode

Building society reference number



# Drawdown pension

## c) Existing benefits

HM Revenue and Customs (HMRC) 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 pension or lump sum benefits from 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?

%

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 do you remain entitled to it?

☐ Yes ☐ No

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 UK registered 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.

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 to provide your drawdown pension exceeds your remaining personal lifetime allowance, please indicate how you would like to deal with the excess amount below (Please note a nominee/dependent pension plan does not affect your own Lifetime Allowance (LTA)):

- ☐ 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.

# Essential

**It is essential that you provide all the information requested if you wish to nominate one or more beneficiaries from the plan outset. If you do not we will assume that you do not want to nominate any at this stage.**

## 7 Nomination of beneficiaries

It is possible to use an individual trust instead of the Trustee having the discretion of over distribution of lump sum death benefits as set out below. Please speak to your financial adviser if you wish to consider this, and ask for a copy of 'A guide to Zurich's Individual Pension Trusts'.

Certain lump sums may become payable in the event of your death before or while in drawdown pension, as explained further below and in your key features document.

By completing and returning this form, you can inform the Trustee and the Scheme Administrator who you would wish to benefit in the event of your death. You should review your nomination from time to time and when there is a change in your personal circumstances.

Complete this section to nominate beneficiaries for any death benefits.

If you die before any benefits have been taken, a lump sum death benefit will usually be paid at the Trustee's discretion. Alternatively, drawdown pension or a lifetime annuity may be available.

If you die after drawdown pension benefits have started, the Scheme Administrator will usually select one or more of your dependant(s) or nominee(s) who will be able to choose a taxable lump sum, drawdown pension or an annuity. If you leave no dependants or nominee(s), a lump sum will usually be paid at the Trustee's discretion.

You should consider what you wish to happen if the beneficiary (or one of the beneficiaries) dies before you, for example 'my husband/wife but if he/she dies before me, to all my children who are living at the time of my death, in equal shares.' Please write any instruction like this in the 'Further instructions' box.

Please note that although your nomination will be given due consideration it is not binding, and the Trustee and the Scheme Administrator (as appropriate) will have discretion to decide how any death benefit is distributed.

Please detail below the beneficiaries.

If you wish to nominate more than 3 beneficiaries please provide details on a separate sheet and/or use the 'Further instructions' box.

If you wish to nominate a charity, please include the charity number.

The shares must add up to 100%

### Details of beneficiaries

Full name	Address	Relationship	Nationality	% share

Further instructions

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## Read, complete and sign this section

### 9 Money Purchase Annual Allowance

**Please complete in all circumstances.**

**Customer to complete.**

I am subject to the Money Purchase Annual Allowance

☐ Yes ☐ No

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 within the necessary timescale which is currently 91 days.

### 10 Declaration

**Important – Before signing this application form, you should carefully read this declaration. You should also read the key features document so that you understand what you are buying, and then keep it for future reference. By signing this application you are making a legally binding agreement with Zurich Assurance Ltd (Zurich) and Capita Life & Pensions Regulated Services Limited (Capita).**

#### Introduction

The agreement is subject to English law and includes the Trust Deed and Rules of the Scheme and terms and conditions under which the Zurich SIPP operates. A copy of the Trust Deed and Rules of the Scheme is available on request from Capita at the address shown on page 2. The Scheme is registered as a pension scheme under the Finance Act 2004.

Zurich has appointed Zurich Pension Trustees Limited (ZPT) as Trustee of the Scheme and Capita as Scheme Administrator. Capita will be acting as 'Operator' of the Scheme and is responsible for the day-to-day administration of the Scheme.

**Please note that Zurich, the Trustee and Capita cannot give you investment advice or assess the suitability of any proposed investment or transaction. By signing this declaration you are confirming that your adviser is responsible for advising you about the suitability of your SIPP.**

Completion of this form does not guarantee acceptance. You will not become a member of the Scheme until all of our requirements have been met, the first payment or transfer to the Scheme has been received by Capita and Capita has also accepted the arrangements.

The 'Guide to transfers' gives you information relevant to this declaration if you are making a transfer from a registered pension scheme.

The 'Guide to pension plan tax' gives you information relevant to this declaration if you are making payments that are not transfer payments. It also has information about taxation of benefits.

Your illustration, the terms and conditions, the 'Guide to wider SIPP asset charges', the 'Guide to drawdown pension charges' and 'Your choice of pension funds' provide details of charges which may apply to your Zurich SIPP.

#### 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.

I am aware that payments specified in this form may only provide benefits as permitted under the Trust Deed and Rules of the Scheme and the terms and conditions of my Zurich SIPP and in line with pertaining pension legislation.

I am aware that this means I cannot assign, surrender or cash in my pension benefits except where permitted by legislation and Scheme rules.

I agree that I will be bound by the Trust Deed and Rules of the Scheme and the terms and conditions of my Plan(s), at all times.

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

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 Rules of the Scheme and pension legislation in force at the time.

I understand you will correspond with any organisation for which I have supplied an email address unless I state otherwise.

## Declaration (continued)

### **Payments (applicable if you make payments that are not transfer payments)**

If I or any third party indicates in this form that a single or regular payment is to be made, I declare that my payments (or any paid on my behalf) to all registered pension schemes, including this plan, in respect of which I am entitled to relief under section 188 Finance Act 2004, will not exceed £3,600 gross in a tax year or, if greater, my relevant UK earnings within the meaning of section 189 Finance Act 2004 for that tax year. This is because:

- 1 I will be aged under 75 on the payment acceptance date(s) and
- 2 I am within one of the categories for eligibility described in the 'Guide to pension plan tax' and
- 3 my remaining maximum tax relievable gross payment is greater than, or equal to, my total net payment plus the associated UK basic rate income tax relief at source.

If I am no longer in one of the categories above, I undertake to notify Capita in writing if I am no longer entitled to tax relief for my payments under section 188 Finance Act 2004 by 5 April of the tax year in which this occurs or within 30 days of it occurring, whichever is the earlier.

If the basic rate tax relief declaration no longer applies, I will notify Capita in writing within 30 days. I agree that any single or regular payments made can be refunded to me if I am not entitled to receive basic rate income tax relief on them.

I am aware that I will have to make a new declaration if I or any third party makes additional single or regular payments in this, or in any future, tax year.

I am aware that my first Pension Input Period under this plan will start on the date Capita SIP Services receive the first payment and will end on the last day of the current tax year unless I tell you otherwise.

### **Annual allowance (only applicable if your payments exceed the annual allowance)**

I am aware that an annual allowance charge appropriate to my circumstances will apply if the total gross payment to all my registered pension schemes exceeds the annual allowance in force in the tax year in which the payment is treated as made, unless I can carry forward unused annual allowance (where carry forward is applicable) or it is the tax year in which I die or take benefits on grounds of incapacity or ill health.

I am aware that I must report any payments over the annual allowance to HMRC through my tax return.

### **Enhanced protection, fixed protection 2012 or fixed protection 2014 (applicable if you have applied for protection)**

I am aware that any payment made by me or a third party including an employer which is accepted as a payment into my Zurich SIPP will revoke any enhanced protection, fixed protection 2012 or fixed protection 2014. If protection is revoked, I am aware that I must report this to HMRC within 90 days or I could incur a fine of up to £3,000.

### **Recycling payments (applicable now if you choose drawdown pension)**

I am aware that information about the use of a tax-free cash sum to make an additional payment and the tax charges which may apply is provided in the terms and conditions. I am not intending, and do not intend, to use any tax-free cash 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 cash sum to make such a payment, I will inform the Scheme Administrator that paid the tax-free cash within 30 days.

### **Transfers (applicable if you are making a transfer from another scheme)**

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 am aware that information about transfers is provided in the 'Guide to transfers'. I consent to Capita seeking any necessary information regarding the transfer of benefits from the Transferring Scheme detailed in Section 3 and I authorise the giving of such information.

### **Transfers from a scheme with protected pension age or protected tax-free cash**

If I make a transfer which is not part of a block transfer or the winding up of a scheme, I am aware that I will lose any entitlement to a protected pension age and/or protected tax-free cash within another UK registered pension scheme.

I am aware 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'.
- 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.
- 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.

## Declaration (continued)

- 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 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 drawdown anniversary date and yearly thereafter.
- If the last capped drawdown review under the transferring scheme took place on or after 6 April 2011, 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 up to age 75 and then yearly after that.
- If the last capped drawdown review under the transferring scheme took place before 6 April 2011, the level of capped drawdown pension available will be recalculated at the end of the capped drawdown year in which the transfer takes place. It will then be recalculated every three years up to the end of age 75 and then yearly after that.

## Payment of benefits (applicable when you start to receive payments)

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 for payments of benefits on my behalf where appropriate.

I am aware that:

- Capita will only pay a capped drawdown income up to the maximum GAD limit or any lower limit applied in the Scheme Rules else the fund will automatically convert to flexi-access drawdown.
- Any tax-free cash associated with income drawdown must be paid when money is moved into drawdown pension.
- When any tax free cash and/or 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 cash and any income payments from this account.

## Death benefits

I realise that in the event of my death before or while receiving drawdown pension, certain lump sum death benefits (as explained in section 7, 'Nomination of beneficiaries') will be payable at the discretion of the Trustee of the Scheme taking into account any nominations I have made, or at the discretion of my appointed trustees if I have declared my own individual trust in respect of these benefits.

If I declare my own Individual Trust I will pass a copy of this Trust to Zurich and/or Capita to ensure they are aware of my intentions upon my death.

## Investments

I agree:

- I am ultimately responsible in consultation with my adviser or investment manager, for all decisions relating to the purchase, retention and sale of the investments forming part of the plan.
- To hold the Trustee and Scheme Administrator fully indemnified against any claim in respect of such decisions.

## Data protection

I am 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 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)
- affiliated companies to whom it has sub-contracted or delegated the carrying out 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.

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, Tri-centre 1, Newbridge Square, Swindon, SN1 1HN, 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.

## Declaration (continued)

**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 regarding the relevant annual allowance applicable to your circumstances or any 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 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
---	---	---	---	---	---	---	---

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

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.

## 11 Adviser Authority

This Adviser Authority is for this Zurich SIPP only and you must sign it if you wish to authorise Zurich and/or Capita to accept instructions from your adviser given in the way indicated below. Please note that if you do not give authority we will not allow investments into wider SIPP assets.

You must sign this authority to confirm acceptance of its terms. By signing this authority you authorise Zurich and/or Capita to accept instructions (by post, fax, email or electronically) which are sent by the Adviser Firm detailed below, in respect of the following transactions:

- Change of selected retirement age or annuity purchase age.
- Switches between Zurich pension funds.
- Redirection of regular payments within Zurich pension funds only.
- Investment changes to wider SIPP assets.
- Switches between Zurich pension funds and wider SIPP assets.
- Add, amend or remove drawdown pension payments.
- One off income payments.
- Change of bank payment details.

This agreement is not transferable, but can be withdrawn at any time, by writing to Zurich Retirement Services at: Suite 3 West Port House, 144 West Marketgait, Dundee, DD1 1NJ.

Please note Zurich and/or Capita:

- accept no liability for the late submission of instructions by the Adviser Firm or for any errors or omissions in any of the information given by the Adviser Firm when instructions are submitted,
- may refuse to carry out any instruction if in their opinion the instruction is incomplete or unclear,
- will process instructions when they are deemed received by Zurich or Capita under the terms of the service. Instructions must be clear for them to be deemed received. For the purpose of this application, instructions to switch funds can be provided electronically. Capita will record instructions concerning fund switches and forward them to Zurich.

Please note Capita:

- will process instructions concerning investment changes and drawdown pension matters,
- will record instructions concerning fund switches. Capita will then forward instructions concerning fund switches to Zurich.

Please note Zurich:

- will only process instructions concerning fund switches when they are received from Capita,
- will only switch funds on a Business Day (Business Day is defined in the terms and conditions),
- will process your instructions when they are deemed received by Zurich under the terms of service. Instructions must be clear for them to be deemed received. Instructions can only be processed on a Business Day. If your instruction is received before 8.30am\* on a Business Day, it will be processed on that day. If it is received after 8.30am\* it will be processed on the next Business Day. \* We will notify you if this time changes. Business Day is defined in the terms and conditions.

You confirm that your adviser has given you advice in relation to this application.

You confirm that this authority will continue to be effective until you give written notification of cancellation and Capita has received that notification at the above address.

### Customer to sign.

Signature
-----------

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

The Adviser Firm will act only after receiving instructions from you. The form of instructions from you to the Adviser Firm will be agreed between you.

The Adviser Firm agrees to send the instructions to Zurich and/or Capita on terms agreed with you and to ensure that, before it acts on the instructions, you have received the key features document as well as the terms and conditions and the 'Your choice of pension funds' brochure which include details of the current charges that may apply to Zurich pension funds. It will also ensure that if you hold wider SIPP assets, you have received 'A guide to wider SIPP charges' and, if you have selected drawdown pension, you have received 'A guide to drawdown pension charges'.

The Adviser Firm agrees to exercise this authority only in accordance with the permissions and authority granted to the Adviser Firm under the Financial Services and Markets Act 2000 or any replacement legislation and will be liable for complying with such legislation.

### Adviser to sign.

Adviser Firm name

Adviser signature (on behalf of the Adviser Firm)
---

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Adviser name

# Confirmation of verification of identity certificate



## To be completed by the FCA regulated or EU regulated introducer

Please complete the certificate and complete a separate certificate for all parties to the contract (eg. joint applicants, trustees, settlors, attorney, deputy and third parties where you have been required to undertake identification).

### Name of applicant\*/trustee\*/third party\*/attorney\*/deputy\* (in full)

Title	Surname
Full forenames	
Nationality	Date of birth
Address	<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>
	Previous address if moved in last three months
Postcode	Postcode
Telephone	

I/We certify that:

a) the information above was obtained by me/us in relation to the customer;

b) the evidence I/we have obtained to verify the identity of the customer (tick one only):

☐

meets the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG, or

☐

exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation)

This certificate cannot be used to verify the identity of any customer that falls into one of the following categories:

- Those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification;
- Those who have been subject to Simplified Due Diligence under the Money Laundering Regulations, or
- Those whose identity has been verified using the 'source of funds' as evidence.

If you have not verified the identity of the applicant, please give reasons below.

Adviser name	Adviser Code
Address	Financial Services Register number
Postcode	
Telephone	



## Details of person completing this certificate

Name

Job title

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

## Existing Trusts – Trustees

Where the settlor is deceased, written confirmation should be obtained from the trustees detailing the source of the funds. An original or certified copy of the Grant of Probate and/or copy of the Will creating the Trust will be sufficient for this purpose.

## Child applications

Identification is required for those individuals making the application (eg. parent, guardian etc.).

## Plans funded by third parties

Where funds are being provided by a third party (ie. someone other than the applicant) then the third party needs to be identified, in addition to the applicant.

## Authorised signatories

In addition to identifying the applicant, verification of identity is also required for any individual who has control over the funds eg. individuals acting under a Power of Attorney.

\*Delete as applicable. Beneficial owners must also be identified if different from the applicants.

Please note this certificate must be signed by an officer of the Introducer Firm who is authorised to confirm the accuracy and effectiveness of the firm's customer identification verification records to which this certificate relates.

Zurich and Capita cannot accept photocopies of completed certificates.



## Instruction to your bank or building society to pay by direct debit

If you are completing this form for the set-up of a nominee/dependent pension plan, you do not need to complete this page.

Please fill in the whole form using a ball point pen and send it to:

Zurich Retirement Services  
Suite 3 West Port House  
144 West Marketgait  
Dundee  
DD1 1NJ

Name(s) of account holder(s)

---

Bank/building society account number

       

Branch sort code

  -   -  

Name and full postal address of your bank or building society

To: The Manager

Bank/building society

Address

---

Postcode

---

Service user number

     

Reference (plan number)

               

### Instruction to your bank or building society

Please pay Zurich Pension Trustees Ltd direct debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Capita Life & Pensions Regulated Services Limited Re Zurich Pension Trustees Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

       

Banks and building societies may not accept direct debit instructions for some types of account.

**This guarantee should be detached and retained by the payer.**

## The direct debit guarantee

- This guarantee is offered by all banks and building societies that accept instructions to pay direct debits.
- If there are any changes to the amount, date or frequency of your direct debit, Capita Life & Pensions Regulated Services Limited Re Zurich Pension Trustees Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Capita Life & Pensions Regulated Services Limited Re Zurich Pension Trustees Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your direct debit, by Capita Life & Pensions Regulated Services Limited Re Zurich Pension Trustees Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Capita Life & Pensions Regulated Services Limited Re Zurich Pension Trustees Ltd asks you to.
- You can cancel a direct debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



# Instruction to your bank or building society to pay by direct debit

Please fill in the whole form using a ball point pen and send it to:

Zurich Retirement Services  
Suite 3 West Port House  
144 West Marketgait  
Dundee  
DD1 1NJ

Name(s) of account holder(s)

Bank/building society account number

       

Branch sort code

  -   -  

Name and full postal address of your bank or building society

To: The Manager

Bank/building society

Address

Postcode

Service user number

     

Reference (plan number)

               

## Instruction to your bank or building society

Please pay Zurich Pension Trustees Ltd direct debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Capita Life & Pensions Regulated Services Limited Re Zurich Pension Trustees Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

       

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

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Telephone: 0345 850 8898

We may record or monitor calls to improve our service.