

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

## Drawdown pension application form

### Important information

Please be aware that there's an error in legislation that impacts how the maximum amount that can be paid as scheme specific tax-free cash is worked out. HMRC have recommended that until the legislation is fixed, it may be best to delay taking benefits.

By completing and submitting this form, you're confirming that you're aware of the guidance issued in HMRC Newsletter 158 and wish to proceed without waiting. Please be aware that we'll calculate your payment based upon what HMRC have told us they'll be changing the legislation to, rather than the legislation which they've confirmed is incorrect.

At this time, there's no timescale on when legislation will be corrected.

### Your 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 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 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 isn't 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](http://www.moneyhelper.org.uk).

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

### Using this form

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

Please complete sections 1, 3, 5 and 6 and complete section 4 if you are moving funds into drawdown pension for the first time.

Your adviser will complete section 2.

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

Please ensure that all required documents are attached.

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

### How to fill in this form

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



#### Personal information

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



#### Adviser

This is essential information. If you have received advice about your application your adviser will complete this section. If you have only had guidance from Pension Wise, we will need to ask you some additional questions before we can process your application.



#### Drawdown pension

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



#### Investments

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

# Personal information

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

## 1 Your personal details

Existing plan number(s)

Surname

Forename(s)

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

Gender ☐ Male ☐ Female

Date of birth

D	D	M	M	Y	Y	Y	Y
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National insurance number

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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.

Telephone number

Email address

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

Nationality

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

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

## 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](https://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 six months, you've:

- received advice from a regulated financial adviser regarding this claim? ☐ Yes ☐ No
- attended a Pension Wise guidance appointment regarding this claim? ☐ Yes ☐ No

☐ No

You'll need to either:

- attend a Pension Wise appointment, or
- opt out of receiving Pension Wise guidance below.

If you want to speak to a regulated financial adviser or Pension Wise about this claim, please wait until you've done that to complete and return this form.

If you don't want to receive Pension Wise guidance, you must complete the **Opting out** section below.

- ! If your personal circumstances, or the value of your pension savings, has significantly changed since you last received advice or guidance, you may benefit from speaking to someone again.
- ! If you've received regulated advice, you may still benefit from speaking to Pension Wise.

**Opting out** - please confirm your reason:

- ☐ I've obtained advice from a regulated financial adviser so don't want to receive Pension Wise guidance.
- ☐ I don't want to receive guidance from Pension Wise or obtain advice from a regulated financial adviser.

# Adviser

**Your adviser must complete this section**

## 2 Adviser declaration

**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 that my 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

# Drawdown pension

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

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 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, if this is not completed prior to this application being received then this will cause a delay in the processing of your request.

## 3 Drawdown pension

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

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

### Important notes

- If you are taking or have previously taken advantage of the pension benefit flexibilities introduced in April 2015 then a lower annual allowance will normally apply to your money purchase pension savings. This lower annual allowance is called the Money Purchase Annual Allowance. This means that you would incur a tax charge if you exceed this limit. Additionally, you would have a reduced Annual Allowance for any defined benefit savings. It is important to tell any of your money purchase pension providers of which you are an active member that you are subject to the Money Purchase Annual Allowance within the necessary timescale, which is currently 91 days. Your adviser would be able to explain the implications of this to you. You should note that your annual allowance could be higher if you have not flexibly accessed your pension benefits.
- With flexi-access drawdown you decide exactly how much income you need each year, but taking high levels of income will increase the risk that your money will run out before you die.
- If this is your first request for flexi-access drawdown, upon your first payment of flexi-access drawdown you will need to comply with the HMRC requirements information requirements for any other pension schemes you hold. Your adviser will be able to provide you with more information regarding this.
- We will, wherever regulations permit, merge income payments with those of any existing funds in drawdown pension to minimise charges.
- 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 11 for information about taxation of funds when they exceed either 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 October and this cannot be achieved, the first payment would be made on the 1st November.
- 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 level of any income available will be based on the fund in drawdown pension after any tax-free lump sum has been taken.

#### a) Zurich Self Invested Pension Plan

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 read the important notes section on page 5.

### Full drawdown pension

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

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

☐ Maximum or other £ \_\_\_\_\_

☐ Nil      ☐ Maximum (for capped drawdown)

or amount a year/ad hoc amount before tax £ \_\_\_\_\_

### Partial drawdown pension

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

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

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

	% of SIPP	£
<hr/>		
<input type="checkbox"/>	Maximum	or other £
<hr/>		
<input type="checkbox"/>	Nil	
<input type="checkbox"/>	Maximum (for capped drawdown)	
or amount a year/ad hoc amount before tax £		

Is phased drawdown required? Please tick	Yes
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### Selection of investments to provide tax-free lump sum

Is income to be paid solely from Zurich pension funds?

☐ Yes ☐ No

If 'No', please indicate the percentages to be paid from Zurich pension funds and from your SIPP account/wider SIPP assets (please provide full instructions on a separate sheet).

Zurich pension funds	%	Your SIPP account/wider SIPP assets	%
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Where any tax-free lump sum is to be paid from Zurich pension funds, do you want it to be paid proportionately across all your Zurich pension funds?

☐ Yes ☐ No

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

Zurich pension fund name	Required %
Total	100%

Please make sure the percentages add up to 100%.

# Drawdown pension

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

Please confirm if we should follow the same instructions as tax free lump sum.

☐ Yes

☐ No

Is income to be paid solely from Zurich pension funds?

☐ Yes

☐ No

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

Zurich pension funds	%	Your SIPP account	%
<hr/>			

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 indicate the percentages to be paid from Zurich pension funds and from your SIPP account/wider SIPP assets (please provide full instructions on a separate sheet as illustrated in the table below).

Zurich pension funds	%	Your SIPP account/wider SIPP assets	%
<hr/>			

Please make sure the percentages add up to 100%.

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

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

How often are the income payments to be made?

☐ Ad hoc

☐ Monthly

☐ Quarterly

☐ Half yearly

☐ Yearly

Please indicate the first payment date

D

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 have chosen the 1st October and this cannot be achieved, the first payment would be made on the 1st November.

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

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

☐ Yes

☐ No

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

## Drawdown pension

#### b) Protected Rights Transfer Plan investments

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

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

Please refer to the Important Notes section on page 5.

### Full drawdown pension

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

Required amount of tax-free lump sum

☐ Maximum or other £

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

☐ Nil      ☐ Maximum (for capped drawdown)

or amount a year/ad hoc amount before tax £

### Partial drawdown pension

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

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

	% of SIPP	£
1. Total	100	100
2. Government	100	100
3. Private	100	100
4. Government	100	100
5. Private	100	100
6. Government	100	100
7. Private	100	100
8. Government	100	100
9. Private	100	100
10. Government	100	100
11. Private	100	100
12. Government	100	100
13. Private	100	100
14. Government	100	100
15. Private	100	100
16. Government	100	100
17. Private	100	100
18. Government	100	100
19. Private	100	100
20. Government	100	100
21. Private	100	100
22. Government	100	100
23. Private	100	100
24. Government	100	100
25. Private	100	100
26. Government	100	100
27. Private	100	100
28. Government	100	100
29. Private	100	100
30. Government	100	100
31. Private	100	100
32. Government	100	100
33. Private	100	100
34. Government	100	100
35. Private	100	100
36. Government	100	100
37. Private	100	100
38. Government	100	100
39. Private	100	100
40. Government	100	100
41. Private	100	100
42. Government	100	100
43. Private	100	100
44. Government	100	100
45. Private	100	100
46. Government	100	100
47. Private	100	100
48. Government	100	100
49. Private	100	100
50. Government	100	100
51. Private	100	100
52. Government	100	100
53. Private	100	100
54. Government	100	100
55. Private	100	100
56. Government	100	100
57. Private	100	100
58. Government	100	100
59. Private	100	100
60. Government	100	100
61. Private	100	100
62. Government	100	100
63. Private	100	100
64. Government	100	100
65. Private	100	100
66. Government	100	100
67. Private	100	100
68. Government	100	100
69. Private	100	100
70. Government	100	100
71. Private	100	100
72. Government	100	100
73. Private	100	100
74. Government	100	100
75. Private	100	100
76. Government	100	100
77. Private	100	100
78. Government	100	100
79. Private	100	100
80. Government	100	100
81. Private	100	100
82. Government	100	100
83. Private	100	100
84. Government	100	100
85. Private	100	100
86. Government	100	100
87. Private	100	100
88. Government	100	100
89. Private	100	100
90. Government	100	100
91. Private	100	100
92. Government	100	100
93. Private	100	100
94. Government	100	100
95. Private	100	100
96. Government	100	100
97. Private	100	100
98. Government	100	100
99. Private	100	100
100. Government	100	100
101. Private	100	100
102. Government	100	100
103. Private	100	100
104. Government	100	100
105. Private	100	100
106. Government	100	100
107. Private	100	100
108. Government	100	100
109. Private	100	100
110. Government	100	100
111. Private	100	100
112. Government	100	100
113. Private	100	100
114. Government	100	100
115. Private	100	100
116. Government	100</	

☐ Maximum or other £

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

☐ Nil      ☐ Maximum (for capped drawdown)

or amount a year/ad hoc amount before tax £

Is phased drawdown required? Please tick	Yes
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### Selection of investments to provide tax-free lump sum

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

☐ Yes ☐ No

If No, please indicate the percentages to be paid from Zurich pension funds and from your SIPP account/wider SIPP assets (please provide full instructions on a separate sheet).

Zurich pension funds	%	Your SIPP account/wider SIPP assets	%
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Where any tax-free lump sum is to be paid from Zurich pension funds, do you want it to be paid proportionately across all your Zurich pension funds?

☐ Yes ☐ No

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

[illegible]

Please make sure the percentages add up to 100%.



# Drawdown pension

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

Please confirm if we should follow the same instructions as tax-free lump sum.

☐ Yes ☐ No

Is income to be paid solely from Zurich pension funds?

☐ Yes ☐ No

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

Zurich pension funds	%	Your 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 indicate the percentages to be paid from Zurich pension funds and from your SIPP account/wider SIPP assets (please provide full instructions on a separate sheet in the same format as shown in the table below).

Zurich pension funds	%	Your SIPP account/wider SIPP assets	%
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Please make sure the percentages add up to 100%.

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

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

How often are the income payments to be made? ☐ Ad hoc ☐ Monthly ☐ Quarterly ☐ Half yearly ☐ Yearly

Please indicate the first payment date

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 have chosen the 1st October and this cannot be achieved, the first payment would be made on the 1st November.

## c) Drawdown pension payment details

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

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

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

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

## Bank/Building society details

Please check with your bank/building society that direct payments by the BACS system (for income payments or the tax-free lump sum) or by telegraphic transfer for the 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

# 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, please visit the TBD page on our website. 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 Curtis Banks 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 Curtis Banks, 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
	£
	£
	£
	£

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 5.3.

If 'No', please go to section 5.3.

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 5 April 2006 and before 6th April 2024

If you've taken benefits after 5 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 5 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 5 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.

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.

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

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 SIPP’s currently with Curtis Banks

## 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

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

## Investments

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

## 4 Investments

Please provide the Zurich pension fund selection information requested.

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

## Zurich pension fund selection

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

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

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

If you do not complete the section below, we will invest your funds in the same Zurich Pension funds and use the same percentages that apply currently to your pre-retirement plan unless the funds chosen have since been closed or suspended, in which case you will need to seek advice and choose alternative funds.

You can see if these funds are still active by checking here <https://www.zurich.co.uk/pensions-and-investments/manage-my-pension>.

Fund name	SIPP	Protected Rights Transfer Plan
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
Total	100%	100%

# Essential

Read, complete and sign this section

## 5 Money Purchase Annual Allowance

Please complete in all circumstances.

I'm subject to the Money Purchase Annual Allowance

☐ Yes☐ No

If yes is selected

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 will 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.

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

☐ Yes☐ No

If they select yes, they continue below. If they select no, please contact us on 0345 850 8898 to progress this application.

## 6 Investment Pathways

The Financial Conduct Authority requires us to make sure you have 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 won't be able to process your drawdown 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.

Before 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 take benefits under 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](http://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 have 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 have 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 have 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 the MoneyHelper on 0800 011 3797.

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## 7 Declaration

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

### General terms

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

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

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

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

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

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

I understand that, for the first drawdown from my scheme, I have a 30 day period in which to cancel the benefits, but otherwise the benefits cannot be reversed once in payment.

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

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

### Payment of benefits

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

I'm 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.
- 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 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 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.



# Essential

## Declaration (continued)

### Data Protection

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

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

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

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

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

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

Signature

Date

D	D	M	M	Y	Y	Y	Y
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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're acting as their trustee in Bankruptcy, as appropriate.

You need only complete the 'Nationality' box if you possess a Power of Attorney for the applicant. If you're a new attorney you'll need to complete a Confirmation of verification of identity certificate.

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

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Registered Office: First Floor, 2 Kingdom Street, Paddington, London, W2 6BD.

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Registered Office: Unity Place, 1 Carfax Close, Swindon, SN1 1AP.

Telephone: 0345 850 8898

We may record or monitor calls to improve our service.

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