

Zurich Self Invested Personal Pension (Zurich SIPP)

Regular payments application form Increase

Your application

Using this form

Both you and your adviser must complete and sign this application in the appropriate places. The declaration applicable to your Zurich SIPP also applies to this application.

This form should be used to increase existing regular payments to your SIPP.

Please note that only tax relieviable regular payments can be made.

Capita Life & Pensions Regulated Services Limited (Capita) is the Scheme Administrator and Zurich Pension Trustees Limited is the Trustee of the Scheme.

Please complete this form in BLOCK CAPITALS using blue or black ink, tick where appropriate and return it to:
Zurich Retirement Services, Suite 3 West Port House, 144 West Marketgait, Dundee, DD1 1NJ.

Your adviser will ensure that all required documents are attached.

1 About you

Existing plan number _____

Surname _____

Forename(s) _____

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other (*please specify*) _____

Gender ☐ Male ☐ Female

National insurance number

Nationality _____

Date of birth

Telephone number _____

Email address _____

Marital status ☐ Married or Registered Civil Partner ☐ Single ☐ Widowed

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

2 Payment details

Please note that only tax-relivable single and regular payments can be made.
Regular payments can normally only be accepted from a single source; ie you, a third party or an employer. However we can accept payments from you and your employer provided they are made through your employers account.

New total net regular payment

New total Gross Regular Payment

3 Investment details

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.
The gross amount to be invested into wider SIPP assets.

Regular £

If you are making regular payments to Zurich pension funds and to wider SIPP assets, two direct debit forms will be required.

Zurich pension fund selection

This section must not be used to change the mix of funds applicable to your existing investment. Please complete a fund switch form if you wish to do this.

Regular payments

If you are already making regular payments, your fund selection instructions given now will apply to your total regular payments including existing regular payments.

If you are already making regular payments into Zurich pension funds, do you wish to invest your total regular payments in the same funds?

☐ Yes ☐ No

If 'No' or if you are making regular payments for the first time, please show in the table below how you would like your regular payments to be invested in Zurich pension funds.

Funds	Regular %	Funds	Regular %
Please make sure your total adds up to 100%		Total	100%

For the full list of Zurich pension funds available to you, their objectives and any risks associated with those funds, please speak to your adviser. They will be able to provide a copy of our 'Your choice of pension funds' booklet.

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 will contact your adviser for wider SIPP asset allocation instructions. 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.

Your adviser must complete this section

4 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

5 Declaration (Please read these terms carefully before completing and signing)

Customer to complete

Money Purchase annual allowance

Please complete in all circumstances.

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.

I understand that an annual allowance charge may apply to me if:

- I am under 75 in the tax year in which contributions are accepted into my plan (or over 75 if employer contributions are accepted);
- I do not have available annual allowance in the relevant tax year; and
- I do not have available annual allowance to be carried forward from the preceding three tax years (where carry forward is applicable); and
- my total combined gross contributions accepted into my plan, and other relevant plans, exceeds the applicable annual allowance appropriate to my circumstances in force in the tax year in which my pension input period ends.

Servicing agent

If the adviser details given in section 3 of this application form differ to the adviser details provided on your original application for this Trustee Investment Plan – we will take this as an instruction to change your servicing agent to the new adviser. This means your previous adviser will stop receiving any remuneration agreed for your original investment and your new adviser will receive all remuneration still being paid for your original investment.

General terms

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

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

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

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

Payments

If I, or any third party on my behalf (excluding an employer, if applicable), have indicated in the regular payments' section of this form that a regular payment is to be made, I confirm that I am entitled to the associated UK basic rate income tax relief at source.

This is because:

- 1 I will be aged under 75 on the payment acceptance date(s) and
- 2 I am a Relevant UK Individual as described in the Zurich key features document within one of the categories set out in the application and
- 3 my remaining maximum tax relieviable gross payment for the tax year in which the payment is accepted, is greater than, or equal to, my total net payment plus the associated UK basic rate income tax relief at source.

If I am not entitled to receive income tax relief on any regular payments made, I agree that these can be refunded to me.

I declare that for the current tax year my regular payments to the SIPP (or any made on my behalf) will not exceed the greater of my relevant UK earnings, or £3,600 gross, taking account of payments also made, or due to be made, to all other registered pension schemes before the end of the tax year.

I confirm that this UK basic rate income tax relief declaration applies in respect of the tax year in which the regular payments are accepted into my arrangements, unless I advise the Scheme Administrator otherwise.

If this declaration ceases to apply, I agree to notify the Scheme Administrator in writing within 30 days.

I am aware that I will have to make a new declaration if I, or any third party on my behalf (excluding an employer, if applicable), make additional single or regular payments in this, or in any future, tax year.

I undertake to notify Capita if I stop being a relevant UK individual. I will notify Capita by 5 April of the tax year in which this occurs or within 30 days, whichever is the earlier.

I understand that if:

- 1) I receive a cumulative amount of Pension Commencement Lump Sum (PCLS) (usually taken when drawdown or an annuity commences and also known as tax free cash) which in the previous twelve months exceeded £7,500.00; and
- 2) I have used this, or will use this, either directly or indirectly (i.e. via another person or organisation on my behalf) to deliberately obtain further UK income tax relief by 're-cycling' i.e.:
 - a) Using the PCLS to increase the Contribution into any UK registered pension scheme(s) to a level more than that which would have been paid without the PCLS; and
 - b) Allowing the cumulative amount of the additional Contribution to exceed thirty per cent of the cumulative PCLS;

the excess Contribution may create a fifty-five per cent tax charge against the PCLS, which may be deemed to be an unauthorised payment. In this situation, I agree to reimburse the Scheme Administrator for any associated tax charge which it incurs.

I understand that I will lose enhanced protection (EP) or any Fixed Protection (FP), where applicable, if any contribution from any source is accepted into my plan before my seventy-fifth birthday.

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.

I have read and agree to these terms

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)

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.



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

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)

Service user number

Reference (plan number)

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

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

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.

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

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: Unity Place, 1 Carfax Close, Swindon, SN1 1AP.
Telephone: 0345 850 8898
We may record or monitor calls to improve our service.

