Pension Portfolio Plan

Single Contribution Form

You'll need to complete this form if you want to apply a single contribution to your existing Pension Portfolio plan and remain in your current investment choice.

1 Important information

Please read this section carefully before completing this application form.

- It's very important you understand that by completing this application form, you're asking us to:
  - invest your single contribution in the same investment choice as your plan's existing investments; and
  - pay any adviser charge that you've agreed will be paid in relation to this single contribution, and is detailed in section 4 of this application form, to your current financial adviser held on our records.
- If you would like your single contribution to be invested in a different investment choice and/or you would like your agreed adviser charge to be paid to a different financial adviser, you'll need to complete our main Pension Portfolio New Money In form.
- You'll find instructions for returning this form, along with the necessary documentation, on the back page.
- If you have a complaint in connection with your plan, please contact our Customer Relations Team at the above address or customer.relations@royallondon.com
- We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Further information about compensation scheme arrangements is available from the FSCS.

2 About you

This section should be completed by all applicants.

Name

Date of birth D D M M Y Y Y Y

National Insurance number

Plan number

We'd like to keep in touch with you by email about your plan and any relevant developments to our service.

Email address

3 Single contribution

Please complete this section.

Your single contribution (gross amount) £

Your employer's single contribution (gross amount) £

Single contributions can be paid by bank transfer or cheque. If the single contribution is being made by:

- bank transfer, you must add your plan number as the reference number. If you contact us on **0345 60 50 050**, we'll confirm Royal London's bank details; or
- cheque, it should be made payable to 'Royal London'.

3 Single contribution continued

Please tell us the details of the bank account your single contribution is being paid from.

Account holder name (as it appears on your account)

Sort code - -

Account number

Regardless of whether you make your payment by bank transfer or cheque, you'll need to ensure you pay us the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you pay income tax over the basic rate, you could be entitled to claim more tax relief through a self-assessment tax return or by contacting your local tax office. All contributions made by employers must be made gross of tax.

4 Adviser charges

Please read this section carefully before completing it.

Have you agreed that adviser charges will be deducted from your plan in relation to your single contribution? Yes ☐ No ☐

If 'No' we won't deduct any adviser charges in relation to this single contribution.

If 'Yes', please tell us the type and amount of adviser charges that are to be deducted.

Initial adviser charge

Percentage of contribution % **or** Monetary amount £

Ongoing adviser charge

Percentage of fund % **or** Monetary amount £

We'll deduct any ongoing adviser charge from your plan on a monthly basis.

If the adviser charge(s) include VAT and the rate of VAT applicable changes, your financial adviser will need to tell us the new total adviser charge(s) to be deduced from your plan.

5 How we'll use your personal information

Please read this section.

We'll use the information you've provided in this form to help you pay a single contribution into your pension plan with us.

We'll also share your information with selected third party companies such as service providers, regulators and research companies. Your information may be used to allow us to complete regulatory checks and to help us provide a better service for our customers.

If you want to know more about how we use your information, including your rights, our lawful basis, who else we may share it with and how long we keep it for, please take a look at our privacy notice at **royallondon.com/privacynotice**

If you'd rather receive this information in another format, for example a recorded version, please call us on **0800 0853252**.

6 Declaration

You should carefully read and sign this section. If there's anything that you don't fully understand you should speak to your financial adviser or Royal London.

I confirm that:

- this is my application to apply a single contribution which is detailed in section 3, to my existing Pension Portfolio Plan with Royal London;
- I want Royal London to invest my single contribution in the same investment choice as my plan's existing investments;
- if I've triggered the money purchase annual allowance (MPAA) by flexibly accessing my pension savings with Royal London or any other provider, I've already made Royal London aware of this; and
- the total contributions I make to any registered pension schemes, won't be greater than 100% of my relevant UK earnings for the relevant tax year or £3,600 if greater. Where I'm making regular or single contributions I confirm I'm a relevant UK individual, as defined in sections 188 and 189 of the Finance Act 2004, because I'm under the age of 75 and that either I am, or have been, resident in the UK in the current tax year, or I have relevant UK earnings or I'm a crown employee or a husband, wife or civil partner of a crown employee. As a result I'm eligible for tax relief on my contributions. If I cease to be entitled to tax relief I'll notify Royal London by the later of:

- 5 April in the tax year I am no longer entitled to tax relief; and
- 30 days after the date I am no longer entitled to tax relief.

I authorise Royal London to:

- accept any reasonable instructions (including submissions of this application on my behalf) regarding my plan from any financial adviser appointed by me as if the instructions were given be my directly. I accept that Royal London cannot be held responsible for any consequences of relying on these instructions. I also accept that it's my responsibility to check all information provided by my financial adviser to Royal London and to tell Royal London if anything is incorrect; and
- disclose information concerning my plan, including any adviser charges, to any financial adviser appointed by me in order for them to provide me with advice and services that relate to my plan. If I don't want Royal London to share information about my plan, I accept that I can inform Royal London of this in writing in the way described in the section 5 of this application form.

I accept that:

- if I've agreed that adviser charges will be deducted from my plan in return for the advice and services I've received from my financial adviser held on Royal London's records, and which relate to my single contribution, these are detailed in section 4 of this application form; and
  - any agreed adviser charges are an agreement between me and my financial adviser and are additional to any plan charges that are applied by Royal London. Royal London won't get involved with any dispute I may have with my financial adviser regarding the adviser charges;
  - my financial adviser has discussed any agreed adviser charges with me and has explained the impact they'll have on my plan. Details of how these will be deducted are detailed in my plan booklet;
  - Royal London will pay any adviser charges (whether initial or ongoing) in accordance with the instructions I have provided, until such time as I tell Royal London otherwise;
  - if I want to change an agreed adviser charge instruction, I'll need to provide Royal London with a new instruction;
  - if I change my financial adviser I should let Royal London know as soon as possible. In such circumstances, Royal London will continue to pay any outstanding initial adviser charge to my previous adviser. If I agree charges with my new financial adviser I'll need to provide Royal London with a new adviser charge instruction;
  - if Royal London stops making adviser charge payments to my financial adviser for any reason, or if I instruct Royal London to discontinue paying an adviser charge to my financial adviser or if I cancel my single contribution within the cancellation period, I may remain liable to reimburse my financial adviser for the cost of the advice and services provided to me. I should check the terms of my agreement with my financial adviser in this event;
  - if I decide to cancel my single contribution within the cancellation period, Royal London won't refund any adviser charge payment that has been made to my financial adviser in relation to that single contribution;
- the information detailed within this form will be used to structure my investments and provide pension savings under my plan. The terms of my plan are detailed within the Pension Portfolio Plan Booklet which I received when I applied for my plan;
- if I've not already triggered the money purchase annual allowance (MPAA) under any other pension plan but do so in the future, then it's my responsibility to inform Royal London of this within 91 days of the trigger; and
- I won't be able to cash-in, assign or take as a lump sum, any pension bought by my plan except as allowed by Part 4 of the Finance Act 2004 (as amended).

I confirm that the information and every answer I've provided in this application form is correct and complete to the best of my knowledge and belief, including any of those answers not filled in by me. I also confirm that I've read and accept the declaration.

If you are under 18 (16 in Scotland) your legal guardian must sign the declaration below.

Signature ______________________ **Date** D D / M M / Y Y Y Y

It's a serious offence to make false statements in order to obtain tax relief on contributions. The penalties are severe and could lead to prosecution.

In order to protect our customers, we may have to verify your identity, or the identity of certain individuals connected to this plan. We'll do this electronically to make things easier for you.

If you'd prefer, we don't do this check electronically, please provide two pieces of identification (e.g. passport or driving licence and utility bill) with this application form. If you don't provide this evidence, then we'll take this is as your acceptance and proceed with the electronic checks.

Returning this form

New Business team
Royal London House
Alderley Park
Congleton Road
Nether Alderley
Macclesfield
SK10 4EL

Returning this form: If you're using an A4 window envelope to return your completed application form then insert the completed form into the envelope, ensuring the address to the left is clearly visible in the envelope window.

Checklist

Please read this section.

Certificate of Verification of Identity Certificate (CVIC).
(You'll need to complete and attach this additional form if your single contribution is being paid by someone new for the first time. Please tick the box to confirm if you're attaching this form.) ☐

Royal London
royallondon.com

We're happy to provide your documents in a different format, such as braille, large print or audio, just ask us when you get in touch.