

# The Insured Funds OneSIPP

## Application form

**Please note that this form is designed to be completed in consultation with your Financial Adviser and any special deal relating to this application will be applicable when the investment amount is £100,000 and over. Please also note that any special deal terms applicable should be discussed with your adviser prior to completing the application to ensure you understand the terms on which the details are based and that you will be placed on standard charging for this product should you fall outside the deal terms. If completing 'Section 3. Transfers' you should seek advice as to whether to transfer, including the possible tax consequences.**

- The information given and that we have asked you for in this form is based on our current understanding of the law governing registered pension schemes. We may need to ask you for more information in the future to comply with the law.
- The information which you give us will be used to decide whether you are eligible to join the Sanlam Personal Retirement Scheme (SPRS) and how any tax relief may be granted.
- If you make, or someone on your behalf makes, a single contribution or if your contributions are increased significantly before you reach age 75 in the two tax years before or in the two tax years after the tax year in which you take a pension commencement lump sum, HM Revenue & Customs (HMRC) may interpret this as a way of artificially generating tax relief. This may lead to a tax charge on the lump sum payment in some circumstances.
- Where applicable, we will use the information you give us to decide whether you are eligible to make a contribution or transfer payment to the scheme.

**Please remember that it is a serious offence to make false statements in connection with your application and that the penalties for this are severe and could lead to prosecution.**

- Sanlam and Sanlam Investments and Pensions are trading names of Sanlam Life & Pensions UK Ltd (SLP) and Sanlam Financial Services UK Ltd (SFS).
- SLP is authorised by the Prudential Regulation Authority (PRA) and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority.
- SFS is authorised and regulated by the Financial Conduct Authority.

Both the FCA and the PRA are referred to as the Regulator throughout this document.

## Section 1. Applicant details

### Please complete in block capitals

If you have received a personal illustration relating to this application, please enter the number shown at the bottom of that illustration:

Title (Mr/Mrs/Miss/Ms/other)

Surname

Forename(s) (in full)

National Insurance number

Date of birth

Country of birth

Occupation

Approximate annual earnings     £

Permanent Residential Address

Postcode

Telephone

Email address

I confirm that I am able to access the internet and agree to view/download copies of the product literature (including the Terms and Conditions) from the Sanlam website ([www.sanlam.co.uk](http://www.sanlam.co.uk)).

If this is not the case I indicate so by marking this box and request that copies be sent to me.

What is your chosen pension age (this must be at least age 55 unless you have a protected pension age)

Please select one of the following which is the most applicable to you:

Employed

Self-employed

Child aged under 16

Pensioner

Other

Note: If 'Other' please tick the one below that is most applicable.

Caring for one or more children aged under 16

Caring for person aged 16 or over

In full-time education

Unemployed

Other

## Section 2. Contributions (excluding transfers)

Notes:

- Your pension input period will end on the 5th April each tax year.
- To avoid an annual allowance charge all pension savings made in pension input periods ending in a tax year must not exceed the available annual allowance for that tax year. Please refer to the Notes in Section 8 for more information on the annual allowance.

Will any of the intended contributions from all sources make use of any unused annual allowance carried forward from previous tax years? Yes No

Are you subject to the Money Purchase Annual Allowance? Yes No

If yes, what date does this apply from:

Are you subject to Tapered Annual Allowance? Yes No

Further information on carry forward and the Money Purchase and Tapered Annual Allowances is available in our factsheet 'Pension Contributions and Tax Relief'.

### Regular contributions

**Regular contributions via the limited fund range as stated in section 4 of this application will be made on a monthly basis.**

### Personal contributions

How much do you intend to contribute?

Single contribution £ net

Regular contribution £ net

**We will collect your contributions net of basic rate tax, and HMRC will pay us the basic rate tax relief. Any higher or additional rate tax relief should be claimed via your self-assessment tax return, if you complete one, or by contacting HMRC for an adjustment to your PAYE code if you don't.**

To make a single contribution, please make any cheques payable to 'Sanlam Financial Services UK Limited' or for an electronic transfer please instruct your bank/building society to send the payment to:

**Account Name: Sanlam Financial Services UK Limited CMA**

**Sort Code: 20-13-42**

**Account Number: 70514543**

**Bank: Barclays**

**Branch: Queens Square RMS, Bristol**

Please note that if the payer of the contribution(s) is not the applicant, we will also require verification of their identity and address.

Frequency of contributions: Monthly Quarterly Annually

Please select the date you would like your direct debit to collect on: (1st to 28th)

Please note that if no date is specified, we will collect on the anniversary of the commencement date.

**Please complete the Direct Debit Instruction in Section 10.**

## Customer due diligence

Sanlam Investments and Pensions has a responsibility to satisfy itself that funds are from a legitimate source and for legitimate purposes. For personal contributions, please give details below of the source of the contribution:

Source of contributions (e.g. earnings, inheritance)

Country of origin of funds (if not the UK)

## Employers contributions

How much does your employer intend to contribute? (all employers' contributions are paid gross)

Single contribution £ gross

Regular contribution £ gross

Frequency Monthly Quarterly Half-yearly Annually Single

The **Schedule of Payments** on the next page should be completed by the Employer for all **regular** employer's contributions including any personal contributions to be deducted from earnings by, and paid to us, by the employer.

Employer name

Employer address

Postcode

- If your employer intends to make a single contribution, please attach your employer's cheque for the gross amount made payable to 'Sanlam Financial Services UK Limited'.
- \* Alternatively your employer may pay by electronic transfer to our account details of which are given on page 3 of this application.
- \* If your employer intends to make regular contributions they should complete the Direct Debit instruction in Section 10.

## Increases to regular contributions

If contributions are to automatically increase each year, please state the level of increase required:

In line with the Average Weekly Earnings Index?

Personal contribution Yes No

Employer contribution Yes No

or

By a whole percentage between 1% and 10% each year?

Personal Contribution % Employer Contribution %

The increase will take effect on the Account's anniversary date, unless you specify a different date:

The same date must apply to all regular contributions. Effective date

## Schedule of payments

This should be completed by your employer if regular payments, including any employee's contributions deducted from earnings, are to be paid to us by your employer.

If you are an employee and your employer is to make payments to your OneSIPP, either as an employer's contribution or by deduction from your earnings, the law requires that these payments reach us no later than the 'due date'. The 'due date' is the nineteenth of the month following the date on which an employee's contribution is deducted from his/her earnings or an employer's contribution is payable.

We will use this Schedule of Payments to determine the 'due date' of your employer's payments. Your employer must tell us of any changes before they happen, so that a revised schedule can be in place by the date of the change. We may also have to make a report to the Pensions Regulator if the employer does not give us sufficient payment information, does not keep the Schedule of Payments up to date, or if we do not receive full payment by the 'due date'.

Month of first regular employee contribution to be deducted from earnings

Month of employer's first regular contribution to be paid

The amount and frequency of the contribution(s) are as stated in this application. I/We agree that, until further notice, the above shall be the schedule of employer's payments for any pension arrangements made as a result of this application.

Please note that your attention is drawn to the Consent to Processing of Data in Section 7a which should be read and understood by all parties completing this application.

Signed on behalf of the employer:

Signed

Date

Print name

Job title

Name of employer

Address

Postcode

## Section 3. Transfers

If your transfer payment is £30,000 or more, and you are transferring safeguarded benefits, which include transfers from a defined benefit scheme such as a final salary pension scheme, you must take financial advice before proceeding. We will not accept the transfer payment unless you have received advice and a positive recommendation to transfer.

### Transfer payment details

Full name of current provider (eg. pension scheme or insurance company). If there is more than one provider, please print off a copy of this section and provide the information for each transfer.

Name

Address

Postcode

Full name of pension scheme  
where known

Existing plan number

Approximate fund value to be paid to Sanlam £

Please select one of the following which is the most applicable to you:

Is this transfer from a Defined Benefit Scheme or a scheme with safeguarded benefits, other guarantees or promises? Yes No

In a defined benefit/final salary scheme you are promised a certain level of pension at retirement, which may increase both before and after it comes into payment. If you proceed with the transfer, you will give up all rights to any guarantees to benefits under the transferring scheme, including any death benefits which may have been available under that scheme. Once you have transferred rights out of your existing pension scheme, you will not be able to transfer back.

Does this represent the full value of the pension plan? Yes No

Does any of the transfer payment represent drawdown pension funds? Yes No

If yes, please advise how much represents drawdown pension funds £ or All

**Note:** This form is for uncrystallised benefits only. If you have already commenced drawdown pension, **even if you are not taking any income**, and wish to transfer your drawdown pension fund from your current provider, please complete a Drawdown Application Form.

Have you been granted protection from the lifetime allowance charge by HMRC? Yes No

**If yes, please provide a copy of your certificate if you have one, or provide the HMRC reference numbers allocated to you.**

More information on this can be found at [www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance#check-your-existing-protection](http://www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance#check-your-existing-protection)

It is unlikely you will lose protection from the lifetime allowance charge, unless this transfer is not a permitted transfer. If you want further information about this, you should consult the trustees or administrator of the transferring scheme or your Financial Adviser.

**Please refer to our Factsheet titled 'Pension Scheme Allowances & Tax Charges' for more information on the protection regimes that apply.**

Is this transfer part of a Block Transfer? Yes No

If yes, we will require details of any protected benefits from the transferring scheme.

You may lose protected tax-free cash (pension commencement lump sum), and/or entitlement to take your benefits from an age earlier than 55 unless this transfer is part of a block transfer. If you want further information about this, you should consult the trustees or administrator of the transferring scheme or your Financial Adviser.

Have the benefits been subject to a pension sharing order on divorce, nullity of marriage or dissolution of a civil partnership? Yes No

Does any of the transfer represent a pension credit or credits as a consequence of a pension-sharing order on divorce or nullity of marriage or the dissolving of a civil partnership? Yes No

Is the transfer subject to an earmarking/attachment order? Yes No

**If any benefits have been earmarked we will not accept the transfer without a copy of the stamped Court Order and, where necessary, confirmation that the ex-spouse or ex-civil partner has consented to the transfer.**

All other information we need about the transfer will be obtained from the transferring scheme.

By signing the Declaration in Section 7d, you are authorising and consenting to the transfer and consenting to Sanlam Investments and Pensions obtaining such information as they may require in connection with the transfer.

**Assets to be transferred**

Please confirm the transfer payment be comprised entirely of cash? Yes  No

**Section 4. Investment options**

**Investment funds**

Your investment is limited to the the insured versions of the funds listed below: Please complete the investment instruction including the allocation.

	Percentage of amount
SIP IFSL Conservative	%
SIP IFSL Defensive	%
SIP IFSL Cautious	%
SIP IFSL Balanced	%
SIP IFSL Growth	%
SIP Sanlam Global High Quality	%
Total (must add up to 100%)	%

**Do you want us to accept investment instructions from anyone other than yourself?** Yes  No

**If yes, please regard this as my authority for you to act on investment instructions received from:**

The Financial Adviser detailed in Section 9 of this application form

Name

Address

Postcode

Telephone

Email address

This arrangement will remain in place until I advise you in writing to the contrary.

**Note:** If you wish to appoint a Discretionary Fund Manager in the future and require a self-invested fund, a risk deed will need to be completed and the details of the investment manager provided.

## Section 5. Details of beneficiaries

The Scheme Administrator has discretion as to how and to whom death benefits are paid. These benefits can be paid to one or more of your beneficiaries according to the rules of the scheme, and are normally free of inheritance tax.

Please nominate who, in the event of your death, you wish any death benefits to be paid to.

**You should speak to your Financial Adviser if you need help in completing this section.**

### Schedule of Nominations

I wish to nominate the following person(s) to receive any death benefits which become payable under my Account. I understand that the nomination(s) is an expression of my wishes, which is not binding on the Scheme Administrator.

Please indicate the percentage of your fund that you would like each to receive. You can also make a nomination to other types of beneficiaries, such as the trustees of a trust, but a trust can only receive death benefits as a lump sum.

Title (Mr/Mrs/Miss/Ms/other)	Surname		
Forename(s) (in full)			
Address			
		Postcode	
Relationship to you		Percentage of fund	%

Title (Mr/Mrs/Miss/Ms/other)	Surname		
Forename(s) (in full)			
Address			
		Postcode	
Relationship to you		Percentage of fund	%

**If you wish to nominate the trustees of a trust, please complete the following. Please note that a trust can only receive death benefits which are paid as a lump sum.**

Full name of Trust			
Percentage of fund	%	Date of Trust	
Trustee contact name			
Trustee contact address			
		Postcode	

**Please ensure that the percentages allocated total 100%**



### Charity lump sum death benefit

You may nominate a charity to whom your pension fund may be passed as a lump sum on your death. This can be paid only if you have started to take pension benefits, or you are aged 75 or over, at the time of your death, and have no dependants. Any charity lump sum death benefit will be paid tax free. Please contact us if you wish to nominate a charity.

### Tax

In the event of your death, the benefits may be paid to one or more beneficiaries either as a lump sum, or as flexi-access drawdown.

On death before age 75, all benefits will be paid free of tax, if paid or designated to flexi-access drawdown within two years of notification of death.

On death on or after age 75, the benefits will be liable to tax. Details of the tax rates that apply are as set out in our factsheet "Pension Scheme Allowances & Tax Charges", available on our website or on request.

Following the death of a beneficiary the tax treatment will depend on the age of the beneficiary who was holding the pension at their death. For example, this will normally be tax free if death occurs before age 75 and taxable if death occurs age 75 or over.

If your beneficiary has not withdrawn the entire pension fund before their death then the funds can be passed on again. Your beneficiary will be able to nominate other beneficiaries (also known as successors) who they want the funds to go to following their death.

The successors will then have the option of taking the funds as a lump sum or using it to provide an income.

### Ill health

If you die within 2 years of transferring your pension fund and were in ill health at the time of the transfer, HMRC may consider the transfer of funds to be a deliberate act to deprive them of tax on assets which would otherwise have formed part of your estate. Such transfers must be reported to HMRC following your death and may result in HMRC imposing a tax charge.

### Keeping your nomination up to date

You may tell us of a change of nominated beneficiary at any time. It is important to keep your nomination up to date and that it reflects your current circumstances. The scheme administrator has discretion how and to whom the death benefits are paid. We will on your death make enquiries of your potential beneficiaries and take account of your wishes, but the Scheme Administrator is not bound by them.

## Section 6. Adviser Fees instruction

This section needs to be completed if payment of Adviser Fees is to be facilitated from OneSIPP.

**Note:** All Adviser Fees must be for advice on pension products only; otherwise HMRC may deem these to be unauthorised payments.

### Initial Adviser Fee

Payment of initial Adviser Fees will be facilitated from transfers and single contributions only. Please provide details below:

Amount £  
or  
% of transfer value/single contribution %

### Ongoing Adviser Fee

Payment of ongoing Adviser Fees will be facilitated as a percentage of the fund value.

Please indicate the fee percentage agreed:

% per annum

Payment frequency: Monthly

Quarterly

## **Investor's Declaration and Authority to pay Adviser Fees**

- I authorise Sanlam Investments and Pensions to pay the Adviser Fees detailed above from my OneSIPP to my Financial Adviser whose details are provided in Section 9.
- **I confirm that:**
  - I have discussed with my Financial Adviser and understood the Adviser Fees that will be paid and the effect these will have on my OneSIPP;
  - I have received a key features document and illustration relating to this application
- **I understand that:**
  - any ongoing Adviser Fee will be calculated as an annual percentage of the fund value at each calendar month end or calendar quarter end, divided according to the payment frequency selected;
  - if any further Adviser Fees are to be paid I will be required to authorise these before they are paid from my OneSIPP or any other product with Sanlam Investments and Pensions;
  - I may instruct Sanlam Investments and Pensions in writing to cease payment of Ongoing Adviser Fees at any time, provided they receive not less than 5 working days' notice before the payment due date;
  - if I pay and subsequently cancel a single contribution to my OneSIPP, the amount to be refunded to me will be net of the initial Adviser Fee, which will be deducted as agreed above.
  - I acknowledge that it will be my responsibility to recover any payments made to my Financial Adviser before any instruction from me to cease payment takes effect.
  - I understand that if I wish to vary the amount of Adviser Fees to be paid from my OneSIPP, I must give Sanlam Investments and Pensions prior written notice not less than 5 working days before any payment due date and any subsequent variations will only be allowed at the frequency permitted by Sanlam Investments and Pensions from time to time.
  - I understand that it is my responsibility to pay Adviser Fees I have agreed with my Financial Adviser and this responsibility remains with me if I cancel or vary the instruction to facilitate payment of Adviser Fees from my OneSIPP.
  - I understand that if I change my Financial Adviser, I must advise Sanlam Investments and Pensions in writing and that any Adviser Fees being paid to the Financial Adviser whose details are provided in this Section will cease.

## **Section 7. Declaration**

### **Section 7a: Data Protection**

In the course of providing our products and services we will receive information from and about you. Sanlam Life & Pensions UK Limited, Sanlam Financial Services UK Limited and Sanlam Trustee Services UK Limited are each regarded as a data controller within the meaning of the applicable data protection laws including, but not limited to, the General Data Protection Regulation (Regulation EU 2016/679) which means we are responsible for deciding how we hold and use your personal data. We summarise the key aspects of our privacy statement below however please see our Sanlam Privacy Statement which is available from us, your Adviser, your usual Sanlam contact and via our website [www.sanlam.co.uk](http://www.sanlam.co.uk).

If you would like a written copy please write to Data Protection, Sanlam, One Temple Quay, 1 Temple Back East, Bristol, BS1 6DZ, or you can also contact us by email at [clientservices@sanlam.co.uk](mailto:clientservices@sanlam.co.uk), or by telephone on 0333 0155 600, Monday to Friday between 9am to 5pm (excluding Bank Holidays).

It is important that you understand how we use your personal data before you decide to contract with us.

The Sanlam Privacy Statement explains how we will use your personal data, which will usually be:

- to perform the contract we have entered into with you;
- to comply with a legal obligation;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- where we have obtained your explicit written consent to do so.

The Sanlam Privacy Statement also explains:

- the kind of personal data we may hold about you, including sensitive (or 'special') personal data such as health information, if applicable;
- how we may collect your personal data, including where we may receive it from third parties;
- when and why might we share your personal data with third parties including third party service providers, other Sanlam group companies and regulatory authorities;
- the conditions under which we transfer personal data outside the EEA to ensure the ongoing security of your personal data;
- how long we will retain your information for, or the criteria we apply to determine any retention periods; and
- your rights in connection with personal data, including your right to complain.

#### **Confirmation**

**By entering into this arrangement with us you acknowledge you have received and read the Sanlam Privacy Statement and if you provide personal data (including sensitive personal data) about someone else, you confirm you are authorised to do so.**

### **Section 7b: Marketing Consent**

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to send you market updates and investment news by post and/or email. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

**Post                      Email                      Both**

Please tick below if you would also like to receive our bi-annual client magazine "Wealthsmiths". Wealthsmiths includes market commentary, articles on current investment trends and topics we think you may find useful.

#### **"Wealthsmiths" Magazine (by post only)**

If you have consented to receive marketing updates and investment news above, please also let us know if you would like to receive similar communications from other Sanlam group companies, as listed in Section 16 of the Sanlam Privacy Statement:

You may withdraw your consent at any time by contacting [clientservices@sanlam.co.uk](mailto:clientservices@sanlam.co.uk).

If you need further information, please write to us at Client Services, One Temple Quay, 1 Temple Back East, Bristol, BS1 6DZ.

### **Section 7c: Client Money Arrangements**

- a. Money received from you by Sanlam Financial Services UK Limited (SFS) under your OneSIPP, or held on your behalf by SFS, will be deposited no later than the next business day after receipt into a client money bank account held in SFS's name (SFS Designated Client Money Account). Money received from you will normally be transferred within three business days of initial receipt from the SFS Designated Client Money Account to Sanlam Life & Pensions UK Limited (SLP) for investment in a unit linked pension policy (the Policy) issued by SLP to Sanlam Trustee Services UK Limited, the Trustee of the Sanlam Personal Retirement Scheme (the Scheme).
- b. Money held in the SFS Designated Client Money Account will be held as client money in accordance with the Regulator's rules. The SFS Designated Client Money Account is a trust account held in SFS's name at a bank selected by SFS in accordance with the Regulator's rules, and is named in accordance with those rules. Money held in the SFS Designated Client Money Account is segregated from SFS's own funds, but will be pooled with money held on behalf of other SFS clients. This means that your money held by SFS will be held as part of a common pool of money, so you will not have a claim against a specific sum in a separate account; rather your rights will vest in the client money pool.
- c. You will not receive interest on money that is held in the SFS Designated Client Money Account.

- d. In certain circumstances, SFS may hold money for you, which has been allocated to you but has not been claimed by you. SFS reserve the right to cease treating unclaimed monies as client money under the Regulator's Rules provided SFS have taken the appropriate steps (as defined by the Regulator) to trace and return such monies to you. Provided the steps outlined by the Regulator have been taken and we continue to act reasonably and fairly, we may pay such monies to a registered charity. You should note that we undertake to make good any valid claim against monies that were released from being treated as client money, upon the provision by you of information to evidence the validity of any claim.
- e. In agreeing to these terms you consent to your monies in the SFS Designated Client Money Account being held at our bankers, currently Barclays Bank Plc and JP Morgan.

#### Section 7d: Declaration (Important, please read and sign)

##### HM Revenue & Customs' warning

This application may also be used as an application for tax relief at source. It is a serious offence to give false statements. The penalties are severe and could lead to prosecution. You must tell us all 'material' facts. These are facts which affect whether we can accept your application. You must tell us if any information changes before your account starts. If you don't, or you fail to tell us any other relevant information, it may make your account void.

##### Your declaration to Sanlam Investments and Pensions

I apply for membership of the Sanlam Personal Retirement Scheme. I agree that you establish arrangements appropriate to my application, about which you will inform me, on request.

I have received and been given the opportunity to read the current OneSIPP Terms and Conditions, and the Trust Deed and Rules of the Sanlam Personal Retirement ("the Scheme") (together, "the Terms" available on our website). I have been given the opportunity to have any questions concerning the Terms answered to my satisfaction, and I agree to the Terms.

I agree to be bound by the Terms and the Master Policy.

I agree that I will not require the withdrawal of any funds held in respect of me or the payment to me of any income from those funds other than for the payment of benefits to or in respect of me in accordance with and at the time provided by the Scheme Rules.

If I have applied to pay contributions or intend to pay contributions, I declare that I am a relevant UK individual, as defined in Note E in Section 8.

I confirm that if I am or if I become subject to the Money Purchase Annual Allowance (MPAA) under another registered pension scheme while pension contributions are being paid by me or on my behalf to the Sanlam Personal Retirement Scheme, I will notify Sanlam Investments and Pensions within 91 days of the date that the MPAA comes into effect.

I declare, to the best of my knowledge and belief, that the total contributions to any registered pension scheme, in respect of which I am entitled to tax relief under Section 188 of the Finance Act 2004, will not exceed the higher of:

- **the basic amount (see Note C in Section 8);**

or

- **my relevant UK earnings, within the meaning of Section 189 of the Finance Act 2004.**

for that tax year.

I understand that it is my responsibility to declare, on my self-assessment tax return, any contributions to registered pension schemes and that I will be liable to a tax charge on any contribution in excess of the available annual allowance (see Note B in Section 8).

I declare that I will advise Sanlam Investments and Pensions, in writing, if any event occurs as a result of which I will no longer be entitled to tax relief on my contributions by the later of:

- the following 5 April, and
- 30 days after the event occurs.

I confirm that any contributions paid before age 75 which are classed by HMRC as significant, will not be funded from any pension commencement lump sum paid from a registered pension scheme which could be regarded as recycling by HMRC.

I declare, to the best of my knowledge and belief, that all the information provided in Section 1 is correct and complete, and all of the information given and statements made in the rest of this application are correct and complete, whether in my handwriting or not, and all of the declarations, made in the application are correct.

Where I have agreed that Adviser Fees are to be facilitated from my OneSIPP, as set out in Section 6 of this application, I acknowledge and agree the Declaration and Authority stated in that section.

**I understand that:**

- Pension policy(ies) issued by a Life Assurance Company are covered under the Insurance element of the Financial Services Compensation Scheme (FSCS). Full details are available on the FSCS website [www.fscs.org.uk](http://www.fscs.org.uk) and are also set out in our factsheet "FSCS Compensation Limits" available on request or on our website.
- in accordance with Money Laundering Regulations, we may need to use credit reference/information agencies in order to check your identity and address. These agencies may keep a record of this enquiry.

**If this application and declaration are being signed on behalf of a person:**

- i) who is under age 18, or
- ii) who is incapable by reason of mental disorder of managing and administering his/her property or affairs, or
- iii) suffering from a physical disability by reason of which he/she has difficulty executing documents in respect of the management and administration of his/her property and affairs

the person signing it declares that, to the best of his/her knowledge and belief, all of the information provided in Section 1 is accurate and complete, all other information given and statements made in the application are correct and complete, and all of the declarations made in the application are correct, whether in their hand writing or not, and undertakes the obligations falling to the applicant. They understand that they may be required to provide further information relating to their status in completing this application. He/She confirms he/she is authorised to provide the information in this form including sensitive personal data (such as health information). He/She confirms he/she has read the Sanlam Privacy Statement which explains how personal data is processed.

I understand that Sanlam Investments and Pensions will treat this application as being received only once it is in receipt of all documentation to support the application and the associated monies. If such requirements are not met before 2:00pm on any given working day, the application will be deemed to have been received on the following working day.

I confirm that I have read, understood and accept the terms relating to client money arrangements in Section 7c.

I have received, read and retained the Key Features document and illustration relating to this application and I have been given the opportunity to raise any questions I may have concerning their contents.

I confirm that, in applying for this OneSIPP, I am either acting on the advice of a regulated adviser or I am acting on my own initiative and not relying on any advice from Sanlam Investments and Pensions or any of its employees or representatives.

### **Your Declaration to the Current Provider**

I authorise and instruct you to transfer funds from the plan(s) as listed in Section 3 of this application directly to Sanlam Investments and Pensions. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.

I authorise you to release all necessary information to Sanlam Investments and Pensions to enable the transfer of funds to Sanlam Investments and Pensions.

I authorise you to obtain from and release to the Financial Adviser named in this application any additional information that may be required to enable the transfer of funds.

If an employer is paying contributions to any of the plans as listed in Section 3 of this application, I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).

Until this application is accepted and complete, Sanlam Investments and Pensions' responsibility is limited to the return of the total payment(s) to the current provider.

Where the payment(s) made to Sanlam Investments and Pensions represent(s) all of the funds under the plan(s) listed in Section 3 of this application, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.

Where the payment(s) made to Sanlam Investments and Pensions represent(s) part of the funds under the plan(s) listed in Section 3 of this application, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

I promise to accept responsibility in respect of any claims, losses and expenses that Sanlam Investments and Pensions and the current provider may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

If I have taken benefits from any pension arrangements, with the current or any other pension provider, in a way which means I am subject to the Money Purchase Annual Allowance (MPAA), I have supplied the date the MPAA first applied to me in section 2.

I understand that this does not prevent me from bringing a claim against Sanlam Investments and Pensions in the event that any act or omission by them is established.

Applicant's name (please print):

Applicant's signature:

Date

**Your Financial Adviser will complete Section 9.**

### Section 7e. Please tick the box to show that you have:

**1. Completed all of the appropriate sections.**

**2. Read through and understood all of the declarations.**

**A copy of your completed application form is available on request.**

**Thank you for completing this application form. Our New Business department will contact your Financial Adviser (if you have one) or otherwise we will be in touch with you on receipt of this application.**

### Section 8. Notes

#### A. General

The descriptions and definitions given in these notes are for outline guidance only and are not binding in law.

The descriptions and definitions which apply are those in the legislation. If you are in any doubt, you should contact the scheme administrator, your accountant or, where appropriate, your Inspector of Taxes. 'HMRC' means HM Revenue & Customs.

Please also refer to our factsheets entitled 'Pension Scheme Allowances & Tax Charges' and 'Pension Contributions & Tax Relief' for information on the applicable limits, tax charges and the protection regimes that apply.

#### B. Annual allowance

- i) The total pension savings made by, and in respect of, a member to all registered pension schemes, including any employer contributions, must be tested in each tax year against the annual allowance for that year. There is an exemption from the annual allowance test in the tax year in which a member takes all benefits due to serious/severe ill health from an arrangement and in the tax year in which a member dies.
- ii) **If the available annual allowance is exceeded, there is a tax charge on the member which will negate any tax relief available.**

Further information on carry forward of unused Annual Allowance, the Money Purchase Annual Allowance, and the Tapered Annual Allowance is available in our factsheet 'Pension Contributions & Tax Relief'. Alternatively, please speak to your Financial Adviser.

#### C. Basic amount

The basic amount is £3,600 gross (£2,880 net of basic-rate tax) for the current tax year. The figure may be increased for future years by the Treasury.

#### D. Relevant UK earnings

This is defined in the pensions tax legislation at section 189 (2) & (3) of the Finance Act 2004

In broad terms this is:

- employment income,
- self-employed income,
- income from patent rights,
- earnings from overseas crown employment.

This means that salary counts as relevant UK earnings but investment income and dividends do not.

Relevant UK earnings are to be treated as not being chargeable to income tax if by virtue of a double taxation agreement, they are not taxable in the UK.

## E. Relevant UK individual

An individual is a relevant UK individual for a tax year, if the individual:

- Has relevant UK earnings chargeable to income tax for that tax year or
- Is resident in the UK for tax purposes at some time during that tax year or
- Was resident in the UK for tax purposes at some time during the five tax years immediately before the tax year in question and was also resident in the UK when he/she joined the pension scheme or
- Has for that tax year general earnings from overseas crown employment subject to UK tax (as defined by Section 28 of the Income Tax (Earnings and Pensions) Act 2003) or if the individual's spouse or civil partner has earnings from overseas crown employment, subject to UK tax for that tax year.

## F. Pension Input Periods

A Pension Input Period (PIP) is a period over which you pay pension contributions or build up pension benefits (pension input amounts). The first PIP will commence on the date the first contribution is paid to your OneSIPP and will end on the following 5th April.

## G. Safeguarded Benefits

These are pension scheme benefits that are not money purchase or cash balance benefits and include benefits from defined benefit schemes such as final salary schemes and guaranteed pensions including guaranteed minimum pension (GMPs) and guaranteed annuity rates (GARs) or other benefit promises.

## Section 9. Financial Adviser's declaration

### a. Where Adviser Fees are being facilitated from the OneSIPP, I confirm that:

- I have discussed and agreed the Adviser Fees detailed in Section 6 with the applicant and explained the impact they will have on the investment;
- The Adviser Fees agreed are in respect of pensions advice and related ongoing services;
- I have provided the applicant with a key features document and illustration in relation to this application and the Sanlam Privacy Statement;
- I have read and understood the Guide to Adviser Charging for Financial Advisers.

### b. I confirm that:

- I acknowledge and accept Sanlam Investments and Pensions' current Terms of Business for Intermediaries.
- I am appropriately authorised to conduct this type of business and if this application form includes an application to transfer safeguarded benefits, I confirm that I am authorised by the FCA to provide advice on safeguarded benefits in accordance with article 53E of the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001.
- The advice in connection with this application has been provided on the following basis (please tick the relevant box):  
Advised                      or                      Non-advised

'Advised' is where advice has been given in relation to the application.

'Non-advised' is where no advice has been given i.e. execution only basis.

### c. Confirmation of verification of identity for private individual(s)

Before you complete this section please read the Important Notes.

By completing this section we will assume your consent has been given for us to rely on your verification of identity obtained. If you do not consent to this, please inform us immediately and do not complete the details of the individual.



**Details of Individual**

Full name of client

Address

Postcode

Date of birth

Previous address if individual has changed address in the last three months

Postcode

I consent to Sanlam relying on the evidence I have obtained to verify the identity of the client which will be produced on demand and meets the standards of evidence set out within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group (JMLSG).

Signature

Date

Name

Firm reference number

Position

Name of regulated firm

Address

Postcode

Contact number

Email

Sanlam agency number

**Important notes:**

For the verification of any third party payers or attorneys please use the standard 'Confirmation of Verification Identity' forms provided within the JMLSG Part 1 Guidance.

This form cannot be used to verify the identity of any client who falls into one of the following categories:

- Those exempt from verification as being a current client of the introducing firm before the introduction of the requirement for such verification.
- Those whose identity has not been verified by virtue of the application of a permitted exemption under the UK Money Laundering Regulations.
- Those whose identity has been verified using the source of funds as evidence.

Where the application is being made on behalf of an individual who cannot make the application him/herself because of incapacity, an Identity Verification Certificate is required for both the attorney/guardian and also the person on whose behalf the attorney/guardian is acting and, if different, for the person making the investment.

**Please return this form to:**

**New business team, Sanlam Investment and Pensions Limited, One Temple Quay, 1 Temple Back East, Bristol, BS1 6DZ**  
**Alternatively please email the fully completed and signed form to [newbusiness@sanlam.co.uk](mailto:newbusiness@sanlam.co.uk)**

## Section 10. Direct Debit instructions

Please complete the enclosed Direct Debit Instruction and return to Sanlam Investments and Pensions. Please retain the Direct Debit Guarantee.

If regular employer contributions are to be paid, your employer should also complete a Direct Debit Instruction (available on our website or on request).

Sanlam & Sanlam Investments and Pensions are trading names of Sanlam Life & Pensions UK Limited (SLP (Registered in England and Wales 980142)) and Sanlam Financial Services UK Limited (SFS (Registered in England and Wales 2354894)). SLP is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. SFS is authorised and regulated by the Financial Conduct Authority.  
Registered Office: Monument Place, 24 Monument Street, London, EC3R 8AJ.

[enq@sanlam.co.uk](mailto:enq@sanlam.co.uk)

[sanlam.co.uk](http://sanlam.co.uk)



## Instruction to your Bank or Building Society to pay Direct Debits

Please complete all sections in BLOCK CAPITALS using BLACK INK

Please return the whole form to: Sanlam Investments and Pensions, One Temple Quay, 1 Temple Back East, Bristol, BS1 6DZ

### 1. Name & full postal address of your bank or building society branch

To: The Manager

Bank or Building Society

Address

Postcode

Service User Number

9	7	0	2	0	0
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### 5. Reference No.

(for office use only)

### 6. Instruction to your bank or building society.

Please pay Sanlam Financial Services UK Limited Direct Debits from my account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Sanlam Financial Services UK Limited and, if so, details will be passed electronically to my bank or building society.

### 2. Name(s) of account holder(s)

Signature(s):

### 3. Branch sort code

(from the top right-hand corner of your cheque)

### 4. Bank or building society account number

Date

Banks and building societies may not accept Direct Debit instructions for some types of account



## 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 Sanlam Financial Services UK Limited will notify you at least ten working days in advance of your account being debited or as otherwise agreed. If you request Sanlam Financial Services UK Limited 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 Sanlam Financial Services UK Limited 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 Sanlam Financial Services UK Limited 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.

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