

THE SUFFOLK LIFE SIPP

Application Form

June 2024



This is a legally binding document.
Together with:

- **Application Form**
- Scheme Rules
- Schedule of Fees
- Schedule of Allowable Investments
- Terms and Conditions
- Policy Provisions

It sets out the terms of your contract
with Suffolk Life

In order to better understand the Suffolk Life SIPP,
you should also carefully consider:

- Key Features
- Privacy Information Notice
- Your Personal Illustration

Please note failure to complete all the sections relevant to your application will cause delays with your request.

Please use this form when you want to establish a **Suffolk Life SIPP**.
If you are transferring in crystallised benefits, you will also need to complete a Transfer Form.

All applications using this form must be made through a financial adviser and we will need the original of this Application Form so that we can establish your SIPP.

Please complete this form using black ink and block capitals.

A full suite of our product literature is available on our website at www.curtisbanks.co.uk.

Suffolk Life Annuities Limited is a member of the Curtis Banks Group.

Contents

Section	Page
1 Personal details	3
2 Introducer firm details	5
3 Transfer details	8
4 Contribution details	10
5 Investment details	11
6 Benefits payable on death	13
7 Receiving guidance or advice	16
8 Risk warnings	17
9 Client's declaration (including adviser remuneration)	19
Appendix A Employer contributions	23
Appendix B Direct Debit instruction	25
Appendix C Application Form checklist	27

1 Client's personal details

1.1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you. We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website www.curtisbanks.co.uk or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SIPP Support Team on 01473 296969 or sippsupportteam@curtisbanks.co.uk.

1.2 Client's details

Title *Mr/Mrs/Miss/Ms/Other*

Male

Female

Forename

Middle name(s)

Surname

Date of birth *Day/Month/Year*

Nationality

Country of residence

In order to apply for a Suffolk Life SIPP, you must either be a UK National, or be resident in the UK.

You will also need to complete and enclose an 'Overseas Client Declaration', if:

- you are a US citizen, resident in the UK; or
- you are a UK National but not resident in the UK

Permanent residential address

If you have lived at the above address for less than 3 years, please also give details of your previous address.

Home

Work

Telephone numbers

Mobile

Email address

Please enter in the boxes below your National Insurance number, which is essential for this application to proceed.

National Insurance number

Please enter, in the box below, an age from 55 (due to increase to 57 in 2028) to indicate when you intend to start taking benefits.

This does not affect your right to begin taking benefits at any age permitted. If this field is left blank we will assume you intend to start taking benefits at age 75.

Expected retirement age

1.2 Client's details (continued)

Are you married?	Yes	No
Are you in a registered civil partnership?	Yes	No
If yes, spouse's/registered civil partner's date of birth		
<small>Day/Month/Year</small>		
If married, spouse's gender	Male	Female

1.3 Client's status

Please indicate below which situation applies to you. Tick one box only.

☐ **Employed** If you have ticked this box, please give your employer's details below.

Employer's name

Employer's address

Postcode

☐ **Receiving a pension chargeable to tax**

☐ **Self-employed** If trading under a different name please write it in the box below.

☐ **A child under the age of 16 years**

☐ **Caring for one or more children under the age of 16 years**

☐ **Caring for a person aged 16 years or over**

☐ **In full time education**

☐ **Unemployed**

☐ **Other** If you have ticked this box, please give details below.

1.4 Money Purchase Annual Allowance (MPAA)

Have you triggered the Money Purchase Annual Allowance in another registered pension scheme?	Yes	No
	If yes, please confirm the date of your trigger event, and the name of the pension scheme where it occurred:	

Date

Name of pension scheme

1.5 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 do not hold any form of protection, please answer the pension earmarking question below, before going to section 2.

Transitional protection	Enhanced protection*	Fixed protection 2012	Individual 2014
	Primary protection	Fixed protection 2014	Individual 2016
	Pension credit rights	Fixed protection 2016	International
	Protection reference number		
	Pension Scheme Administrator reference		

Please enclose 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 ensure 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 sum we may need to contact you for further information.

1.5 Transitional protection (continued)

Pension earmarking

Have you been involved in divorce proceedings, which have resulted in the issue of a Pension Attachment/Earmarking Order or Pension Sharing Order?

Yes No

If 'yes', please provide us with a copy of the relevant order.

2 Adviser section

This section should be completed by an FCA regulated UK adviser/intermediary before the client completes the rest of the form.

2.1 Adviser's details

Name of authorised individual

Full name of regulated organisation

All required non-regulatory correspondence will be sent to this address. Copies can also be sent to the client at their request.

Contact address

Telephone

Fax

Contact numbers

Email address

FCA reference number
for organisation

FCA reference number
for individual

If the regulated organisation is an appointed representative or part of a network, please give details below.

Name of principal or network

FCA reference number
for principal or network

2.2 Client's source of wealth and funds

Must be completed for all applications

Current occupation

Gross annual remuneration

£

Please tick one of the following that best describes the origin of your personal wealth.

Source of wealth

Income from employment

Inheritance

Property rent/sale

Gift

Income from savings/investments

Divorce settlement

Lottery and other gambling winnings

Pension income from registered pension scheme(s)

Income from a lifetime annuity

Other; please specify

Source of funds

Please tick one or more of the following that you intend to use to fund your SIPP.

Transfers from a registered pension scheme

Personal contributions

Contributions from your employer*

Contributions from another third party*

Please state their name and relationship to the client below.

Pension sharing order

Other; please specify

* Please note: also enclose an identity verification form for the employer/third party.

2.3 Identity and address verification

Have you / anyone at the firm met the client face to face? Yes No

If you have answered yes to this question, please provide details for items 1 & 2 or enclose certified copies where available.

If you have answered no to this question, you must enclose certified copies of the documents for items 1 & 2.

1 Current full UK passport

Passport number

Expiry Date

2 Current full UK driving licence

Number

Issue date

Expiry date

Alternatively, if one of the above is not available, please tick one of the boxes below and enclose a certified copy of the relevant document.

3 HM Revenue & Customs tax notification dated within the past 12 months

4 State pension or benefits book/notification letter dated within the past 12 months

5 Council tax bill dated within the past 12 months

6 Mortgage statement dated within the past 12 months

7 Utility bill (not mobile phone) dated within the past 3 months

8 Bank/Building society/credit card statement dated within the past 3 months

9 Home visit by adviser / staff member

Visitor's name

Date

Premises entered? Yes No

If providing certified documents, please ensure that they are dated and certified by a proper person (a regulated individual or professional such as a solicitor or authorised financial intermediary) together with their name, position and contact details.

2.4 Adviser's declaration and signature

Nature of initial advice	How was the sale transacted?	Face to Face	At distance
	Did you advise your client specifically to take out this product?	Yes	No
	Did you advise your client on the suitability of transferring any employer-sponsored schemes to this product?	Yes	No
	Did you advise your client to transfer any safeguarded benefits to this product?	Yes	No
Confirmation of verification of identity	<ul style="list-style-type: none">I confirm that the name, address and date of birth information contained on this Application Form was obtained by my firm in relation to the client detailed in section 1, and the evidence I have obtained to verify the identity of the client:<ul style="list-style-type: none">Meets the standard evidence set out within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering group, orExceeds the standard evidence.		

2.4 Adviser's declaration and signature (continued)

Declaration

- I understand that you will hold my title, full name, business email address, contact details and Financial Services Register reference number and all communications to and from me on your systems for your legitimate interest in the effective administration of my client's SIPP (you should also read our Privacy Information Notice (for advisers). This can be found on our website www.curtisbanks.co.uk).
- I agree to receive details of my client's SIPP by post, fax, by email and/or the secure portal via our website.
- I confirm that I have supplied my client with the documents listed in the 'Client's Declaration' (Section 10)
- I confirm that I have verified that all relevant literature including this application is the latest available version. To check, please visit www.curtisbanks.co.uk
- I have verified my client's identity and address from original documentation as specified and, where contributions are to be made to the SIPP, I confirm that evidence of source of wealth from which these contributions will be paid has been obtained.
- I confirm that I have the appropriate authorisation to sign this declaration for the organisation detailed in section 2.1.
- The organisation detailed in section 2.1 accepts responsibility to ensure that instructions they or any of their employees or agents give to any appointed investment manager to purchase investments will be in accordance with the latest available Schedule of Allowable Investments. This includes the requirement not to purchase investments that would give rise to a tax charge or liability as taxable property as defined under Part 2 Schedule 29A of the Finance Act 2004. If a non-allowable investment is purchased the organisation agrees to indemnify Suffolk Life for any loss or liability, including any tax charge or penalty levied by HM Revenue & Customs on Suffolk Life, as a direct result of the plan holding such an investment.

Adviser charges

Where an initial adviser charge is to be paid, the organisation detailed in section 2.1 ("we/us") agrees in the event of any overpayment of any adviser charge in error, to inform Suffolk Life and repay the sum paid. Until the sum has been repaid in full, it shall be due and payable as a debt. Suffolk Life are entitled to set off any sums owed to them by us against any other sum payable by any member of the Suffolk Life Group of companies to us.

Signature

Name

Position in organisation

Signed

Date

Please note: the person who signs this declaration must be the person who has seen the documentary evidence.

2.5 Adviser's bank details

Please discuss the figures in section 10 (client's declaration) with your client before that section is completed.

Where an initial adviser charge is to be paid, please provide your organisation's bank account details below.

Tick Box

Alternatively, please tick this box if Suffolk Life already hold your firm's bank details and email address for payment confirmation.

New payment details

Bank or building society

Address

Sort code

Account in the name(s) of

Account number

Roll number

Payment reference

Your organisation's email address for payment confirmation:

As detailed in section 2.1

Other email address

Suffolk Life will pay agreed ongoing charges upon production of a correct invoice. For more information on the adviser charges process please see www.curtisbanks.co.uk.

Name

Position in organisation

Signed

Date

3 Transfer details

If this section does not apply, please go on to section 4.

If you are transferring from more than one scheme, you should complete a separate copy of this section for each additional scheme. By transferring your existing scheme(s) to the **Suffolk Life SIPP** you'll be giving up the terms and conditions of your old scheme(s), including any guarantees that may have applied.

3.1 Scheme details

Full name of scheme to be transferred			
Type of scheme being transferred; for example, a PP or EPP			
Is the transferring scheme a defined benefits pension scheme, for example, a final salary scheme? If "yes", please also provide the guarantee date:	Yes	No	
If "no", does the transferring scheme include:			
Guaranteed Annuity Rates?	Yes	No	
Any other "safeguarded benefits" that provide a guarantee or promise such as Guaranteed Minimum Pension (GMP)?	Yes	No	
If you are not sure, please check with your current scheme			
If you have ticked "yes" to any question, please confirm that a suitably authorised financial adviser recommended that you transfer the pension.	Yes	No	
We will not accept the transfer unless you have received such advice.			
If the adviser named in section 2 did not give this advice but you would still like to transfer, please confirm the authorised firm and individual who gave you the advice:			
Financial Services Register reference number for organisation			
Full name of regulated organisation			
Name of authorised individual			
Before we can request the transfer, we will need a signed declaration from the adviser named above, confirming that they did recommend that you transfer the pension to us.			
Enclosed			
To follow			

3.1 Scheme details (continued)

Transfer value	£	
	Please indicate below whether this is a full or partial transfer.	
	1	Full transfer
	2	Partial transfer
Name of scheme administrator/ trustee/insurance company	Please ensure that the exact amount to be transferred is entered in the 'transfer value' box.	
Address		
Policy/account number (if applicable)		HM Revenue & Customs reference number
	Please indicate below which of the following statements will apply at the time of the transfer to your Suffolk Life SIPP.	
	1	None of the scheme has begun paying benefits (uncrystallised)
	2	Some of the scheme has begun paying benefits (crystallised)
	This Application Form can only be used for the uncrystallised part of your scheme. If you also wish to transfer the crystallised part, you will need to complete a Transfer Application Form, available on our website or from us upon request.	

If you are aged 50 or over and transferring in uncrystallised funds, are you intending on taking any benefits within 3 months of this transfer?

Yes If yes, please complete sections 7 and 8
No

Is the transfer a credit as a result of a Pension Sharing Order? Yes No

Is the transfer part of a block transfer? Yes No

If yes, please provide details of any protected tax free cash entitlement, minimum pension age etc which is being preserved by the block transfer.

Is the transferring scheme in trust? Yes No

If yes, will the trust be revoked upon transfer to Curtis Banks? Yes No

Please note: if the trust will not be revoked on transfer we will require a new plan to be established to keep these funds ringfenced. Full fees will be payable on the new plan. Please contact us if you intend to open a new plan to receive funds held in trust.

Is the transferring scheme subject to a Protected Pension Age? Yes No

3.2 Assets to be transferred

Type of assets

Please indicate below which of the following apply to your transfer.

- 1 The transfer payment will comprise only cash.
- 2 A property, or properties, or an interest in a property or properties are to be transferred. You will need to complete a Property Form, available on our website or from us upon request.
- 3 Other assets are to be transferred *in specie* (*in specie* transfers involve transferring shares and other assets without selling them. Please ensure that the current scheme administrator permits this). An *in specie* transfer schedule, available on our website or on request, must also be completed in full. Alternatively, a full current fund valuation containing all the information requested on the schedule may be provided. Please also ensure that you read all the notes within the schedule.

Please tick below as appropriate:

A completed *in specie* transfer schedule is enclosed.

A full valuation of the fund is enclosed, including SEDOL codes.

All details requested on the *in specie* transfer schedule must be provided before we can request the transfer.

A completed *in specie* transfer schedule or full valuation of the fund will follow.

All details requested on the *in specie* transfer schedule must be provided before we can request the transfer.

Any assets that are not allowable under the terms of the Suffolk Life SIPP must either be sold before we proceed with the transfer or remain with the current scheme.

3.3 Discharge forms

Is the scheme a member of Origo 'Options Transfer' Service? Please note that *in specie* transfers cannot be processed via the Origo 'Options Transfer' Service.

Yes. We will request the transfer automatically, unless you tick the box below.

Please do not request the transfer until further notice.

No. Please also select one of the following options.

- 1 Completed discharge forms are enclosed.
- 2 Discharge forms are not required by the transferring scheme.
- 3 Completed discharge forms will follow. We will not request the transfer until we receive the completed discharge forms.
- 4 I request Suffolk Life to obtain the discharge forms from the scheme administrator/trustee/insurance company in section 3.1 and forward them on for completion.

Unsure

Where the scheme is a member of Origo 'Options Transfer' service and the transfer will comprise only cash, we will request the transfer.

4 Contribution details

If this section does not apply please go on to section 5.

4.1 Contribution details

Type	Personal (net)	Employer (gross)	Third-party (net)
Please tell us who owns the account from which the contributions will be made.			
Owner of source account	Personal (client)	Employer	Third-party
Amount	<input type="text" value="£"/>		
How often are the contributions to be made.			
Type	Single	Regular	
Frequency			
Preferred payment date	1st of the month	15th of the month	

For regular contributions, please complete the Direct Debit Instruction in Appendix B.

4.2 Payment details for single contributions

Single contributions can be made by cheque or by bank transfer. Regular contributions must be made by Direct Debit.

Please make contribution cheques payable to **Suffolk Life Annuities Limited re (client's name)**.

You will be allocated a plan number when your SIPP is established. Once you have been allocated a plan number, please use the payee Suffolk Life Annuities Limited re (plan number) for future contributions. Suffolk Life Annuities Limited is the provider and scheme administrator for the Suffolk Life SIPP.

Please make bank transfers payable to the following account:

Account name	Suffolk Life Annuities Ltd
Account number	43620352
Sort code	20-46-67
Reference	CBT [Plan Number and Client Surname]

4.3 Personal contributions

All relievable personal contributions must be made net of basic rate tax, which we will reclaim from HM Revenue & Customs and add to the **Suffolk Life SIPP**. This can take up to 11 weeks.

Your contribution intentions are for illustrative purposes only; actual contributions may be greater or less.

Please note: you are required to inform us in writing if you contribute in aggregate more than 100% of your earnings to this or any other pension scheme in a single tax year.

Under current pensions legislation there are penalties if you, your employer and any other third party contribute together more than the Annual Allowance to all your pensions unless you can carry forward any Annual Allowance that you have not used from the previous three tax years. You will need to have been a member of a registered pension scheme in a tax year from which you are carrying forward any unused Annual Allowance. It will be your responsibility to calculate the amount available to carry forward and we will apply for tax relief on the full amount of any personal contributions made by you or any other third party other than your employer, unless you notify us to the contrary. If you have triggered the Money Purchase Annual Allowance, there will also be penalties if you, your employer and any other third party contribute together more than £10,000 to all your money purchase pension schemes in any tax year.

Cheque payments should be made payable to **Suffolk Life Annuities Limited re (client's name)**.

4.4 Employer contributions

The employer's contribution intentions on this page are for illustrative purposes only; actual contributions may be greater or less.

This page should show how much your employer intends to contribute.

All employer contributions are paid gross.

Before your employer can make contributions to your SIPP, the employer must complete and return an Identity Verification form for companies and groups, available on our website www.curtisbanks.co.uk

If your employer will be making regular contributions to your SIPP, the employer must also complete and return:

- employer contributions (Appendix A); and
- the Direct Debit instruction (Appendix B)

5 Investment details

To help us establish the appropriate arrangements we need to know your investment intentions.

5.1 Investment intentions

Investment firms	1	Investment using an investment manager, platform or execution only stockbroker that is one of our Investment Partners Our list of Investment Partners is available on our website at www.curtisbanks.co.uk/investment-partners .
	2	Investment using any other investment manager, platform or execution only stockbroker
<hr/> Please note: if you have selected one of the above options, please provide details of the investment firm in Section 5.2 below.		
Property	3	Commercial property purchase You will need to complete a Property Form, available on our website or upon request from us. Property Form to follow
Direct investments	4	Directly held investments, including funds and deposit accounts Application forms to be provided to Suffolk Life by your adviser.

5.2 Investment firm details

Name of investment manager/ platform/stockbroker	If this does not apply please go to section 5.3.				
Address					
Contact name					
Telephone				Fax	
Email address					
Name of regulator					
Type of service required	Investment Manager - Discretionary	Investment Manager - Advisory	Investment Manager - Execution-only	Platform	Stockbroker
<hr/> Please note: we cannot guarantee that we will be able to establish an account with your chosen investment manager, platform or stockbroker. We will notify you if it is necessary to appoint an alternative. If you wish to invest using more than one investment firm, please provide the above details for the other accounts separately.					

5.3 Investment authority

If this does not apply please go to section 5.4.

If a third party other than your adviser detailed in section 2.1 will be giving investment instructions, we require your authority to accept them.

Please indicate below the person from whom we are to take investment instructions.

I authorise Suffolk Life to act on instructions given by the person(s) indicated below and confirm that this arrangement will remain in place until I advise Suffolk Life, in writing, to the contrary.

Name	Relationship to client
------	------------------------

5.4 Transfer of cash to the investment firm

Receipts of transfers, contributions and tax reclaims from contributions are to be transferred to the following investment manager, platform or execution only stockbroker:

Please note: this feature is not available for those investment managers or platforms that cannot hold cash.

For the effective operation of your SIPP, a minimum balance of £500 if you only invest via our Investment Partners (otherwise £1,000) will be retained in the SIPP bank account. Sufficient funds will be retained in the SIPP bank account to cover the minimum balance, and known outgoings due in the next three months, such as fees, adviser charges and income/pension payments, loan repayments, business rates and property insurance where applicable.

All monies received are to remain in my SIPP bank account pending investment instructions.

Please note: this will be the default option if neither of the above are selected.

5.5 Illustration details

Your adviser will have provided you with a Personal Illustration. Please enter the illustration reference:

Illustration reference

- 1 Please select the basis for any non-property investment expenses:

Annual management charge (AMC) Ongoing charges / Total expense ratio (TER)

Please note: unless indicated otherwise above, we will apply the AMC option.

- 2 Please indicate the estimated level of non-property investment expenses, both initial and annual, that should be applied below:

Initial external investment expenses % / £ (flat rate)

Annual external investment expenses % / £ (flat rate)

The external investment expenses are to cover both the underlying expenses of the investments that are expected to be held and the expenses (other than broker fees for purchases and sales) of any investment manager or platform you have chosen to be appointed.

Please note: unless instructed otherwise we will apply an initial expense figure of 0% and an annual expense figure of 1% of the value of any non-property investments.

6 Benefits payable on death

You should complete this section to tell us who you wish to receive benefits from your plan if you die.

If you wish to name more beneficiaries than the spaces allow for, please continue on a separate sheet and attach it to this form.

Please refer to the Terms and Conditions for your plan for details of the different ways death benefits may be received.

Declaration

- On my death, I wish the scheme administrator to pay any benefits from my plan(s) to the beneficiaries, and in the proportion set out below.
- I accept that this is only an expression of my wishes. I understand that whilst the scheme administrator will pay due consideration to those wishes, they have absolute discretion as to the beneficiary(ies) and to the proportion of benefits paid to each beneficiary unless otherwise provided by law.
- I understand that if the scheme administrator chooses a beneficiary who has not been named in section 6.1 or 6.2, drawdown income would normally only be available in limited circumstances. Therefore in addition to the below, in order to allow the administrator to pay drawdown income to as wide a range of beneficiaries as possible and for the purposes of the relevant tax legislation, I nominate any individual who is eligible to receive a lump sum on my death under the rules of the scheme.
- I understand that I can change the beneficiaries at any time and that the scheme administrator will refer to the last completed form held.

6.1 Details of beneficiaries

The percentages in section 6.1 should add up to 100%.

6.1.1 Individuals

Name

Address

Date of birth

Percentage payable to beneficiary

%

Name

Address

Date of birth

Percentage payable to beneficiary

%

Name

Address

Date of birth

Percentage payable to beneficiary

%

Name

Address

Date of birth

Percentage payable to beneficiary

%

6.1.2 Trust

Name of trust	
Name of trustees	
Address where trust is held	
Date of trust	Percentage payable to beneficiary <input type="text"/> %

6.1.3 Charity

Name of charity	
Address	
Percentage payable to beneficiary <input type="text"/> %	
Name of charity	
Address	
Percentage payable to beneficiary <input type="text"/> %	
Total of all percentages in section 6.1 <input type="text"/> 100%	

6.2 Alternative beneficiaries

Please only complete this section if you wish to name alternative beneficiaries where all of the beneficiaries you name in section 6.1.1 either:

- die before you; or
- do not wish to receive benefits from your plan (for example, for tax planning purposes).

The percentages in section 6.2 should add up to 100%.

6.2.1 Individuals

Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

6.2.2 Trust

Name of trust	
Name of trustees	
Address where trust is held	
Date of trust	Percentage payable to beneficiary <input type="text"/> %

6.2.3 Charity

Name of charity

Address

Percentage payable to beneficiary %

Name of charity

Address

Percentage payable to beneficiary %

Total of all percentages in section 6.2 100%

7 Receiving guidance or advice

The FCA requires us to tell you about a service called MoneyHelper.

7.1 MoneyHelper guidance

MoneyHelper is a free, impartial service from the Government, which offers guidance to help you make an informed decision about what to do with your pension savings. This includes providing the different options available to you, in order to access your pension savings. Pensions guidance is delivered at an appointment with an independent pensions specialist, which you can choose to book yourself, or alternatively Curtis Banks can arrange this on your behalf. You can also receive advice from a regulated financial adviser. Advisers may charge you for their services.

Please ensure you have read the MoneyHelper privacy policy, which is available on their website, www.moneyhelper.org.uk/en/about-us/privacy-notice.

You can book online at www.moneyhelper.org.uk/pensionwise or call MoneyHelper on 0800 138 3944. Alternatively call us on 01473 296 824 and we'll book an appointment for you.

Please note that we are unable to arrange appointments with MoneyHelper for anyone below the age of 50, so these appointments would need to be arranged by you directly.

7.2 Regulated financial advice

Before making a decision about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit www.moneyhelper.org.uk/choosing-a-financial-adviser to find one.

The regulations require you to confirm the following options before we can proceed with your application.

If you plan to take guidance and/or advice you should do this before completing this form.

Have you received guidance from MoneyHelper relating to this transaction in the last 12 months?

Yes ☐ Date guidance received

No. ☐ If you don't want to use MoneyHelper you need to opt-out. Please tick the relevant option below.

☐ I've received regulated financial advice related to this transaction within the last 12 months.

Date advice received

☐ I don't want guidance from MoneyHelper or regulated financial advice from an adviser.

[Please go to section 8.](#)

If you've already received guidance or regulated financial advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

8 Risk warnings

Please note: this section should be completed by:

- clients aged 50 or over who are transferring in uncrystallised funds and taking benefits within 3 months of the transfer

Please answer the following question.

Prior to applying to transfer benefits have you taken advice in relation to the transfer from an authorised adviser?

Yes [please go to section 9.](#)

No* [please answer the below questions to highlight the risks.](#)

* Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Suffolk Life on an execution-only basis on making the application to take benefits or transfer benefits. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration(s).

The Financial Conduct Authority requires us to make sure you have considered the potential risks of accessing and transferring your pension benefits. We are required to ask questions about your circumstances, so that we can provide warnings about the risks which might apply to you.

Once we have received your answers to the below questions, we will 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 will not be able to process your request until we have received this signed declaration. We can accept copies by secure message, fax 0370 414 8000 or email to benefitsteam@suffolklife.co.uk if this is more convenient for you.

[Please note that this exercise is only intended to highlight potential risks - your answers won't affect your options.](#)

Tax

Aside from your tax-free lump sum entitlement, any money you take from your pension is taxed as income. It is added to any other taxable income you receive during the tax year, and might push you into a higher tax bracket. It is also possible that the tax we deduct from any payments is not the final amount due: you may need to pay additional tax at the end of the year. Are you confident that you fully understand the tax implications of the option you've chosen?

Yes No

Investment scams

Some investment scams encourage people to withdraw money from their pensions in order to invest elsewhere. For example, they may offer unusually high rates of return, special offers, or there may be pressure to act quickly. The schemes can appear very genuine, but you risk losing some or all of your money. Are you aware of how to protect yourself from investment scams?

Yes No/unsure

Further investment

If you withdraw money from your pension to invest elsewhere, the charges on the new investments may differ from the charges applicable to your pension. The new investments are also likely to be subject to income tax and capital gains tax, whereas investments in your pension are exempt from these charges. If you plan to invest your money elsewhere, do you understand the difference in charges and how this could affect the value?

Yes No/unsure

Health

Annuities provide a guaranteed income for life and although the return may appear low, if your life expectancy is reduced because of poor health you may qualify for enhanced annuities which pay better rates. Are there aspects of your health or lifestyle which could make you consider whether you are potentially eligible for a better value annuity?

Yes/not applicable No/unsure

Shopping around

There are several ways in which you can access your pension savings. Different products, with different options and charges, are available from various providers. We recommend that you research the options available to you. Are you happy that you've researched your options and have made an informed choice?

Yes No/unsure

Inflation

When planning your long term income needs you need to take into account of future inflation, which will erode the buying power of your money. For example, if inflation is 2% p.a., £1 today will be worth 82p in 10 years time. If you are planning to take a level of income or a large lump sum from your pension, do you understand that inflation will erode the value of what will be available for you in the future?

Yes No

Debt

Are you aware that money taken from your pension could be available to creditors in respect of any unpaid debts you might have?

Yes No

Benefits

Are you aware that taking money from your pension could affect your entitlement to means-tested benefits?

Yes No

Ongoing income

Any money taken from your pension now will reduce the amount that may be available to you in the future. Are you expecting this pension to provide you with income for the rest of your life?

Yes No

Beneficiaries

When you die, the remaining money in your pension can pass to beneficiaries, such as a spouse or other family members. Any money you take from your pension will reduce the amount which may be available to them on your death. Are you relying on this pension to provide for your beneficiaries when you die?

Yes No/unsure

Contributions

The annual allowance is the maximum amount you, or anyone on your behalf, can contribute to your pensions each year without incurring a tax charge. It is currently £60,000. If you take income whilst in flexi-access drawdown, your annual allowance for 'money purchase' pensions, such as your SIPP, will be reduced to £10,000. Are you, or anyone on your behalf, likely to contribute more than £10,000 to money purchase pensions in the future?

Yes No/unsure

9 Client's declaration (including adviser remuneration)

Before signing the declaration, you should carefully read the following for your own benefit and protection:

- This declaration;
- Key Features;
- Your Personal Illustration;
- Policy Provisions;
- Schedule of Fees;
- Schedule of Allowable Investments; and
- Terms and Conditions

These documents together form the agreement upon which we intend to rely. You should also read our Privacy Information Notice. This can be found on our website www.curtisbanks.co.uk or please ask your adviser or us for a copy.

If you do not understand any point then please ask your adviser or us for further information. A copy of the scheme rules is available on request. A copy of this completed Application Form is available on request from Suffolk Life.

Important please read:

Data protection

Use of your information:

Suffolk Life Annuities Limited ('Suffolk Life') takes your privacy very seriously. We use the personal information collected through this form and any other information that you provide to us and personal information we collect from third parties ('your information') for the reasons and purposes as set out in our Privacy Information Notice.

Disclosures

We may need to transfer your information to countries outside the European Economic Area in order to provide our services to you.

We may disclose your information to other companies within the Curtis Banks group of companies, banks, investment managers and fund providers that are appointed to act for your SIPP, regulatory bodies, law enforcement agencies, the current and future owners of our business and suppliers we engage to process data on our behalf.

To protect you and us from financial crime, we may need to confirm your identity from time to time. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. If this search fails, we may ask you for documents to confirm your identity.

Access

You have the right to ask for a copy of your information. To obtain a copy of your information, please write to Suffolk Life, 153 Princes Street, Ipswich, IP1 1QJ.

Consent

We would like your consent to provide you with relevant information about products and services within the Curtis Banks Group, and to share informative, relevant and education updates such as changes to pension legislation and regulation.

Please tick the box if you agree to receive this information.

HM Revenue & Customs warning

Since this application is also to be used as an application for tax relief at source, it is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution.

Declaration

- I request that the benefits described in or arising from this application be provided for me under the **Suffolk Life SIPP** and in consideration of its acceptance I undertake to be bound by the rules of the scheme.
- I declare that to the best of my knowledge and belief the statements made in all sections of this Application Form (whether in my handwriting or not) are full and accurate.
- I confirm that I have received a Key Features Document, Schedule of Fees, Schedule of Allowable Investments, Terms and Conditions, Privacy Information Notice, Policy Provisions and a Personal Illustration.
- I accept that Suffolk Life will correspond with my adviser (detailed in section 2.1) unless I give written notice to the contrary.
- I authorise Suffolk Life to accept investment and all other instructions in relation to my SIPP from my adviser detailed in section 2.1 unless and until I inform Suffolk Life in writing to the contrary.
- I wish for the pension scheme benefits detailed in sections 3.1 and 3.2 to be transferred to the **Suffolk Life SIPP**.
- While Suffolk Life will request transfers in a timely manner, I understand that Suffolk Life is not responsible for the timely completion of the transfer.
- I understand that Suffolk Life will not request any in specie transfer until all of the information requested in the in specie transfer schedule has been provided and any necessary account with an investment manager, platform or execution-only stockbroker has been established.

Declaration (continued)

- I request that the benefits described in or arising from this application be provided for me under the **Suffolk Life SIPP** and in consideration of its acceptance I undertake to be bound by the rules of the scheme.
- I declare that to the best of my knowledge and belief the statements made in all sections of this Application Form (whether in my handwriting or not) are full and accurate.
- I confirm that I have received a Key Features Document, Schedule of Fees, Schedule of Allowable Investments, Terms and Conditions, Privacy Information Notice, Policy Provisions and a Personal Illustration.
- I accept that Suffolk Life will correspond with my adviser (detailed in section 2.1) unless I give written notice to the contrary.
- I authorise Suffolk Life to accept investment and all other instructions in relation to my SIPP from my adviser detailed in section 2.1 unless and until I inform Suffolk Life in writing to the contrary.
- I wish for the pension scheme benefits detailed in sections 3.1 and 3.2 to be transferred to the **Suffolk Life SIPP**.
- While Suffolk Life will request transfers in a timely manner, I understand that Suffolk Life is not responsible for the timely completion of the transfer.
- I understand that Suffolk Life will not request any in specie transfer until all of the information requested in the in specie transfer schedule has been provided and any necessary account with an investment manager, platform or execution-only stockbroker has been established.
- Declaration to the current provider of the transferring scheme(s)
 - I authorise, instruct and apply to the current provider to transfer sums and assets from the plan(s) as listed in section 3 of this application directly to Suffolk Life and to provide any instructions and/or discharge required by any relevant third party to do so.
 - I accept that in order to comply with regulatory obligations, Suffolk Life and the current provider(s) named in this application may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
 - Until this application is accepted and complete, Suffolk Life's responsibility is limited to the return of the total payment(s) to the current provider(s).
 - When payment is made to Suffolk Life as instructed, this means I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section 3 of this application where the whole of the plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.
 - I have read any information provided or made available to me by the current provider in connection with this transfer.
- Declaration to Suffolk Life and the current provider of the transferring scheme(s)
 - I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Suffolk Life and the current provider may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.
 - I authorise Suffolk Life, the current provider, any contributing employer and any financial adviser or intermediary named in this application to obtain from each other, and to release to each other, any information that may be required to enable the transfer of sums and assets to Suffolk Life.
- I consent to information regarding my SIPP (including my personal data) being disclosed to my adviser orally, in writing (including by email) or through the Suffolk Life secure portal.
- I understand that if I hold Enhanced or Fixed Protection and make a single or regular contribution, or transfer funds into a newly opened pension there are circumstances under which this protection will be lost and the standard Lump Sum Allowance (LSA), Lump Sum and Death Benefit Allowance (LSDBA), and Overseas Transfer Allowance (OTA) will apply to my pension benefits.
- I will inform the scheme administrator in writing (within 30 days) if:
 - I cease to be UK resident or change my country of residency;
 - I contribute on aggregate more than 100% of my earnings to this and any other pension scheme in any tax year;
 - I cease to have relevant UK earnings;
 - I begin to have relevant UK earnings again;
 - There is a change in my employment status;
 - There is a change in my permanent residential address;
 - I apply for an enhanced Lifetime Allowance in respect of a pension credit or overseas transfer;
 - I lose or give up the right to enhanced or fixed protection.
- I confirm that my total gross contributions to all UK registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of £3,600 or 100% of my UK relevant earnings.
- I accept that Suffolk Life is not responsible for checking whether I have triggered the Money Purchase Annual Allowance before accepting contributions in excess of the annual limit, which is currently £10,000.
- Where applicable, I authorise Suffolk Life to provide the necessary details to MoneyHelper.

Adviser charges

Are adviser charges payable by Suffolk Life? **Yes** **No**

- I authorise Suffolk Life to pay my adviser (detailed in section 2.1) the following adviser charges. I understand that an adviser charge will be paid from my SIPP bank account or paid by my nominated investment manager to my adviser.
- I confirm that any adviser charges are genuinely commercial arrangements between myself and my adviser and only relate to pensions advice and services provided.

	Fixed Amount (Excl.VAT)		Percentage (Excl.VAT)		Subject to VAT?	
Initial/one-off adviser charge	£ <input type="text"/>	and/or	<input type="text"/> %	of the initial transfer value(s) / single contribution to the plan included in this Application Form	Yes	No
Ongoing adviser charge	£ <input type="text"/>	and/or	<input type="text"/> %	of the plan value each year in arrears	Yes	No
	£ <input type="text"/>	and/or	<input type="text"/> %	of the gross amount of each regular contribution received	Yes	No

Please make ongoing payments on receipt of an invoice at a frequency of:

Yearly

Half Yearly

Quarterly

- I understand that adviser charges will only be paid if there are sufficient funds within the SIPP bank account.
- If I am signing this Application Form and declaration on behalf of a person who is under age 18 and/or who is incapable by reason of mental disorder of managing and administering his/her affairs

I also:

- confirm that to the best of my knowledge and belief all the information given and statements made in this Application Form are full and accurate;
- confirm that to the best of my knowledge and belief all of the declarations made in this Application Form are correct;
- undertake the obligations falling on the applicant; and
- understand that I may be required to provide further information relating to my status in completing this Application Form.

Print name

Signature of client

or person signing on behalf of a client who is under 18 and/or who is incapable by reason of mental disorder of managing and administering his/her affairs

Date

If you are signing this form on behalf of a client who is under 18 and/or who is incapable by reason of mental disorder of managing and administering his/her affairs please include your details below:

Full name

Address

Date of birth Day/Month/Year

Please also return a completed Identity Verification Form which is available on our website or on request.

Curtis Banks will aim to electronically verify your identity. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. In the event that Curtis Banks is unable to complete the identity verification electronically, we will contact you to provide documentary evidence as an alternative.

You should also read our Privacy Information Notice. This can be found on our website www.curtisbanks.co.uk or please ask your adviser or us for a copy.





Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. Call charges will vary. We may record and monitor calls. If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

SL194.202406 June 2024

Appendix A Employer contributions

For completion by the employer if making regular contributions to the **Suffolk Life SIPP**.

Employers are obliged by the Pensions Regulator to provide a new employer contributions form for any amendments to contributions.

Please also complete and return the relevant Identity Verification form available on our website.

A.1 Employee details

Employee's name

Employee's NI number

A.2 Employer details

Employer's name

Employer's address

Company registered number

Name of contact

Telephone number

A.3 Contribution details

Payment frequency	<input type="radio"/> monthly	<input type="radio"/> quarterly	<input type="radio"/> yearly
Employee contributions deducted from net pay	<input type="text" value="£"/>		
Employer contributions (gross)	<input type="text" value="£"/>		Total <input type="text" value="£"/>
Preferred payment date	<input type="radio"/> 1st of month	<input type="radio"/> 15th of month	
	Start month	Start year	
	End month	End year	(if applicable)

You have a duty to pay employee contributions to us by the 'payment due date'. This is the 19th of the month following the date of the deduction from pay. For example, a contribution deducted from pay on 5 May must be received by us no later than 19 June. We have a duty to report the late payment of any contribution that is of material significance to the Pensions Regulator.

A.4 Signature

- We agree to pay the above contributions until further notice, or until the end date where applicable, and will notify Suffolk Life of any change and provide a new employer contributions form.

Signature for and on behalf
of the employer

Print name

Date

Please also complete the Direct Debit form over the page.



Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. Call charges will vary. We may record and monitor calls. If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

SL194.202406 June 2024

Appendix B Direct Debit Instruction

For completion by the client or the employer when making regular contributions to the **Suffolk Life SIPP**.

If both you and your employer intend to make regular contributions, please use a photocopy of this page for one of the mandates.

Type of contribution

Regular personal contribution

Regular employer contribution (anti-money laundering documents must be provided where applicable for employer contributions)



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 to:
Suffolk Life, 153 Princes Street, Ipswich, Suffolk IP1 1QJ

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of Account Holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Service Use number

6	0	0	7	8	3
---	---	---	---	---	---

Instruction to your bank or building society

Please pay Suffolk Life Annuities Limited 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 Suffolk Life Annuities Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s):
Date

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 Suffolk Life Annuities Limited will notify you five business days in advance of your account being debited or as otherwise agreed. If you request Suffolk Life Annuities 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 Suffolk Life Annuities 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 Suffolk Life Annuities 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.



Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. Call charges will vary. We may record and monitor calls. If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

SL194.202406 June 2024

Appendix C Application Form checklist

- Sections 1, 2 and 9 must be fully completed in all cases
- Signature by person applying for the SIPP on page 23 (and Direct Debit if applicable)
- Signature by Adviser on page 6
- Identity and address verification documents (if applicable) - see page 5 for further details
- Overseas Client Declaration (if applicable)
- Sections 7 and 8 fully completed (if applicable)

If you are making contributions:

- Cheque for single contributions payable to “**Suffolk Life Annuities Limited re (client’s name)**” (if applicable)
- Completed and signed Direct Debit mandate (if you intend to make regular contributions) - see page 27

If your employer is making contributions:

- Identity Verification form for your employer - see page 9
- If the contributions are regular:
 - Employer contributions form (Appendix A)
 - Direct debit instruction (Appendix B)

If you are transferring in an existing plan:

- Transfer paperwork from transferring schemes shown in Section 3 (if applicable)
- Where applicable our In Specie Transfer Schedule, or an asset list from the investment manager or current provider

Investment specific documents:

- Where applicable:
 - ① any investment account opening forms
 - ② Property Form
 - ③ any application forms for directly held assets

Suffolk Life,
153 Princes Street,
Ipswich, IP1 1QJ

T 0370 414 7000
F 0370 414 8000
curtisbanks.co.uk

Call charges will vary. We may record and monitor calls.

Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. SL194.202406 June 2024

