

Self-Invested Personal Pension

# SIPP

**Application Pack**   
**for Minerva SIPP and SIPP Lite**

# Minerva SIPP and SIPP Lite Application

Please read this document carefully, **remembering to also complete the Supplemental Deed section in ALL cases:**

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If you have any questions about the completion of this form please contact the SIPP administration team on 01228 538 988.

**The completed application should be sent to our Carlisle Head Office, either by post or delivered in person during office hours. Unfortunately, applications cannot be accepted based on emailed, scanned or faxed copies alone.**

# Note that this Deed must be completed in all cases.

## This Supplemental Deed

is made on

Date

## Between

(1) **InvestAcc Pension Administration Limited**

whose registered office is at  
Minerva House  
Port Road Business Park  
Carlisle  
Cumbria CA2 7AF

(the “**Scheme Administrator**”)

(2) **InvestAcc Pension Trustees Limited**

whose registered office is at  
Minerva House  
Port Road Business Park  
Carlisle  
Cumbria CA2 7AF

(the “**Trustee**”)

(3)

Full name

(the “**Member**”)

## Whereas

- (A) This deed (the “**Supplemental Deed**”) is supplemental to the establishing Minerva SIPP trust deed dated 1st August 2003 whereby a self-invested personal pension scheme (the “**Scheme**”) was established and the rules of the Scheme from time to time (the “**Rules**”) and any subsequent deeds amending the Rules.
- (B) The Trustee is the sole corporate trustee of the Scheme. However for the purpose of the Member’s Fund (as defined in the Rules) the Trustee and the Member shall be joint trustees of that Member’s Fund and shall act unanimously for the purposes of any payment received in respect of the Member and in relation to any other powers, duties or discretions vested in them together as trustees of that Member’s Fund by the Rules.
- (C) The Member is eligible to and wishes to become a Member of the Scheme in accordance with its provisions as set out in the Rules and the provisions of this Supplemental Deed which forms part of the Rules.

## It is agreed

### 1 Definitions

- 1.1 Defined terms used in this Supplemental Deed shall have the same meaning as in the Rules except where the context otherwise requires or the provisions of this Supplemental Deed expressly provide to the contrary.
- 1.2 The principles of interpretation stated in clause 1 of the Rules shall apply to this Supplemental Deed.

### 2 Admission to Scheme membership

- 2.1 The Member is hereby admitted to membership of the Scheme and shall become a Member with effect from the date of this Supplemental Deed.
- 2.2 The Member agrees to be bound by the provisions of the Rules and this Supplemental Deed and agrees to the payment of or deduction of such costs fees and expenses as may be made in accordance with the Rules.

### 3 Establishment of Member’s Plan

In accordance with clause 6.1 of the Rules and subject to any requirements of HMRC the Member’s Arrangement is hereby established and the Trustee and the Member shall hold the Member’s Fund under irrevocable trust for the sole purposes of providing annuities, income withdrawals and lump sums in accordance with the provisions of the Scheme.

### 4 Prohibition on withdrawals

The Member hereby acknowledges and confirms that he has no entitlement to and consequently cannot and shall not require the withdrawal from the Fund or his Member’s Fund or income from the Fund or his Member’s Fund to be paid to him otherwise than for the payment of benefits under the Scheme in accordance with the provisions of the Scheme from time to time.

### 5 Provision of Member information

The Member hereby confirms that he will complete such application forms and provide the Trustee or Scheme Administrator with any information which they may reasonably require for the purposes of the administration of the Scheme.

### 6 Appointment of Additional Trustee

- 6.1 The Trustee and the Member may by deed appoint one Additional Trustee of the Member’s Fund at any time if the Member so requires.
- 6.2 The Trustee may by deed remove any Additional Trustee irrespective of whether or not a replacement Additional Trustee is to be appointed.
- 6.3 An Additional Trustee appointed by the Trustee and the Member under this clause 6 shall be a joint trustee of the Member’s Fund together with the Trustee and the Member and shall be bound to act in accordance with the provisions of the Rules and this Supplemental Deed. References in the Rules or powers, authorities, or discretions being vested in the Trustee and the Member as trustees of that Member’s Fund shall then be deemed to also include the Additional Trustee.
- 6.4 An Additional Trustee appointed by the Trustee and the Member under this clause 6 shall also (together with the Trustee) be a joint trustee for the purposes of a Member’s discretionary death benefit trust under clause 7 of this Supplemental Deed (hereinafter “**the discretionary death benefit trust**”).
- 6.5 No Additional Trustee shall in any circumstances be entitled or obliged or liable to act as a Trustee of the entire Scheme at any time.
- 6.6 An Additional Trustee may resign as a trustee of the Member’s Fund by serving one month’s prior written notice to this effect on the Trustee.

## 7 Discretionary Death Benefit Trust

7.1 Should the Member die and as a consequence a lump sum death benefit becomes payable under the terms of Rule 14.11(c) then any such lump sum shall be held on irrevocable discretionary trust by the Plan Trustees (as defined below) to be paid by the Scheme Administrator in accordance with the terms of this clause 7.

7.2 In this clause 7 the following expressions have where the context admits the following meanings:

**“Beneficiaries”** means:

- (a) any persons (including trustees of trusts for Members and Beneficiaries) whose names the Member has notified to the Scheme Administrator in writing prior to the date of the Member's death;
- (b) the Member's Dependants;
- (c) the Member's Relatives;
- (d) the individuals entitled under the Member's will to any interest in the estate; and
- (e) the Member's legal personal representatives.

**“Child”** in relation to the Member has its ordinary meaning and additionally includes his stepchild a child he has legally adopted a child of his conceived but not yet born and a child to whom in the opinion of the Plan Trustees he stands or would have stood in loco parentis;

**“Death Benefits”** means the lump sum referred to in clause 7.1;

**“Dependants”** has the same meaning as in the Rules;

**“Plan Trustees”** means the Trustee and the Additional Trustee (if any);

**“Relatives”** means in relation to the Member:

- (a) his widow (if the Member is male) or her widower (if the Member is female);
- (b) any Child or remoter issue of the Member and the spouse or widow or widower of any such Child or remoter issue;
- (c) the father or mother (whether lawful or adoptive) of the Member and the widow or widower of such father and mother; and
- (d) any person (except the Member) who is the child or remoter issue (whether lawful or adoptive) of such father or mother and the widow or widower of any such person;

**“Specified Period”** means the period beginning at the date of this Supplemental Deed and enduring for two years after the date of death of the Member;

**“Trust Fund”** means the Death Benefits held under the discretionary death benefit trust referred to in clause 7.1 and all monies paid pursuant to the Death Benefits the accumulation of income from such monies and the investments from time to time representing the same under the discretionary death benefit trust;

**“Vesting Day”** means the day on which the Specified Period expires.

7.3 The Plan Trustees shall stand possessed of the Trust Fund and the income thereof upon such trusts for the benefit of the Beneficiaries or any one or more of them exclusive of

the others in such shares and proportions and subject to terms and limitations and with and subject to provisions for maintenance education or advancement or for accumulation of income during minority as the Plan Trustees shall in their absolute discretion from time to time appoint during the Specified Period and without infringing the rule against perpetuities.

7.4 In default of and subject to any such appointment as aforesaid the Plan Trustees shall during the Specified Period stand possessed of the income of the Trust Fund upon trust to allocate the same to one or more of the Beneficiaries for the time being in existence in such shares (if more than one) as the Plan Trustees shall in their absolute discretion determine except that the Plan Trustees may during a period of two years from the death of the Member instead of allocating all or any part of the income as aforesaid accumulate the same by retaining it and holding it as part of the capital of the Trust Fund for all purposes.

7.5 In default of and subject to any such appointment as aforesaid the Plan Trustees shall on the Vesting Day stand possessed of the whole of the Trust Fund for such of the Beneficiaries being individuals then living or any one or more of them in such shares as the Plan Trustees shall prior to or on the Vesting Day in their absolute discretion determine and in default of such determination in equal shares absolutely for such of the Beneficiaries being individuals as shall then be living.

7.6 The Plan Trustees shall during the Specified Period have the following additional powers:

- (a) power to allow the property or investments at the same time subject to the trusts hereof to remain unsold or in actual state of investment thereof so long as the Plan Trustees may think fit and at any time or times sell call in or convert into money the said property or investments or any part thereof;
- (b) power to change or vary any property or any investments for the time being subject to the trusts hereof for others hereby or by law authorised;
- (c) power to invest any money requiring to be invested under the trusts hereof in the purchase of or at interest upon security of such stocks funds securities land of any tenure or chattels or in any trade or other investment or property of whatever nature and wheresoever situate and whether involving liabilities or not or upon such personal credit with or without security as the Plan Trustees shall in their absolute discretion think fit to the intent that the Plan Trustees shall have the same powers in all respects as if they were the sole beneficial absolute owner;
- (d) power to appoint any investment or property from time to time subject to the trusts hereof in its actual state of investment in or towards the satisfaction of the beneficial interest of any person hereunder;
- (e) power to pay to the parent or either parent or any guardian of any minor any sum of income intended to be applied for the maintenance or education or benefit of that minor or any sum of capital intended to be applied for the advancement or benefit of that minor so that the receipt of such parent or parents or guardian shall be a complete discharge to the Plan Trustees;
- (f) power to lend any capital monies to any Beneficiary either free of interest or upon such terms relating to interest or upon such terms relating to repayment either with or without security as the Plan Trustees in their absolute discretion think fit;
- (g) power to exercise the powers contained in:
  - (i) section 31 of the Trustee Act 1925 as if the words “may in all the circumstances be reasonable” had been omitted from paragraph (i) of sub-section (1) thereof and in substitution there had been inserted the words “the trustees may in their absolute discretion think fit” and as if the proviso at the end of sub-section (1) had been omitted; and

- (ii) section 32 of the Trustee Act 1925 as if the words “one half of” were omitted from proviso (a) to subsection (1); and
  - (h) power to delegate to any person (including one or more of themselves) for any period and in any manner and upon any terms the execution or exercise of any of the trusts powers and discretions imposed or conferred on them hereby or by law.
- 7.7 Without prejudice to any indemnity conferred on the Plan Trustees by law or under Rule 33 of the Rules:
- (a) in the professed execution of the trusts powers and discretions hereof the Plan Trustees shall not be liable for any loss to the Trust Fund whatsoever and howsoever caused except for breach of trust knowingly and intentionally committed or anything done or omitted to be done in personal conscious bad faith of the Plan Trustees; and
  - (b) the Plan Trustees shall be indemnified out of the Trust Fund:
    - (i) in respect of all liabilities and expenses properly incurred by them in the execution of the trusts of this clause 7, or any powers, authorities or discretions vested in them pursuant to this clause 7; and
    - (ii) against all actions, proceedings, costs, expenses, claims and demands arising out of anything done, omitted or concurred in relation to this clause 7, except for breach of trust knowingly and intentionally committed or anything done or omitted to be done in personal conscious bad faith by the Plan Trustees.
- 7.8 Any Beneficiary will be entitled to receive a benefit under these trusts notwithstanding that he may from time to time be a Plan Trustee or a director employee or member of a body corporate which is a Plan Trustee for the time being.
- 7.9 The Plan Trustees shall declare and establish such separate trusts or sub-trusts to which they may transfer all or any part of the Death Benefits for the benefit of

such of the Beneficiaries as they in their absolute discretion shall think fit and may appoint such persons to be the trustees of those trusts or sub-trusts and impose such terms and obligations in those trusts or sub-trusts as they in their absolute discretion shall decide.

7.10 Any balance of the Death Benefit not distributed or retained for distribution in a separate account outside the Trust Fund immediately prior to the Vesting Day shall be retained by the Plan Trustees for the payment of Scheme expenses under Rule 32 of the Rules.

7.11 In no circumstances shall there be any reservation of any benefit to a Member, the Member’s estate, or his legal personal representatives, under any lump sum death benefit trust arising under the Rules or this clause 7 such that inheritance tax would become chargeable on any Death Benefits or any other monies held under any Member’s Fund as a result.

7.12 Any trust governed by the terms of this, clause 7, shall be wound up on the day before the twenty first anniversary of the date of death of the relevant member or at the expiry of such longer period as is permitted by law.

**8 Execution of this Deed**

8.1 This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

8.2 Transmission of an executed counterpart of this agreement (but for the avoidance of doubt not just a signature page) by (a) fax or (b) email (in PDF, JPEG or other agreed format) shall take effect as delivery of an executed counterpart of this agreement. If either method of delivery is adopted, without prejudice to the validity of the agreement thus made, each party shall provide the others with the original of such counterparts as soon as reasonably possible thereafter.

**In the witness whereof** the Trustee and the Member have signed as a deed on the day and year first before written

Signed as a deed for and on behalf of **InvestAcc Pension Administration Limited**

Director
Director / Secretary

Signed as a deed for and on behalf of **InvestAcc Pension Trustees Limited**

Director
Director / Secretary

Signed as a deed by **the said member**

	Member full name
<b>X</b>	Member Signature
	Witness name
<b>X</b>	Witness Signature
	Witness Address
	Postcode
	Witness Occupation

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# Application Form

Please tick to indicate which SIPP you are applying for:

Minerva SIPP    SIPP Lite

I confirm I have read the Key Features and Schedule of Fees for the type of SIPP that I have requested above.

## Section A - Personal Information

The information supplied will be held in the strictest confidence and is subject to the provisions of Data Protection legislation.

### Personal Information

Please supply the following personal information.

Please ✓

Male

Female

Title	Forename(s)		
Surname			
Home phone number		Email address	
Date of birth	Occupation		
Expected pension age (between 55 and 75)		Marital status	
National Insurance number		Spouse's / Civil partner's date of birth	

### Residency Status

Please indicate the country in which you are currently resident (tick one only):

- Scotland  
 Rest of the UK (excluding Scotland)  
 Other (please specify):

**Note:** You must be UK resident when you make this application.

### Current address

1st line of address		
2nd line of address		
City	County	Postcode

Time at this address:  Years    Months

## Previous address

Please complete if you have lived at your current address for less than 3 years:

1st line of address		
2nd line of address		
City	County	Postcode

Time at this address:   Years   Months

## Status Declaration

Please indicate your current status.

- |  |   |  |
|--|---|--|
| <input type="radio"/> Employed               | <input type="radio"/> Child under 16      | <input type="radio"/> Caring for one or more children under 16 |
| <input type="radio"/> In Full Time Education | <input type="radio"/> Unemployed          | <input type="radio"/> Caring for person aged 16 years or over  |
| <input type="radio"/> Self Employed          | <input type="radio"/> Retired / Pensioner | <input type="radio"/> Other                                    |

If Other, please specify:
Estimate of relevant UK earnings in the current tax year: £

## Legal Guardian Details

(if applicable)

Name		
1st line of address		
2nd line of address		
City	County	Postcode
Date of birth	Relationship to applicant	

## Employer or Self Employment Information

Please give the following information which is required by HMRC.

Name of employer or trading name		
1st line of address		
2nd line of address		
City	County	Postcode
Business telephone number		



## Financial Adviser Details

Did you receive financial advice specifically to take out this SIPP?

Yes  No

Did you receive financial advice on the suitability of transferring any safeguarded benefits (including employer-sponsored schemes (if applicable))?

Yes  No

Financial Adviser Firm Name		
FCA Number (Principal Firm)	FCA Number (Appointed Representative)	
Individual Adviser Name	FCA Number (individual adviser)	
1st line of address		
2nd line of address		
City	County	Postcode
Telephone Number	Fax Number	
Email Address		

By submitting this application form to us, the Financial Adviser firm above confirms acceptance of our current intermediary terms of business, available on our website: [www.investaccpensions.co.uk/termsofbusiness](http://www.investaccpensions.co.uk/termsofbusiness)

If you have not appointed a financial adviser to assess the suitability of this SIPP and the investments within it, please provide the information requested in the box below. **Note that we strongly recommend you seek financial advice. InvestAcc Pension Administration Limited does not provide advice of any kind:**

Why are you establishing this SIPP and how did you choose this SIPP product?

## Financial Adviser Fee Agreement

**You should only complete this section if you wish us to pay adviser fees from your SIPP bank account.**

**Important - DO NOT** complete this if you are paying your adviser directly, or if your adviser is only to be paid from the underlying investments (from the investment products or investment managers)

I have appointed the above financial adviser firm arrange this SIPP application and to provide me with ongoing advice.

I have agreed with them the following fees in respect of:

### Initial Fees

Please complete details of any initial adviser fees, completing **EITHER** Option 1 or Option 2 below, if applicable.

Should VAT be added to the fees below?  Yes  No

**Option 1** - a simple fee for all monies received into your SIPP at outset:

	Fixed Amount	or	Percentage of investments
Establishing the arrangement	£		%

**Option 2** - where different levels of fees apply to different monies received into your SIPP:

	Fixed Amount	or	Percentage of investment
Establishing the arrangement	£		
Contributions (the amount received plus any tax relief claimed by us for you)	£		%
Transfer 1 (insert details of source):	£		%
Transfer 2 (insert details of source):	£		%
Transfer 3 (insert details of source):	£		%
Transfer 4 (insert details of source):	£		%
Transfer 5 (insert details of source):	£		%
<b>Total of all initial Fixed amounts:</b>	£		
	<i>(Insert total of column above)</i>		

### On-going Fees

Please complete details of any ongoing adviser fees, if applicable.

Please complete **ONE** box only:

A fixed amount of £  every year **OR** a percentage of my SIPP value  % every year

You authorise your adviser to be paid fees from your SIPP deposit account until further notice on the following basis (please tick one option):

**By Invoice** - Fees will be paid upon receipt of an invoice on your Financial Adviser's headed paper stating a monetary amount. The invoice is to be addressed to Minerva SIPP followed by the member(s) name(s). Any number of invoices can be submitted during a plan year, so long as the total yearly fee shown above for ongoing advice is not exceeded in any plan year.

**Automatic Fee Payment** - InvestAcc will pay the above named Adviser's firm without the need for an invoice for establishing the arrangement and then in future ONCE PER YEAR on or around the plan anniversary date for the ongoing advice fees.

## Financial Adviser payment details (to be completed by your financial adviser)

Please make financial adviser fee payments by electronic bank transfer to the following account until further notice. In the case of Appointed Representative firms, this account must be for the Principal Firm unless we are given written confirmation that the Principal Firm authorises us to make payment direct to an Appointed Representative. If no details are given below, we will use account details previously advised to us, or we will issue fee payments by cheque.

Bank Name		
1st line of address		
2nd line of address		
City	County	Postcode
Account Name		
Account Number	Sort Code	
Payment Reference (e.g. your client or agency reference)		

**Note:** Adviser fee payments cannot be made until the expiration of any applicable cancellation rights or 'cooling off' period. Payments of adviser fees will be made under the reference number you have chosen above, please choose a reference which allows your firm to identify receipt.

## Section B - Contributions

### Personal Contributions

Please enter the net contributions you wish to pay and complete the Standing Order on page 15 (if applicable)

Please make cheque payable to: **Minerva SIPP**

Single £	Regular £
Commencement date	

**If you are making Regular Contributions, are they to increase with your salary?**

Yes  No

**Frequency of regular personal contributions**

Annual  Monthly  Quarterly  Half Yearly

**Are these contributions being paid to your SIPP, as a result of you opting out of your employer's workplace pension scheme?**

Yes  No  Not Applicable

### Employer Contributions

Please enter the **gross** contributions you wish to pay and complete the Standing Order attached on page 15 (if applicable)  
Please make cheque payable to: Minerva SIPP.

Single £	Regular £
Commencement date	

**If your employer is making Regular Contributions, are they to increase with your salary?**

Yes  No

## Frequency of regular employer contributions

Annual  Monthly  Quarterly  Half Yearly

**If your employer is making contributions, please ensure they also complete the Employer Contribution section on pages 11 and 12 of this form.**

## Nomination of Beneficiaries

I wish the Scheme Administrator to consider payments of any death benefits to the beneficiaries and in the proportions set out below. I understand that this nomination is only an expression of my wishes and the Scheme Administrator will have absolute discretion as to beneficiaries and to the proportion of benefits paid to each beneficiary unless otherwise provided by law. I understand that I may change this nomination at any time and completion of beneficiary details below is not binding.

Name of Beneficiary 1	Relationship	% of Benefit
Name of Beneficiary 2	Relationship	% of Benefit
Name of Beneficiary 3	Relationship	% of Benefit
Name of Beneficiary 4	Relationship	% of Benefit
Name of Beneficiary 5	Relationship	% of Benefit

If the above instructions do not fully reflect your wishes then you can download and complete a more tailored *Nomination of Beneficiaries* form which is available on our website.

## Section C - Transfer Information

If you are transferring from other registered pension schemes, please arrange to complete the information on pages 16 to 21, where applicable.

## Section D - Income Withdrawals

If you wish to take income or if you are transferring benefits already crystallised, please arrange to complete a separate *Benefit Payment Request form*.

## Section E - Proof of Identity & Residency

We will only accept applications from UK resident individuals who are living in the UK at the time of application. We cannot accept applications from anyone who habitually lives in another country. In line with Anti Money Laundering Regulations 2017 we are required to undertake due diligence on all our members to confirm their identity. We use electronic Anti Money Laundering checks to establish your identity and residence, we may need to ask you for further evidence of your identity and residential address which may delay acceptance of your application and carrying out your investment instructions.

## Section F - Minerva SIPP Account Terms & Conditions

### (Newcastle Building Society)

- a) Accounts can be held in single names only.
- b) Account operation and withdrawals can only be made in conjunction with the rules of the scheme.
- c) The minimum balance is £1.
- d) Your initial and subsequent funds into the account will earn interest from the third working day (inclusive) after we receive it (working days exclude Saturdays, Sundays and English bank holidays) until the day before the funds are withdrawn. Any funds in transfers will be made via BACS and will take 3 working days before it can be received by the Minerva SIPP Account.
- e) These terms and conditions should be read in conjunction with the current interest rates currently available and the timing of these interest payments.
- f) The Minerva SIPP Account is not ordinarily available to non UK residents or Corporate Sources.
- g) Calls may be monitored and recorded for training and security purposes.
- h) Requests to close your account must be made in writing and in conjunction with the rules of the scheme.
- i) We may vary these terms and conditions from time to time if we do so will confirm details of any changes to you giving 30 days prior notice.
- j) We may discontinue the opening of new accounts of this type without notifying you.
- k) You will not be issued with a passbook since this account will be operated by InvestAcc Pension Administration Limited in conjunction with the rules of the scheme. This account conveys membership rights of the Society in agreeing to open this account you agree to be bound by the rules of the Society in force at the time.

## Section G - Declaration

### I apply to InvestAcc Pension Administration Limited for membership of the Minerva SIPP

- a) I agree to be bound by the rules of the scheme.
- b) I acknowledge and accept the Minerva SIPP Terms and Conditions and have read and understood the Key Features and agree to the charges detailed in the Schedule of Fees, for either Minerva SIPP or SIPP Lite, as appropriate to this application.
- c) I confirm that to the best of my knowledge and belief the particulars given on the Application Form are correct and complete.
- d) I undertake to tell InvestAcc Pension Administration Limited in writing within 30 days if:
  - There is any change in my residency status
  - There is any change in my name or permanent residential address.
- e) If contributions are to be paid to my SIPP, I confirm I am under age 75 and I am a 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**
  - The individual is resident in the United Kingdom at some time during that tax year, **or**
  - The individual was resident in the UK at some time during the five tax years immediately before the tax year in question and was also resident in the UK when they joined the pension scheme, **or**
  - The individual 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**
  - The individual is the spouse or civil partner of an individual who has for the 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).

For relevant UK individuals who do not have relevant UK earnings, the maximum contribution is the 'basic amount' (currently £3,600). Relevant UK earnings means:

- Employment income such as salary, wages, bonus, overtime, commission providing it is chargeable to tax under Section 7(2) ITEPA 2003
- Income chargeable under Part 2 ITTOIA 2005, that is income derived from the carrying on or exercise of a trade, profession or vocation (whether individually or as a partner acting personally in a partnership)
- Income arising from patent rights and treated as earned income under section 833 (5B) ICTA 1988
- General earnings from an overseas Crown employment which are subject to tax in accordance with section 28 of ITEPA 2003.

Where relevant UK earnings are not taxable in the United Kingdom due to section 788 of ICTA 1988 (double taxation agreements), those earnings are not regarded as chargeable to income tax and so will not count towards the annual limit for relief.

- f) I understand that this application determines whether I am entitled to basic rate tax relief at source on my contributions.
- g) I agree that the total contributions to any registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of:
- The basic amount, **or**
  - My relevant UK earnings for that tax year.
- h) If I am no longer entitled to tax relief on my contributions I will undertake to tell InvestAcc Pension Administration Limited in writing no later than:
- 5th April in the year of assessment in which this occurs, **or**
  - Within 30 days of this change
- i) I understand if I have appointed a Financial Adviser, InvestAcc Pension Administration Limited will normally send correspondence to my appointed Financial Adviser unless I have requested otherwise.
- j) I request the issue of arrangements under the Scheme each of which is held by InvestAcc Pension Administration Limited as a separate trust fund, distinct from other arrangements under the Scheme. I understand that the details of the arrangements that will be issued in respect of this application are available on request.
- k) I understand that the value of this Plan may only be applied to provide benefits at the time I take retirement benefits or upon my death and that InvestAcc Pension Administration Limited will provide the appropriate benefits as required.
- l) I hereby give authority for InvestAcc Pension Administration Limited to accept investment and disinvestment instructions from my appointed Financial Adviser.
- m) I hereby request InvestAcc Pension Administration Limited, if applicable, to appoint any Investment Manager nominated by me but fully understand and agree:
- That I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of the Minerva SIPP.
  - I shall not hold InvestAcc Pension Administration Limited responsible for any claim in respect of such decisions.
  - That InvestAcc Pension Administration Limited have not carried out and shall not in future carry out any review of any nominated Investment Manager's financial status or their Investment and/or risk strategies. I/or my Financial Adviser are responsible for checking these matters on my behalf and ensuring that the Investment Manager is suitable for my investment objectives.
- n) I understand InvestAcc requires investment instructions to be made in writing, from me or my financial adviser.
- o) I understand that some or all of my SIPP funds may be held in a non-interest bearing pooled trustee account for expediency, where InvestAcc is aware of an impending investment transaction or benefit payment.
- p) I confirm that I have not been convicted of an offence involving dishonesty or deception ; I am not an undischarged bankrupt ; I have not made an arrangement with creditors which remains undischarged ; I am not disqualified as a company director.

Applicant Signature	Date
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## Section H - SIPP Cancellation Rights

When you set up your SIPP we will normally offer you the right to cancel your plan within 30 calendar days of us accepting your application. Within this period InvestAcc Pension Administration Limited will retain all monies in your designated SIPP bank account until the cancellation period has expired before we can carry out your benefit and investment instructions.

If you wish to waive your right to this 30-day cancellation period and take your benefits and/or make investment transactions immediately you can complete the following waiver:

**I would like to waive my right to this 30 day cancellation period and I fully understand the implications of this, including the fact that once I have waived my right to this cancellation period, I will no longer be able to have any contributions detailed in this form refunded or transfer payments detailed in the Transfer Form returned to the transferring pension scheme provider.**

Applicant Signature	Date
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Whether or not I become a customer all the information I give to InvestAcc Pension Administration Limited and Newcastle Building Society or you hold on me including transactional data, may be shared with and used by the group of companies to which you belong, your associated companies, service providers or agents who may be located in other countries. I understand that you will ensure that my information is only used for the purposes of my membership of the Minerva SIPP and that you will ensure that it is given the levels of protection as required under the UK Data Protection Act 1998 and as applicable the General Data Protection Regulation with effect from 25 May 2018.

Before you can open my account you may make searches at credit references agencies who will supply you with information including information from the electoral register, for purposes of verifying my identity. Scoring methods may be used to verify my identity. The credit reference agencies will record details of the search whether or not the application proceeds but I understand this is not a credit check and will not be seen or used by lenders to assess my ability to obtain credit.

If you give false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by Newcastle Building Society or InvestAcc Pension Administration Limited. Law enforcement agencies may access and use this information. You and other organisations may search and use these records to prevent fraud and money laundering, for example:

- To help make decisions about credit and credit related services.
- Insurance proposals and claims and all types of facilities.
- To manage accounts and facilities (including tracing debtors) and recovering debt.
- To help make decisions about job applicants and employees.

You and other organisations may search and use from other countries the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies that you use is available by contacting you.

You may also give essential information about my account to others if necessary to run my account and for regulatory purposes information about me will be kept after my account is closed. I understand I have the right to see certain records you hold about me and information explaining my rights is available at [www.investaccpensions.co.uk/privacy](http://www.investaccpensions.co.uk/privacy) or by post from:

**InvestAcc Pension Administration Limited**  
**Minerva House**  
**Port Road Business Park**  
**Carlisle**  
**Cumbria**  
**CA2 7AF**

## Section I - Agreement to assign windfalls to charity (Newcastle Building Society)

- 1) Conditions 2 to 6 below will apply to me unless I am an **exempt customer** at the time when the Account is **opened**.
- 2) I agree with the Society that, if the right to any **windfall benefits** is granted to me after the **Account is opened** I will assign those windfall benefits to the **selected charity** unless either of the following applies:
  - The period between my **Account** being opened and the conversion **announcement date** is more than 5 years (or, if applicable the shorter period);
  - On the **conversion announcement date**, I am a borrowing member of the Society.
- 3) I authorise the Society and the **successor** to pass any windfall benefits direct to the selected charity (or to any other charity which the selected charity may nominate to receive those benefits), without notice to me.
- 4) I authorise that:
  - The Society has promised to transfer to the selected charity the benefit of the agreement which I have given under condition 2 above; neither the Society nor the selected charity will release me from that agreement; and any power of the Society to change the terms of its contract with me will not apply to any of the terms set out in this section of the application form.
- 5) I authorise the Society to give the selected charity any information about me or any account which I have with the Society (now or in the future) but only if the selected charity reasonably needs it regarding the agreement I have given under condition 2 above.
- 6) I understand that the Society will require anyone who opens a share account (who is not then an **exempt customer**) to agree to assign to charity the right to any windfall benefits which that person may become entitled to. The terms of the agreement will be decided by the Society and may be different from the terms in condition 1 to 5 above. This condition will no longer apply if the Society publishes a notice in the press of a decision by the Society that it will no longer require new share holding members to enter into such agreements.

## Notes

These notes apply to conditions 1 to 6 previously detailed:

- a) The “**Society**” is the Newcastle Building Society.
- b) The “**Account**” is the share account, which you are applying to open by completing this application form.
- c) The “**conversion announcement date**” means the date on which the Society makes a public announcement of a proposal to transfer its business to a successor.
- d) The “**current terms**” means terms which are the same as, or similar to, the terms set out in conditions 2 to 5 previously detailed.
- e) You are an “**exempt customer**” when you open the Account if:
  - You have held shares in the Society (other than permanent interest bearing shares) for a period of five years; or you are a borrowing member of the Society; or
  - You have already entered into an agreement with the Society binding you to the **current terms**; or
  - You belong to one of the groups of the other people who, in the Society’s opinion, do not need to be asked to agree to the current terms. A list of these groups is available from the Society at any time. The Society may alter the number and composition of the groups from time to time, but no alteration will apply retrospectively.
- f) A person “**opens**” an Account either by opening a new account or by having an existing account transferred into his or her name (whether as sole or joint holder).
- g) The “**selected charity**” means the Community Foundation or, if it is at any time no longer a registered charity, any other charity or charities selected by it to receive assignment of windfall benefits.
- h) A “**shorter period**” is applicable if, when the Society opens your Account, you belong to one of the groups of people who in the Society’s opinion, do not need to be asked to agree the usual five year period. A list of these groups, stating the periods applicable to them, is available from the Society at any time. The Society may alter the number and composition of the groups and the period applicable to them from time to time, but no alteration will apply retrospectively.
- i) The “**successor**” is any company or other corporate body to which the Society transfers its business under section 97 of the Building Societies Act 1986 (or under any provision which amends or replaces it).
- j) A “**windfall benefit**” is a benefit which a person has the right to receive as a share holding member of the Society, under the terms of any future transfer of the Society’s business to a successor (i.e on a conversion after take-over) other than:
  - The replacement of savings in a share account with the Society with savings in a deposit with the **successor**, or
  - Any benefit which the Society has decided may be kept by a person who has a number of accounts and was an **exempt customer** when opening one or more (but not all) of them. A list setting out the conditions which determine whether, and to what extent such a person may keep a benefit is available from the Society at any time. These conditions may be altered by the Society from time to time, but no alteration will apply retrospectively.
  - When more than one of you is opening this Account, condition 1 and (if applicable) conditions 2 to 6 previously detailed apply to each of you separately. If the Society no longer exists following a merger with another building society, conditions 2 to 6 previously detailed will still apply between you and the other building society.

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Our SIPP products are offered without advice of any kind. A SIPP may not be suitable for all investors. If in doubt you should consult an authorised financial adviser.

InvestAcc Pension Administration Limited is the Operator and Scheme Administrator and is responsible for the maintenance and running of the scheme.

InvestAcc Pension Trustees Limited is the Scheme Trustee.

The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor’s tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Conduct Authority.

InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.

InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.



# Employer Contributions -

## To be completed by your employer if they are contributing to your plan

### Where your employer is making regular contributions:

- All sections are to be completed.
- A Standing Order mandate will need to be completed or amended, this can be found on our website. (or on page 15 of this form). Alternatively you can set up a regular bank transfer.
- Employers are obliged by the Pensions Regulator to provide a new employer contributions form for any amendments to contributions.

### Where the employer is making a single contribution:

- Sections 1, 2, and 3 are to be completed.

## 1. Employee details

Employee's name	
Employee's NI number	SIPP number

## 2. Employer details

Employer's name		
1st line of address		
2nd line of address		
City	County	Post code
Company registered number	Name of contact	
Telephone number		

## 3. Contribution details

<b>Employer single contribution (gross)</b>	£	
<b>Employer regular contribution</b>	£	
<b>Employee regular contributions deducted from net pay</b>	£	<b>Total</b> £

Please complete a Standing Order mandate or set up a BACS payment in respect of the regular contributions detailed above.

### Payment frequency

Monthly  Quarterly  Yearly

**Start date**

DD/MM/YYYY

**End date**

DD/MM/YYYY

*Only complete 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 8 June must be received by us no later than 19 July. We have a duty to report the late payment of any contribution that is of material significance to the Pensions Regulator.

## 4. Employer's signature

**If this form is for a regular contribution, please complete this section.**

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

X

Signature for and on behalf of employer	Print name
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**Date**

DD/MM/YYYY

# Confirmation of Verification of Identity - Private Individual To be completed by your Financial Adviser (if applicable)

## 1. Details of Individual (see explanatory notes on the following page)

Customer details

Title	Forename(s)	
Surname		
1st line of address		
2nd line of address		
City	County	Postcode

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

Date of birth
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## 2. Confirmation

- (a) the information in section 1 above was obtained by me/us in relation to the customer
- (b) the evidence I/we have obtained to verify the identity of the customer:

Tick only one ✓

- Meets the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG: or
- Exceeds the standard evidence (written details of further verification evidence taken are attached to this confirmation).

Signature
-----------

X

Name	
Position	Date

## 3. Details of Introducing Firm (or Sole Trader)

Name
FCA Reference Number

1. A separate confirmation must be completed for each customer (e.g. joint holders, trustee cases and joint life cases). Where a third party is involved, e.g. a payer of contributions who is different from the customer, the identity of that person must also be verified, and confirmation provided.
2. This form cannot be used to verify the identity of any customer that falls into one of the following categories:
  - Those who are exempt from verification as being an existing client of the introducing firm prior to 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 Money Laundering Regulations: or
  - Those whose identity has been verified using the source of funds as evidence.
3. This confirmation must carry an original signature, or an electronic equivalent.
4. Where the firm collects information additional to the 'standard evidence' as indicated by point 2(b) of the form, this information will need to be submitted to the product provider as part of the application. The additional information will normally consist of some basic know your customer (KYC) data and will usually be required for higher risk transactions.

**Please fill in the whole form for Standing Order payments to be made to your SIPP**  
**Alternatively, you may make arrangements directly with your bank for these payments using online or telephone banking.**

Name and full postal address of your Bank or Building Society branch:  
 To the manager:

Name		
1st line of address		
2nd line of address		
City	County	Postcode

**Dear Sirs**

Please establish a standing order in favour of 'Minerva SIPP' until further notice.  
 Please debit my account as set out below:

Account Name	
Account Number	Sort Code
Amount Payable	Payment Frequency
Reference: (SIPP Number)	Start Date

**Please credit the Minerva SIPP account as set out below:**

Account Name: Minerva SIPP  
 Account Number: 83881318  
 Sort Code: 20 - 57 - 40  
 Bank Name: Barclays Bank plc  
 Bank Address: Milton Keynes

**Signed**

(all signatories should sign)

X	Accountholder Signature	Date
X	Accountholder Signature	Date
X	Accountholder Signature	Date

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# Transfer Request 1 (please complete for each transfer into your new SIPP)

The Minerva Self Invested Personal Pension Scheme is a registered pension scheme for the purpose of Part 4 of the Financial Act 2004 (formerly an approved personal pension scheme under Chapter IV of part XIV of ICTA 1988) under Pension Scheme Tax Reference 00605996RN. Note that SIPP Lite is a category of membership within the Minerva Self Invested Personal Pension Scheme. InvestAcc Pension Administration is not an annuity provider and does not provide benefits in the form of a Scheme Pension.

Title	Forename(s)
Surname	

I wish to transfer my entitlement to benefits from the following pension scheme to the Minerva Self-Invested Pension Scheme administered by InvestAcc Pension Administration Limited. This includes the SIPP Lite category of the Minerva Scheme, where appropriate.

### Transferring Scheme Details

Full Name of Transferring Scheme	
Account Number	Pension Scheme Tax Reference Number (if known)
Address of Transferring Scheme	
	Postcode
Contact Name (if known)	

### I wish to transfer my uncrystallised pension arrangements

Yes - full transfer    Yes - partial transfer (insert amount): £     No

### I wish to transfer my crystallised pension arrangements

Yes    No    Not applicable

### Are any of the assets being transferred in-specie?

Yes    No

If 'Yes' please complete the information requested on the following page. If a property is to be transferred in 'in-specie' please also ensure our Property / Land Questionnaire for In-Specie transfers is completed.

### Members Declaration

I hereby consent to InvestAcc Pension Administration Limited requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc Pension Administration Ltd to obtain relevant details from this scheme.

I understand any 'Enhanced Protection' will be lost if the transfer is not a 'permitted transfer' as defined by HMRC Legislation.

I understand that any entitlement to take lump sum rights in excess of 25% may only be retained on transfer provided the transfer is part of a block transfer as defined by HMRC Legislation. However, I understand that if this lump sum figure is over £375,000 and I have enhanced or primary protection the lump sum on these certificates will take precedence.

I understand that any low retirement age may only be retained on transfer if it is part of a block transfer as defined by HMRC Legislation.

I understand that InvestAcc Pension Administration Limited will not pay any benefits or invest the funds that are transferred until all relevant transfer information has been received. I understand that funds will be held in a designated bank account, in the absence of written investment instructions from me or my financial adviser.

Applicant Signature	Date
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### SIPP Cancellation Rights - Transfers

When you make your transfer you may have the right to cancel within 30 calendar days. Within this period InvestAcc Pension Administration Limited will invest your funds in accordance with your instructions, however should you exercise your right to cancel then you may not get back the full amount invested.





## Transfer Request 2 (please complete for each transfer into your new SIPP)

The Minerva Self Invested Personal Pension Scheme is a registered pension scheme for the purpose of Part 4 of the Financial Act 2004 (formerly an approved personal pension scheme under Chapter IV of part XIV of ICTA 1988) under Pension Scheme Tax Reference 00605996RN.

Note that SIPP Lite is a category of membership within the Minerva Self Invested Personal Pension Scheme.

InvestAcc Pension Administration is not an annuity provider and does not provide benefits in the form of a Scheme Pension.

Title	Forename(s)
Surname	

I wish to transfer my entitlement to benefits from the following pension scheme to the Minerva Self-Invested Pension Scheme administered by InvestAcc Pension Administration Limited. This includes the SIPP Lite category of the Minerva Scheme, where appropriate.

### Transferring Scheme Details

Full Name of Transferring Scheme	
Account Number	Pension Scheme Tax Reference Number (if known)
Address of Transferring Scheme	
	Postcode
Contact Name (if known)	

### I wish to transfer my uncrystallised pension arrangements

Yes - full transfer    Yes - partial transfer (insert amount): £     No

### I wish to transfer my crystallised pension arrangements

Yes    No    Not applicable

### Are any of the assets being transferred in-specie?

Yes    No

If 'Yes' please complete the information requested on the following page. If a property is to be transferred in 'in-specie' please also ensure our Property / Land Questionnaire for In-Specie transfers is completed.

### Members Declaration

I hereby consent to InvestAcc Pension Administration Limited requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc Pension Administration Ltd to obtain relevant details from this scheme.

I understand any 'Enhanced Protection' will be lost if the transfer is not a 'permitted transfer' as defined by HMRC Legislation.

I understand that any entitlement to take lump sum rights in excess of 25% may only be retained on transfer provided the transfer is part of a block transfer as defined by HMRC Legislation. However, I understand that if this lump sum figure is over £375,000 and I have enhanced or primary protection the lump sum on these certificates will take precedence.

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Applicant Signature	Date
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### SIPP Cancellation Rights - Transfers

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### Transfer Request 3 (please complete for each transfer into your new SIPP)

The Minerva Self Invested Personal Pension Scheme is a registered pension scheme for the purpose of Part 4 of the Financial Act 2004 (formerly an approved personal pension scheme under Chapter IV of part XIV of ICTA 1988) under Pension Scheme Tax Reference 00605996RN. Note that SIPP Lite is a category of membership within the Minerva Self Invested Personal Pension Scheme. InvestAcc Pension Administration is not an annuity provider and does not provide benefits in the form of a Scheme Pension.

Title	Forename(s)
Surname	

I wish to transfer my entitlement to benefits from the following pension scheme to the Minerva Self-Invested Pension Scheme administered by InvestAcc Pension Administration Limited. This includes the SIPP Lite category of the Minerva Scheme, where appropriate.

#### Transferring Scheme Details

Full Name of Transferring Scheme	
Account Number	Pension Scheme Tax Reference Number (if known)
Address of Transferring Scheme	
	Postcode
Contact Name (if known)	

#### I wish to transfer my uncrystallised pension arrangements

Yes - full transfer    Yes - partial transfer (insert amount): £     No

#### I wish to transfer my crystallised pension arrangements

Yes    No    Not applicable

#### Are any of the assets being transferred in-specie?

Yes    No

If 'Yes' please complete the information requested on the following page. If a property is to be transferred in 'in-specie' please also ensure our Property / Land Questionnaire for In-Specie transfers is completed.

#### Members Declaration

I hereby consent to InvestAcc Pension Administration Limited requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc Pension Administration Ltd to obtain relevant details from this scheme.

I understand any 'Enhanced Protection' will be lost if the transfer is not a 'permitted transfer' as defined by HMRC Legislation.

I understand that any entitlement to take lump sum rights in excess of 25% may only be retained on transfer provided the transfer is part of a block transfer as defined by HMRC Legislation. However, I understand that if this lump sum figure is over £375,000 and I have enhanced or primary protection the lump sum on these certificates will take precedence.

I understand that any low retirement age may only be retained on transfer if it is part of a block transfer as defined by HMRC Legislation.

I understand that InvestAcc Pension Administration Limited will not pay any benefits or invest the funds that are transferred until all relevant transfer information has been received. I understand that funds will be held in a designated bank account, in the absence of written investment instructions from me or my financial adviser.



Applicant Signature	Date
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#### SIPP Cancellation Rights - Transfers

When you make your transfer you may have the right to cancel within 30 calendar days. Within this period InvestAcc Pension Administration Limited will invest your funds in accordance with your instructions, however should you exercise your right to cancel then you may not get back the full amount invested.





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Best SIPP Provider



Best Pensions Service



Best SSAS Provider