



**InvestAcc**  
PENSION  
ADMINISTRATION LTD

Client Name (for adviser use only)

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 and signed application should be sent to our Carlisle Head Office by post, email to [sippadmin@investacc.co.uk](mailto:sippadmin@investacc.co.uk) or delivered in person during office hours.

Emailed applications must be high quality scans (not photographs).

Note that whilst we can establish your SIPP using emailed documents, we will require original applications for any investments and some pension transfers (this will depend on the transferring scheme).

# 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, Terms & Conditions 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 our Privacy Policy.

### Personal Information

Please supply the following personal information.

Please ✓

Male

Female

Title	Forename(s)		
Surname			
Home phone number		Email address	
Date of birth	Occupation		
Nationality		Country of Birth	
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):

UK (excluding Scotland)

Scotland

Other (please specify below):

**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		



## Section B - Financial Adviser Information

### Financial Adviser Details

**Before applying we strongly recommend you seek financial advice from an adviser who is authorised by the Financial Conduct Authority (FCA). InvestAcc Pension Administration Limited does not provide advice of any kind.**

Have you received financial advice specifically to assess the suitability of this SIPP and the investments within it?

Yes  No

**If No**, please provide the information requested in the box below:

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

**If Yes**, please provide details of the firm which provided the advice:

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)

**Important - DO NOT** complete the rest of this section 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)

Do you wish us to pay fees to the above adviser, from your SIPP funds?

Yes  No

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.

## Initial Adviser 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

**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 C - Contributions

### Personal Contributions

Please enter the **net** contributions you wish to pay.

If you wish to make regular contributions you will receive instructions how to do this with your 'SIPP Welcome Pack', once your SIPP bank account has been opened. Note that we do not offer a Direct Debit facility.

If you are paying a contribution by cheque, this must be payable to: **'Minerva SIPP - customer name'**

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.

If your employer wishes to make regular contributions you will receive instructions how to do this with your 'SIPP Welcome Pack', once your SIPP bank account has been opened. Note that we do not offer a Direct Debit facility.

If you are paying a contribution by cheque, this must be payable to: **'Minerva SIPP - customer name'**

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 10 of this form.**

## Section D - Nomination of Beneficiaries

I wish the trustees 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 trustees 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 E - Transfer Information

If you are transferring from other registered pension schemes, please arrange to complete the information on pages 14 to 19, where applicable.

## Section F - 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 G - 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 outside the UK.

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 H - Data Protection and Privacy

Whether or not you become a customer, all the information held by InvestAcc Pension Administration Limited about you including transactional data, may be shared with and used by the group of companies to which InvestAcc belongs, associated companies, service providers or agents who may be located in other countries. InvestAcc will ensure that this information is only used for the purposes of your membership of the Minerva SIPP and that it is given the levels of protection as required under the UK Data Protection Act 2018 and as applicable the General Data Protection Regulation (GDPR) with effect from 25 May 2018.

Before InvestAcc establishes your SIPP, we may make searches at credit references agencies who will supply us with information including information from the electoral register, for the purpose of verifying your identity. Scoring methods may be used to verify your identity. The credit reference agencies will record details of the search whether or not the application proceeds, this is not a credit check and will not be seen or used by lenders to assess your ability to obtain credit.

If you give false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by InvestAcc Pension Administration Limited. Law enforcement agencies may access and use this information. InvestAcc 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.

InvestAcc 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 us.

InvestAcc may also give essential information about your SIPP to others if necessary to run the SIPP and for regulatory purposes information about you will be kept after my account is closed. You have the right to see certain records we hold about you and information explaining your 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 - 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 InvestAcc will open and maintain a designated account with its preferred bank and 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 J - 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 we 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. Note that we will not allow you to withdraw funds from your SIPP or make an investment in Commercial Property or Land during the cancellation period, unless you waive your right to cancel the plan.

If you wish to waive your right to this 30-day cancellation period and take your benefits and/or make Commercial Property or Land investments 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
---------------------	------

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.

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# Employer Contributions -

## To be completed by your employer if they are making regular contributions to your plan

### Where your employer is making regular contributions:

- Your employer will need to set up a regular bank transfer, the account details will be sent to you in your welcome pack. Note that we do not offer a Direct Debit facility.
- Employers are obliged by the Pensions Regulator to provide a new employer contributions form for any amendments to contributions.

### 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	Postcode
Company registered number	Name of contact	
Telephone number		

### 3. Contribution details

**Employer single contribution** £

**Employee regular contributions deducted from net pay** £       **Total** £

**Payment frequency**       Monthly     Quarterly     Yearly

**Start date**       **End date**       *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

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.

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

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

## 1. Individual Customer Details (see explanatory notes at the bottom of this page)

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		

## 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	Name	
	Position	Date

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

Name
FCA Reference Number

### Explanatory Notes

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.

## 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 Finance 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 - please insert estimated amount of transfer here:

£

#### If you have answered yes above, does the amount above represent the full value of the plan?

Yes  No

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

Yes - please insert estimated amount of transfer here:

£

#### If you have answered yes above, does the amount above represent the full value of the plan?

Yes  No

**Is the current plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders? If yes, please provide details and attach a copy.**

Yes  No

**Have you received advice regarding this transfer from the FCA regulated Financial Adviser named in Section B of this form?**

Yes  No

**Does the transfer include funds held in any type of occupational pension scheme and / or include any safeguarded benefits such as guarantees, defined benefits or derive from a cash balance arrangement?**

Yes  No (if 'yes', we cannot accept the transfer unless you have received financial advice which positively recommends this transfer)

**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.

I authorise and instruct you to transfer sums and assets from the plan(s) as listed in the appropriate section of this application directly to the receiving provider and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise the receiving provider, the current provider and any financial intermediary named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving provider.

I authorise the receiving provider, the current provider and any employer paying contributions to any of the plans as listed in the appropriate section of this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving provider.

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

When payment is made to the receiving provider as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in the appropriate section 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 accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that the receiving provider 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. This includes where I have been asked to provide any original policy document(s) in return for the transfer of funds and I am unable to do so.

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 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. Note that we will not allow any investment in Commercial Property and Land during the cancellation period, unless you have waived your right to cancel.

## Details of any assets to be transferred in-specie (Transfer 1)

Please confirm details of the investments you wish to transfer on an in-specie basis (in other words, those holdings which you wish to transfer between pension schemes, without selling them):

Name of Investment	Type of Investment	Provider	Reference Number	To be transferred in-specie?
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

If there is insufficient room to provide all the information on this page then please send extra pages or a letter confirming details. **You should include all types of investment that you wish to be transferred on an in-specie basis, including funds, shares, bank accounts, properties, insurance policies, stockbroker accounts etc.**

**Note that you will need to approach the providers of the above investments to request the appropriate paperwork to re-register these investments.**

If you are in doubt as to how to complete this form then please contact us or your financial adviser. Note that InvestAcc Pension Administration Ltd does not provide Financial Advice.

## 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 Finance 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 - please insert estimated amount of transfer here:

£

#### If you have answered yes above, does the amount above represent the full value of the plan?

Yes  No

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

Yes - please insert estimated amount of transfer here:

£

#### If you have answered yes above, does the amount above represent the full value of the plan?

Yes  No

**Is the current plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders? If yes, please provide details and attach a copy.**

Yes  No

**Have you received advice regarding this transfer from the FCA regulated Financial Adviser named in Section B of this form?**

Yes  No

**Does the transfer include funds held in any type of occupational pension scheme and / or include any safeguarded benefits such as guarantees, defined benefits or derive from a cash balance arrangement?**

Yes  No (if 'yes', we cannot accept the transfer unless you have received financial advice which positively recommends this transfer)

**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.

I authorise and instruct you to transfer sums and assets from the plan(s) as listed in the appropriate section of this application directly to the receiving provider and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise the receiving provider, the current provider and any financial intermediary named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving provider.

I authorise the receiving provider, the current provider and any employer paying contributions to any of the plans as listed in the appropriate section of this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving provider.

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

When payment is made to the receiving provider as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in the appropriate section 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 accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that the receiving provider 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. This includes where I have been asked to provide any original policy document(s) in return for the transfer of funds and I am unable to do so.

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 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. Note that we will not allow any investment in Commercial Property and Land during the cancellation period, unless you have waived your right to cancel.

## Details of any assets to be transferred in-specie (Transfer 2)

Please confirm details of the investments you wish to transfer on an in-specie basis (in other words, those holdings which you wish to transfer between pension schemes, without selling them):

Name of Investment	Type of Investment	Provider	Reference Number	To be transferred in-specie?
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

If there is insufficient room to provide all the information on this page then please send extra pages or a letter confirming details. **You should include all types of investment that you wish to be transferred on an in-specie basis, including funds, shares, bank accounts, properties, insurance policies, stockbroker accounts etc.**

**Note that you will need to approach the providers of the above investments to request the appropriate paperwork to re-register these investments.**

If you are in doubt as to how to complete this form then please contact us or your financial adviser. Note that InvestAcc Pension Administration Ltd does not provide Financial Advice.

## 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 Finance 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 - please insert estimated amount of transfer here:

£

#### If you have answered yes above, does the amount above represent the full value of the plan?

Yes  No

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

Yes - please insert estimated amount of transfer here:

£

#### If you have answered yes above, does the amount above represent the full value of the plan?

Yes  No

**Is the current plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders? If yes, please provide details and attach a copy.**

Yes  No

**Have you received advice regarding this transfer from the FCA regulated Financial Adviser named in Section B of this form?**

Yes  No

**Does the transfer include funds held in any type of occupational pension scheme and / or include any safeguarded benefits such as guarantees, defined benefits or derive from a cash balance arrangement?**

Yes  No (if 'yes' we cannot accept the transfer unless you have received financial advice which positively recommends this transfer)

**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.

I authorise and instruct you to transfer sums and assets from the plan(s) as listed in the appropriate section of this application directly to the receiving provider and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise the receiving provider, the current provider and any financial intermediary named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving provider.

I authorise the receiving provider, the current provider and any employer paying contributions to any of the plans as listed in the appropriate section of this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving provider.

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

When payment is made to the receiving provider as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in the appropriate section 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 accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that the receiving provider 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. This includes where I have been asked to provide any original policy document(s) in return for the transfer of funds and I am unable to do so.

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 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. Note that we will not allow any investment in Commercial Property and Land during the cancellation period, unless you have waived your right to cancel.

## Details of any assets to be transferred in-specie (Transfer 3)

Please confirm details of the investments you wish to transfer on an in-specie basis (in other words, those holdings which you wish to transfer between pension schemes, without selling them):

Name of Investment	Type of Investment	Provider	Reference Number	To be transferred in-specie?
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

If there is insufficient room to provide all the information on this page then please send extra pages or a letter confirming details. **You should include all types of investment that you wish to be transferred on an in-specie basis, including funds, shares, bank accounts, properties, insurance policies, stockbroker accounts etc.**

**Note that you will need to approach the providers of the above investments to request the appropriate paperwork to re-register these investments.**

If you are in doubt as to how to complete this form then please contact us or your financial adviser. Note that InvestAcc Pension Administration Ltd does not provide Financial Advice.





Minerva House  
Port Road Business Park  
Carlisle  
Cumbria  
CA2 7AF  
t: 01228 538 988  
f: 01228 535 988  
e: sales@investacc.co.uk

[www.investaccpensions.co.uk](http://www.investaccpensions.co.uk)



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Best Pensions Service



Best SSAS Provider