

Self-Invested Personal Pension

# SIPP

## SIPP Beneficiary Application

**Note that this form should only be used for 'Beneficiary Applications' - to establish a Beneficiary Flexi-Access Drawdown plan following the death of a member of the Minerva SIPP (including SIPP Lite), or for transfers of beneficiary entitlements held under other registered pension schemes. It cannot be used in any other circumstances.**

# SIPP Beneficiary Application

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

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## Contents

Page(s)	Section	Notes	Completed?
i-iii	<b>Supplemental Deed</b>	complete in ALL cases	<input type="radio"/>
1-7	<b>Main SIPP Application</b>	complete in ALL cases	<input type="radio"/>
8	<b>Verification of Identity</b>	to be completed by your financial adviser (if applicable)	<input type="radio"/>
9-11	<b>Beneficiary Transfer Request</b>	for transferring in from another registered pension scheme	<input type="radio"/>

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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.

## Sending us your completed application

The completed and signed application should be sent to our Carlisle Head Office by post, or by 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, you may be asked to provide original applications for any investments and some pension transfers (this will depend on the transferring scheme).

## Digital Signatures or Electronic Signatures

We may accept applications signed using DocuSign or Adobe Sign, only where an FCA regulated financial advice firm has one of these systems and provides to us the completed documents, accompanied by the DocuSign Certificate of Completion or Adobe Final Audit Report. Note that the Supplemental Deed is part of the application and must be completed and signed in all cases; this can also be signed electronically under the above circumstances, as can that of the person who is required to sign to say they witnessed the customer's signature.

In cases where the adviser does not operate DocuSign or Adobe Sign, we may accept an application with signatures which have been physically signed by other means, such as by using your finger or stylus on the touch screen of a phone or tablet device, or by movement of a mouse to add the signature on a PC or Macintosh Computer. This must clearly be your actual signature, not a handwriting font or similar. We reserve the right to refuse applications or to ask for evidence of signature, such as that on a driving license of passport, or to obtain a traditional wet signature.

# 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.

Gender:     Male     Female

Title	Forename(s)		
Surname			
Home phone number		Mobile 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):

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**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 tick ONE of the following which best indicates 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

Please only complete this if you are making this application on behalf of someone else, such as a child.

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 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 below 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 (for ongoing fees which are either percentage based or fixed monetary amounts) on or around the plan anniversary date or MONTHLY (for ongoing fees which are fixed monetary amounts).

## Initial Adviser Fees

Please complete details of any initial adviser fees to be paid from your SIPP funds.

Should VAT be added to the fees below?  Yes  No

A one-off fee for this transaction:	Fixed Amount	or	Percentage of investments
	£		%

## On-going Fees

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

Please complete **ONE** box only:

A fixed amount of £  every year/month\* **OR** a percentage of my SIPP  % every year.

\*Delete as appropriate

**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 - 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 D - Income Withdrawals

If you wish to take withdrawals, please also arrange to complete a separate *Benefit Request form*.

## Section E - Proof of Identity and 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 F - 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 we 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 your 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 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.
- 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 am/my Financial Adviser is 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 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, 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
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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 regarding 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.

# 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

- 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.
- 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.
- This confirmation must carry an original signature, or an electronic equivalent.
- 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

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 or plan number	Pension Scheme Tax Reference Number (if known)
Address of transferring scheme	
	Postcode
Contact name (if known)	

**I wish to transfer my beneficiary 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-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 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, instruct and apply to the current provider 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, any contributing Employer 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.

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.

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

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



If there is insufficient room to provide all the information on this page, 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, please contact us or your financial adviser. Note that InvestAcc Pension Administration Ltd does not provide financial advice.

## Adviser Declaration

**I confirm I am a UK authorised financial adviser and I have provided regulated advice on the transfer detailed on pages 9, 10 and 11 of this form.**

Yes  No

**If 'Yes', does the transfer include Safeguarded Benefits?**

Yes  No

**If 'Yes', I have provided a positive personal recommendation to transfer the Safeguarded Benefits to this SIPP?**

Yes  No (if 'no', this transfer cannot proceed)

Adviser signature	Date
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Name (individual adviser)
FCA authorised firm name
FCA authorisation number (firm)



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Best Pension Service



Best SSAS Provider



Best SIPP Provider



Service Beyond The Call of Duty

