



Self-Invested Personal Pension

# Minerva SIPP

## Key Features

Note that this document is part of a set which should all be read together:

- ➔ **Key Features**
- Schedule of Fees
- Terms and Conditions
- Permitted Investments
- Your Personal Illustration

## Minerva SIPP Key Features

Please read this document carefully, it is designed to help you decide whether the Minerva SIPP is right for you.

The Financial Conduct Authority is a financial services regulator. It requires us, InvestAcc, to give you this important information to help you to decide whether our Minerva SIPP is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

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A Self Invested Personal Pension (SIPP) is a pension product which offers more flexibility and control and can provide a cost effective, tax efficient solution to your retirement planning needs. If you are unsure about which pension plan is best for you, please seek advice from an authorised financial adviser before proceeding. Note that stakeholder pension schemes are generally available and might meet your needs as well as the Minerva SIPP.

The Minerva SIPP is a registered pension scheme, which qualifies for all tax advantages available to UK pension schemes and operates as a trust and is governed by a set of rules. InvestAcc Pension Administration Limited is the provider and scheme administrator. InvestAcc Pension Trustees Limited are the trustees of the scheme and hold the assets.

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## Aims

The Minerva SIPP is designed to provide you with:

- A means to save in a tax efficient way for your retirement.
- The option to take a tax-free lump sum at retirement in exchange for part of your pension.
- The opportunity to take your benefits in stages and phase in your retirement if you wish.
- The option to take an income directly from your pension fund either on a regular basis or as ad hoc payments.
- The option to secure a guaranteed income using a lifetime annuity, monitoring changes in market rates.
- Flexibility over provision for your beneficiaries in the event of your death.
- The ability to continue to invest your pension fund whilst withdrawing income.
- The ability to make your own investment decisions in conjunction with your investment manager or your financial adviser.
- The opportunity to invest in a broad range of investments including UK based commercial property and land.
- The benefit of the tax incentives granted by HM Revenue & Customs (HMRC) to registered pension schemes.
- The chance to grow your pension fund free from capital gains and income tax, unless your investment is regarded as taxable property by HMRC.

## Your investment

- You can transfer other pension plans into the Minerva SIPP at any time, and you can pay contributions prior to age 75.
- Money will initially be placed in a designated SIPP bank account with our chosen bankers. This account may pay interest. In addition to the amount you receive, we may receive payments from that bank, which we retain.
- You are not obliged to retain your cash in the designated SIPP bank account. Subject to certain conditions, you can nominate additional bank accounts of your choice in which to hold deposit funds. However, all SIPP transactions are required to be routed through the SIPP designated bank account maintained by InvestAcc.
- There is no commitment on your part to continue making contributions and no penalty for ceasing or reducing contributions.
- It is an HMRC requirement that you will not be able to start taking money out of your SIPP until age 55, unless you retire early due to ill health or have a protected early retirement age. The earliest retirement age will rise to 57 from 6th April 2028 and may rise again in the future.
- The level of income withdrawn must be within any applicable HMRC limits, depending on the option you choose.

## Risk factors

- Benefits due to you are not guaranteed and may be lower than you expect if growth in your investments and interest rates are lower than those illustrated.
- Inflation can erode the value of your investments, and the benefits available from them.
- If you take your benefits earlier than shown on your illustration, or you stop paying regular contributions, your benefits may be lower than illustrated.
- Some investments such as commercial property may take longer to sell than other forms of investments.
- We will record the value of any commercial property investments based on a surveyor's opinion, which may not be what you would receive in reality.
- High income withdrawals are unlikely to be sustainable, particularly if investment returns are lower than the amount withdrawn.
- The higher the level of income withdrawals, the less you will have available to provide for beneficiaries, or to buy an annuity in the future.
- The investment growth can be less than shown and capital values can rise or fall.
- Annuity rates can change substantially over short periods of time, both up and down. They could be worse if you buy an annuity later, than they are now.
- The longer you wait before buying an annuity, the greater the risk you bear of lower levels of income if you live longer than expected.
- Fixed charges on your SIPP are likely to mean that smaller funds carry more of a burden than larger funds, and this may affect your decision to invest in a SIPP.
- Our charges may change in the future, but we will always write to you to let you know in advance.

## SIPP questions and answers

### What is a SIPP?

The Minerva Self Invested Personal Pension (SIPP) allows you to make your own investment decisions about how your SIPP funds are invested, or to formulate your investment strategy in conjunction with your financial adviser or investment manager. If you appoint an investment manager or financial adviser, they must be suitably authorised and regulated by the Financial Conduct Authority.

Prior to age 75, you, or someone on your behalf, including your employer if you have one, can pay contributions regularly into your SIPP each month or year and/or pay single contributions.

You may also be able to transfer funds from other registered pension schemes into your SIPP.

### What are the tax advantages?

Under current legislation, your contributions may qualify for income tax relief at the highest marginal rate you pay. HMRC does not limit the amount you can contribute to a SIPP, only the amount which is eligible for tax relief.

The funds invested grow free from UK income and capital gains taxes, unless your investment is regarded as taxable property by HMRC.

Death benefits are normally paid free of inheritance tax.

Tax benefits may change in the future which could affect the amount of benefits you receive.

### What are the investment options?

All contributions and transfer values received are paid into specifically designated member's deposit bank accounts set up to receive and pay monies as required. All payments to and from your SIPP will be made via the designated bank account; there is no minimum balance which must be maintained. You may open additional accounts.

Funds may then be invested in a wide range of investments such as stock market shares, government securities (gilts), regulated collective investment schemes, UK commercial property or land. The full range of investments is published in our permitted investments list which is available on our website.

**Remember the value of your investments can fall as well as rise and that the capital value of your pension fund can also fall.**

Investments may need to be sold to pay benefits, and to pay charges and any taxes that are the responsibility of the SIPP.

### What benefits can I have from the Minerva SIPP?

You can start to take withdrawals from your SIPP from age 55 (rising to age 57 from 6th April 2028), whether you have retired or not. Under current rules, you cannot normally access your pension before age 55, unless you retire early due to ill health or have a protected early retirement age.

The size of your fund will depend on how much you have invested, the length of time over which funds have been invested and the return from the investments after charges. This may also be reduced by the effects of inflation.

#### **Tax Free Cash (also known as a Pension Commencement Lump Sum)**

This is a payment of up to 25% of the value of the SIPP which you have not yet started to access. It is subject to an overall limit of your Lump Sum Allowance (the standard rate is £268,275 in 2024/25 but you may have a higher or lower amount than this).

#### **Flexi-Access Drawdown Income**

This income can be withdrawn at the same time as any Tax-Free Cash mentioned above, or at a later time. Payments can be ad-hoc, monthly, quarterly or yearly. Note that income is subject to income tax at your highest marginal rate (see later). There is no upper or lower limit on the amount of income, but if you take any income at all it will trigger the Money

Purchase Annual Allowance, which reduces the maximum tax relieved pension contributions which can be made for you and removes the option to carry forward unused money purchase contribution allowances.

### **Capped Drawdown Income**

If you already had a Capped Drawdown fund in April 2015, you may be eligible to retain this provided you have not exceeded the maximum income limit or elected to convert it to Flexi-Access Drawdown (see above). Income is subject to an overall maximum level which is set and reviewed every 3 years prior to age 75, and then every year after that. Provided you have not exceeded the maximum Capped Drawdown Income limit, you will not be subject to the Money Purchase Annual Allowance.

### **Uncrystallised Funds Pension Lump Sum (UFPLS)**

This is a payment, of which 25% is normally tax-free, with the balance subject to income tax at your marginal rate. The tax-free element must fall within your available Lump Sum Allowance (the standard rate is £268,275 in 2024/25 but you may have a higher or lower amount than this).

### **Secure Income (via a Lifetime Annuity)**

You may be able to purchase a secure income via a Lifetime Annuity product, offered by an insurance company. This will usually provide an income for life which is guaranteed and may cover you and your partner and/or dependants. Income is taxable at your highest marginal rate of income tax. Please refer to the 'Can I buy an annuity?' section for more details.

For further information about the possible benefits from the Minerva SIPP please refer to your illustration and discuss the options with your financial adviser.

## **How much income can I withdraw from the Minerva SIPP?**

For flexi access drawdown payments, there is no minimum or maximum amount of withdrawal.

Your financial adviser can explore alternative levels of income with you and the implications of taking different amounts. You need to think about the level of income you need, bearing in mind any other sources of income you may have, as well as rises in the cost of living and the need to provide for your dependants or beneficiaries.

For existing capped drawdown arrangements (set up prior to 6th April 2015), there are limits laid down by the Government as to the maximum annual income that can be taken from your fund, as shown in your illustration. This maximum limit aims to avoid excessive depletion of your SIPP but cannot guarantee it.

You can vary the income level at any time but if you are using capped drawdown then you must not exceed the maximum income limit each pension year.

If you are taking capped drawdown your age will determine when the maximum level of income is recalculated:

- If you are under 75 and taking income drawdown as capped drawdown, we must recalculate your maximum levels of income at least every three years.
- If you are 75 or over and taking capped drawdown, we must recalculate your maximum level of income every year.

This recalculation may mean your maximum level of income may reduce or increase.

At each review, your financial adviser can provide an updated illustration showing the possible future benefits, similar to the illustration available when you set up your SIPP. Your financial adviser can also give an indication of the annuity that could be secured at that time.

## **Can I buy an annuity?**

Although there is no longer a requirement to purchase an annuity, you may do so at any time from age 55 (rising to age 57 from 6th April 2028).

You should speak to your financial adviser about this option, as beyond a certain age you might not get as much from an annuity as you were taking in income withdrawals. This is particularly true if you have taken high levels of income.

Generally, the older you are the more annuity you can buy for your money. Annuity rates can change all the time, up or down. Remember you can use your fund on the open market to take advantage of the best rates available from the whole range of insurance companies that offer annuities.

An annuity can provide a fixed amount of income, or it can increase each year. It is also possible to buy an annuity, which will continue to be paid to your spouse, dependants or beneficiaries if you die. The income can be for life, or for a fixed period of time.

Minerva SIPP is not an annuity provider.

## What happens if I have a Minerva SIPP and I die?

You can nominate beneficiaries to receive benefits. In common with most UK pension schemes, payments to beneficiaries are made at the discretion of the trustees, which usually avoids Inheritance Tax. Benefits may be in the following forms:

A lump sum, **or**

A flexi access drawdown pension (for a dependant or nominated beneficiary), **or**

An annuity purchased on the open market (for a dependant or nominated beneficiary), **or**

A charity of your choice (provided you have no surviving dependants at the time).

Please see the section on 'Are there any possible tax charges?' for more information.

## What happens if I have a Minerva SIPP and stop paying contributions?

Your Minerva SIPP will remain invested, but your benefits may be lower than the figures illustrated.

## Can I make extra contributions to my Minerva SIPP?

Yes, up until age 75.

## How do I obtain tax relief on my contributions?

If you are a UK resident, your contributions are paid net of basic rate tax relief. We will claim the rate of basic rate tax relief on your behalf and credit it to your fund when we receive it from HMRC. If you are a higher rate or upper rate taxpayer, you claim any extra relief from HMRC. If your employer makes contributions to your SIPP, they will pay them gross. There is no tax relief on transfers from other pension funds into your plan. Remember that the rules on tax relief depend on individual circumstances and may change in the future without prior warning.

## Can I transfer out?

Yes, but funds providing income withdrawals may only be transferred to registered pension scheme arrangements which have been set up for the purpose of receiving transfers from income withdrawal arrangements.

At our discretion, we may agree to partial transfers out of your SIPP, although under current regulations it is not possible to make a partial transfer of crystallised funds.

## Can I change my mind?

You will have cancellation rights when you set up your SIPP or transfer money from other pension schemes. We will send you a cancellation notice on each occasion.

Unless you have waived your rights to cancel when your SIPP is set up, you will have 30 calendar days during which you have the right to change your mind and send the cancellation notice back to The Compliance Manager, InvestAcc Pension Administration Limited, Solway House Business Park, Kingstown, Carlisle, CA6 4BY. Your whole SIPP will then be cancelled and we will refund any fees which have been charged by us. Note that other fees and costs could still be payable, depending on the types of investments or transactions which have been made. During this period, you will not be able to make any investments in commercial property or land, or receive any benefits from your SIPP, unless you waive your right to this cancellation period.

**Please note:** Although cancellation rights also apply to each individual transfer to your SIPP, it is not possible to waive your cancellation rights on transfers. If you choose to cancel the transfer, your SIPP will remain open, but we will refund any fees which have been charged by us for the transfer. Note that it may not always be possible to return a transfer payment to the original pension scheme, after the transfer has been received by us. In this circumstance you will need to arrange for another

pension scheme to accept the transfer.

## Can I change my mind when electing to take benefits?

If you first elect to take withdrawals from your SIPP, we will send you a cancellation notice. You will have 30 calendar days during which you have the right to change your mind and send the cancellation notice, along with any payments you have received, back to InvestAcc Pension Administration Limited. Your election to take withdrawals will then be cancelled.

If we are instructed to re-invest the returned withdrawal in the same investments from where the money originally came, you may receive less units/shares because of transaction costs or upward movements in prices.

The same applies where monies have already been disinvested before the cancellation form is received by us and are held in the SIPP bank account in order to pay future income. If we are instructed to re-invest such monies in the same investments from where the money originally came, you may receive less units/shares.

If you choose to cancel your election to take income withdrawals, this will not affect any instruction to take income withdrawals in the future.

Your right to cancel will remain unaffected if any event beyond your control makes it impractical for you to communicate the wish to cancel.

## What charges can I expect?

The charges for all transactions that take place in respect of the Minerva SIPP are described in the Minerva SIPP schedule of fees, as amended from time to time. In certain circumstances we may need to charge additional fees if we deem the work required to administrate your SIPP is excessive. Any additional fees would be communicated to you in advance.

## How will I know what my SIPP is worth?

After accepting your application, we will send an acknowledgment letter to you, or your financial adviser if you have one appointed, followed by a statement showing your initial transfer payments and contributions to your SIPP. Any additional payments into your SIPP will be acknowledged and statements will be sent to you, or your financial adviser if one is appointed.

At least once a year we will also send you and your financial adviser a statement showing the value of your SIPP, and the transactions carried out over the previous year. The frequency of these valuation statements will be annually. If you would like information between these valuation statements, you can obtain the information from us.

We also have a SIPP online facility, allowing you to see various information about your SIPP, including the latest available value.

## Are there any possible tax charges?

Investments within your SIPP will generally enjoy freedom from UK tax on income and capital gains. However, if an investment is regarded as taxable property, it will be subject to tax charges prescribed by legislation.

Contributions in excess of the annual allowance will be subject to a tax charge at a level which effectively removes the tax relief on the excess amount, unless this contribution is made in the same tax year in which the member dies or retires due to serious ill health.

If at any time you receive benefits which are not in accordance with current pension rules (including as a result of tax-free cash recycling) these will be regarded by HMRC as unauthorised payments and will be subject to any tax charges that are prescribed by legislation.

When you come to take your pension, income payments will generally be taxed under Pay As You Earn (PAYE) systems.

Death benefits may be taxed, depending on the type of payment and when death occurs; any lump sum payments made to a Charity nominated by you are not subject to tax.

### **Tax on lump sum death benefits:**

If you die before age 75, lump sums up to your unused Lump Sum and Death Benefit Allowance (normally £1,073,100 in 2024/25, but you may have a higher or lower amount than this) are tax free to beneficiaries within 2 years of your death, or the Scheme

Administrator becoming aware of your death, if later. If paid after 2 years, they will not be tested against your unused Lump Sum and Death Benefit Allowance but will be subject to the beneficiary's marginal rate of income tax.

If you die from age 75 onwards, lump sum payments are subject to the beneficiary's marginal rate of income tax.

#### **Tax on income death benefits:**

If you die before age 75, income payments tax free to your beneficiaries, provided the benefits are designated within 2 years of your death, or the Scheme Administrator becoming aware of your death, if later.

If you die from age 75 onwards, income payments are taxable at your beneficiary's marginal rate of income tax.

No inheritance tax is normally payable.

## How much will the advice cost?

Your financial adviser will give you details about the cost of their advice and services. Note that InvestAcc does not provide advice of any kind.

## What if I have a complaint?

If you have any cause for complaint about the service you have received in respect of the administration of your SIPP, please contact:

**Compliance Manager**  
**InvestAcc Pension Administration Limited**  
**Solway House Business Park**  
**Kingstown**  
**Carlisle**  
**CA6 4BY**

You may also make a complaint to The Financial Ombudsman Service, Exchange Tower, London, E14 9SR.

Any complaint regarding the advice given to you by your financial adviser should be directed to them for review under their own complaints process, details of which should already have been provided by them.

If you have a complaint regarding an individual investment, this should be directed to the individual fund manager concerned and again, details should be provided by your financial adviser.

Making a complaint will not affect your legal rights.

## Can I claim compensation?

Investments within your SIPP may be covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme to the extent of your SIPP's overall exposure to a particular investment product, or investment company default, up to the appropriate limit. You can find more details at [www.fscs.org.uk](http://www.fscs.org.uk)

## Terms and conditions

This key features document gives a summary of this plan. You should also see the current full terms and conditions available on our website [www.investaccpensions.co.uk](http://www.investaccpensions.co.uk)

We have the right to change some of the terms and conditions. We will write to you and explain what has changed if this affects your plan.

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Our SIPP products are offered without advice of any kind. A SIPP may not be suitable for all investors. If in doubt you should consult an authorised financial adviser. InvestAcc Pension Administration Limited is the operator and scheme administrator and is responsible for the maintenance and running of the scheme. InvestAcc Pension Trustees Limited is the scheme trustee. The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor's tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Conduct Authority. InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349. InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.





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