Client name (for adviser use only)

InvestAcc

Self-Invested Personal Pension

SIPP

Application Pack for Minerva SIPP and SIPP Lite

(for customers with a financial adviser)

www.investaccpensions.co.uk

Minerva SIPP and SIPP Lite Application

Please read this document carefully
You must 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 Sales Support Team on 01228 538 988.

Sending us your completed application

The completed and signed application should be sent by email to newsipp@investacc.co.uk or by post.

Emailed applications that are handwritten must be legible and high quality scans.

Please note that while we can establish your SIPP from documents sent by email, original application forms may be required for any investments you make, whether new investments or in-specie transfers, and for some pension transfers (depending on the rules of the transferring scheme).

Digital signatures or electronic signatures

You may be able to complete this form and sign it without the need to print it out, if you have the free Adobe Acrobat Reader with the 'fill and sign' option, which allows you to add a signature. Note that 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 or passport, or to obtain a traditional wet signature.

We may also accept applications signed using DocuSign or Adobe Sign, but only where an FCA regulated financial advice firm has one of these systems and provides the completed documents, accompanied by the DocuSign Certificate of Completion or Adobe Final Audit Report.

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
Solway House Business Park
Kingstown
Carlisle
CA6 4BY

(the **"Scheme Administrator"**)

(2) **InvestAcc Pension Trustees Limited**
whose registered office is at
Solway House Business Park
Kingstown
Carlisle
CA6 4BY

(the **"Trustee"**)

(3)

Full name (including any middle names)

(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**

The witness may be anyone aged 18 or over, including a family member or relative.

Member full name	
Member signature	
Witness name	
Witness signature	
Witness address	
	Postcode
Witness occupation	

This page has been left intentionally blank

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	First name and middle name(s)
Surname	
Primary phone number	Secondary phone number
Email address	
Date of birth	Occupation
Nationality	Country of birth
Expected pension age (between 55 and 75)*	Marital status
National insurance number	

*The normal minimum pension age increases from 55 to 57 on 6 April 2028.

Residency status

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

◯ England
◯ Scotland
◯ Wales
◯ Northern Ireland

Note that you must be UK resident when you make this application.

Current address

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

Time at this address: ☐☐ Years ☐☐ Months

Status declaration

Please tick ONE of the following which best indicates your current status:

- ○ Employed
- ○ In Full Time Education
- ○ Self Employed
- ○ Child under 16
- ○ Unemployed
- ○ Retired / Pensioner
- ○ Caring for one or more children under 16
- ○ Caring for person aged 16 years or over
- ○ Other

If Other, please specify:

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 employer address		
2nd line of employer 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 does not provide advice of any kind.

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
Email address	Telephone Number	

The financial adviser firm named above confirms that it has signed our intermediary terms of business (available at www.investaccpensions.co.uk/termsofbusiness) and is submitting this application on that basis. If one is not in place, please complete and return to our sales team at sales@investacc.co.uk.

Important - 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) you can move onto Section C of this form. In all other cases, please complete the following questions.

Initial adviser fees

Option 1: A simple fee on the opening contribution and any transfers included in this application. This option does not apply to regular contributions, or to any future single contributions or transfers.

Please enter the initial adviser fee | £ Fixed Fee | **OR** | % |

Option 2 is set out on the following page.

Option 2 - where different fees apply to the opening contribution and any transfers included in this application (enter figures as either monetary amounts or percentages, as applicable). Please note that one transfer form is included in this application. If you would like to make more than one transfer, please fill out our '*Transfer to a Minerva SIPP or SIPP Lite plan*' available on our website for each additional transfer. In the table below, please identify the relevant transfer by inputting the transferring account or plan number.

Transaction	**Transferring account or plan number**	**Enter the initial adviser fees expressed as a monetary amount** (if applicable)	**Enter the initial adviser fees expressed as a percentage** (if applicable)
Establishing the arrangement		£	%
Transfer		£	%
Transfer		£	%
Transfer		£	%
Transfer		£	%
Contributions		£	%
Total of all fixed amounts (if £)		£	

This option does not apply to regular contributions, or to any future single contributions or transfers.

On-going adviser fees

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

Either

£ _____ paid each: ○ Month ○ Quarter ○ Year

or

_____ % of the value of my SIPP each year, as at and taken on the scheme anniversary.

If applicable, should VAT be added to the initial and / or ongoing fees outlined above? ○ Yes ○ No

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)		

A note on adviser fees

A few points to be aware of before completing this section:

- We can only pay adviser fees from your SIPP in line with the options set out above. However, adviser fees can be taken direct from your investment manager / external platform.
- Fees can only be paid to the FCA-authorised firm named in Section B.
- No fees can be paid until any applicable cancellation period has ended.
- Percentage-based ongoing fees are paid once a year, on or around your plan anniversary.
- We do not provide advice on the level or structure of adviser fees. Your adviser is responsible for agreeing these with you.
- Where a client transfers out prior to the due date of the next annual ongoing adviser fee, InvestAcc will not be liable for any partial or pro-rata payment in respect of that fee.

If you or your adviser have any questions about how adviser fees work, please contact us on 01228 538 988 or at sales@investacc.co.uk before submitting this form.

Section C - Contributions

If no contributions are being made or planned, proceed to Section D

If you or your employer wish to make regular contributions, you will receive instructions on how to do this with your SIPP Welcome Pack, after your SIPP bank account has been opened.

If you are paying a contribution by cheque, this must be payable to: **'Minerva SIPP - customer name'. Please note that this naming convention is relevant for SIPP Lite schemes as the Minerva SIPP is the registered scheme name. For example, a SIPP Lite customer named John Smith would have the scheme name Minerva SIPP - John Smith.**

Where applicable, InvestAcc will reclaim tax relief at the relevant rate on personal contributions made before you reach age 75. Please note that the value of the tax reclaimed can only be invested once it has been received in your designated SIPP bank account. You can see details of how long it takes to get the tax relief here: www.investaccpensions.co.uk/tax-relief-calendar. If you are eligible for additional tax relief, for example at the higher rate, you must reclaim the extra amount yourself through your self-assessment tax return or by contacting HMRC directly.

Single one off contribution:

Employer single contribution (insert **gross** amount) £

Personal single contribution (insert **net** amount) £

Regular contributions:

Employer (insert **gross** amount)

£	Start Date	End Date	Frequency: ◯ Monthly ◯ Quarterly ◯ Yearly

Personal (insert **net** amount)

£	Start Date	End Date	Frequency: ◯ Monthly ◯ Quarterly ◯ Yearly

Employer declaration

(To be completed if your employer is making contribution payments or deducting them from your salary and paying them to your SIPP).

The employer agrees to pay the above contributions until further notice, or until the end date where applicable, and will notify InvestAcc of any change and provide a new employer contributions form.

The employer has a duty to pay employee contributions to InvestAcc 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 8th June must be received by us no later than 19th July. InvestAcc has a duty to report the late payment of any contribution that is of material significance to The Pensions Regulator.

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

I am an authorised signatory for the employer noted in Section A of this form and I agree with the above statements and confirm the employer and contribution details on this form are correct.

Signature for and on behalf of employer	Print name	DD/MM/YYYY

Section D - Initial investment instructions

Please provide instructions about the investments you would like to make with this SIPP:

Type	Tick if 'Yes'	Firm / Product Name	Amount £	Application Forms
Designated SIPP Bank Account	See note below	Lloyds Bank		See note below
External Bank Account	○			○ Enclosed
Discretionary Investment Manager (DIM or DFM)	○			○ Enclosed
General Investment Account	○			○ Enclosed
Trustee Investment Plan	○			○ Enclosed
Share Dealing Account	○			○ Enclosed
Commercial Property / Land*	○			○ Enclosed
Structured Product	○			○ Enclosed
Gold Bullion	○			○ Enclosed
Other	○			○ Enclosed

IMPORTANT NOTE

*If you are investing in Commercial Property / Land please complete a Property and Land Questionnaire for each investment.

You must send us applications for any of the investments above, except for the designated Bank Account which we will automatically open with our preferred bankers. All cash will be held in the designated Bank Account until we receive your investment instructions and completed investment applications. If you require further space, please attach a separate sheet.

If you are paying personal contributions to your SIPP, do these instructions cover the tax relief too?

○ Yes ○ No (if 'no', the tax relief will remain in the designated SIPP bank account until otherwise instructed).

We may need to contact you to confirm the investment amount(s) as the value of funds being transferred to your SIPP can fluctuate and may be insufficient to cover the amounts noted above.

Please note that original application forms may be required for any investments you make, whether new investments or in-specie transfers, and for some pension transfers (depending on the rules of the transferring scheme).

Section E - 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	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.

It is important to review your beneficiary nominations regularly to ensure they remain current and accurately reflect your wishes, while also accounting for any relevant tax considerations.

If you are looking for for guidance on how Inheritance Tax may affect your pension scheme visit www.investaccpensions.co.uk/inheritance-tax

For your information

Section F - 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 G - Data protection and privacy

Whether or not you become a customer, all the information held by InvestAcc 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. 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 it is 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 or by post from:

InvestAcc Pension Administration Limited
Solway House Business Park
Kingstown
Carlisle, CA6 4BY

Section H - Customer declaration

I apply to InvestAcc Pension Administration Limited (InvestAcc) for membership of the Minerva SIPP.

I apply to InvestAcc Pension Administration Limited (InvestAcc) for membership of the Minerva SIPP.

a) I agree to be bound by the rules of the Minerva SIPP (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 this application form are correct and complete.

d) I undertake to tell InvestAcc 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 my contributions are eligible for tax relief at source at the relevant rate.

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 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 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 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 will provide the appropriate benefits as required.

l) I hereby give authority for InvestAcc to accept investment and disinvestment instructions from my appointed financial adviser.

m) I hereby request InvestAcc 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 responsible for any claim in respect of such decisions.
- That InvestAcc has 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, or 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

Section I - SIPP cancellation rights

When you set up your SIPP, you will have 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 written instructions; however, should you exercise your right to cancel then you may not get back the full amount invested due to market movements, transaction costs and any applicable taxes. You will be sent details of your right to cancel once your SIPP has been established along with the steps you will need to take to cancel the SIPP.

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. 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.

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 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.

Section J - Transfer Request 1

Please complete this part of the application form if you wish to transfer an existing pension arrangement into your SIPP.

Please note that one transfer form is included in this application. If you would like to make more than one transfer, please fill out our 'Transfer to a Minerva SIPP or SIPP Lite plan' form (available on our website), for each additional transfer.

The Minerva SIPP 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 SIPP. InvestAcc is not an annuity provider, and the scheme does not provide benefits in the form of a scheme pension. We do not accept transfers from overseas pension schemes.

Title	Forename(s)
Surname	

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

Transferring scheme details

Full name of transferring provider	
Full name of transferring scheme (if known)	
Account or plan number	Pension scheme tax reference number (if known)
Address of transferring scheme	
	Postcode
Contact name (if known)	

Approximate value of uncrystallised arrangements to be transferred:

Does this represent a full or partial transfer of the plan?
(Leave blank if no uncrystallised funds)

£

○ Full ○ Partial

Any specific transfer instructions

Approximate value of crystallised arrangements to be transferred:
Please be aware that a partial transfer of crystallised funds is not permitted

£

Please indicate the status of the sums and assets being transferred (you must select one option):

○ Already entirely in drawdown
○ Already partially in drawdown
○ Not in drawdown

Is this transfer taking place, at least in part, to start taking pension benefits?

○ 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 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)

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, 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.**

Member's declaration

I hereby consent to InvestAcc requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc 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 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 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 legislation.

I understand that InvestAcc 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 scheme and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise InvestAcc, the current provider, any contributing employer, and any financial adviser 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 scheme.

I accept that in order to comply with regulatory obligations, InvestAcc and the current provider named in this application may need to verify my identity and residential address and may use credit reference agency searches and ask for my documents to verify my identity and address.

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

When payment is made to the receiving scheme 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 confirm that I have provided only true and accurate information in applying for this transfer. I understand that InvestAcc and the current provider cannot accept responsibility, and are not liable, for any losses resulting from untrue, incorrect or misleading information that I provide, or from any failure on my part to comply with any aspect of this application.

I have read any information provided or made available to me by InvestAcc in connection with this transfer and have considered any benefits or options I may lose as a result of this transfer.

I have read guidance from the Financial Conduct Authority or the Pensions Regulator on the risks and warning signs of pension scams before making this application.

Applicant signature	Date

Cancellation rights applicable to this transfer

You will have the right to cancel this transfer within 30 calendar days. Within this period InvestAcc will invest your funds in accordance with your written instructions; however, should you exercise your right to cancel then you may not get back the full amount invested due to market movements, transaction costs and any applicable taxes.

We will write to you to confirm your right to cancel this transfer along with the steps you will need to take to cancel it.

If you do decide to cancel this transfer, there is no guarantee that the transferring pension scheme will accept a return of money; if this is the case then you will need to nominate an alternative pension scheme to receive this transfer.

Financial adviser declaration - Transfer

I confirm I am a UK authorised financial adviser and I have provided regulated advice on the transfer detailed on pages 15, 16 and 17 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

Name (individual adviser)
FCA authorised firm name
FCA authorisation number (firm)

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Transfer Request 2

Please complete this part of the application form if you wish to transfer an existing pension arrangement into your SIPP.

Please note that three transfer forms are included in this application. If you would like to make more than three transfers, please fill out our 'Transfer to a Minerva SIPP or SIPP Lite plan' form (available on our website) for each additional transfer.

The Minerva SIPP 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 SIPP. InvestAcc is not an annuity provider, and the scheme does not provide benefits in the form of a scheme pension. We do not accept transfers from overseas pension schemes.

Title	Forename(s)
Surname	

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

Transferring scheme details

Full name of transferring provider	
Full name of transferring scheme (if known)	
Account or plan number	Pension scheme tax reference number (if known)
Address of transferring scheme	
	Postcode
Contact name (if known)	

Approximate value of uncrystallised arrangements to be transferred:

Does this represent a full or partial transfer of the plan?
(Leave blank if no uncrystallised funds)

£

○ Full ○ Partial

Any specific transfer instructions

Approximate value of crystallised arrangements to be transferred:
Please be aware that a partial transfer of crystallised funds is not permitted

£

Please indicate the status of the sums and assets being transferred (you must select one option):

○ Already entirely in drawdown
○ Already partially in drawdown
○ Not in drawdown

Is this transfer taking place, at least in part, to start taking pension benefits?

○ 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 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)

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, 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.**

Member's declaration

I hereby consent to InvestAcc requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc 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 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 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 legislation.

I understand that InvestAcc 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 scheme and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise InvestAcc, the current provider, any contributing employer, and any financial adviser 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 scheme.

I accept that in order to comply with regulatory obligations, InvestAcc and the current provider named in this application may need to verify my identity and residential address and may use credit reference agency searches and ask for my documents to verify my identity and address.

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

When payment is made to the receiving scheme 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 confirm that I have provided only true and accurate information in applying for this transfer. I understand that InvestAcc and the current provider cannot accept responsibility, and are not liable, for any losses resulting from untrue, incorrect or misleading information that I provide, or from any failure on my part to comply with any aspect of this application.

I have read any information provided or made available to me by InvestAcc in connection with this transfer and have considered any benefits or options I may lose as a result of this transfer.

I have read guidance from the Financial Conduct Authority or the Pensions Regulator on the risks and warning signs of pension scams before making this application.

Applicant signature	Date

Cancellation rights applicable to this transfer

You will have the right to cancel this transfer within 30 calendar days. Within this period InvestAcc will invest your funds in accordance with your written instructions; however, should you exercise your right to cancel then you may not get back the full amount invested due to market movements, transaction costs and any applicable taxes.

We will write to you to confirm your right to cancel this transfer along with the steps you will need to take to cancel it.

If you do decide to cancel this transfer, there is no guarantee that the transferring pension scheme will accept a return of money; if this is the case then you will need to nominate an alternative pension scheme to receive this transfer.

Financial adviser declaration - Transfer

I confirm I am a UK authorised financial adviser and I have provided regulated advice on the transfer detailed on pages 19, 20 and 21 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

Name (individual adviser)
FCA authorised firm name
FCA authorisation number (firm)

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Transfer Request 3

Please complete this part of the application form if you wish to transfer an existing pension arrangement into your SIPP.

Please note that three transfer forms are included in this application. If you would like to make more than three transfers, please fill out our 'Transfer to a Minerva SIPP or SIPP Lite plan' form (available on our website) for each additional transfer.

The Minerva SIPP 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 SIPP. InvestAcc is not an annuity provider, and the scheme does not provide benefits in the form of a scheme pension. We do not accept transfers from overseas pension schemes.

Title	Forename(s)
Surname	

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

Transferring scheme details

Full name of transferring provider	
Full name of transferring scheme (if known)	
Account or plan number	Pension scheme tax reference number (if known)
Address of transferring scheme	
	Postcode
Contact name (if known)	

Approximate value of uncrystallised arrangements to be transferred:

Does this represent a full or partial transfer of the plan?
(Leave blank if no uncrystallised funds)

£

○ Full ○ Partial

Any specific transfer instructions

Approximate value of crystallised arrangements to be transferred:
Please be aware that a partial transfer of crystallised funds is not permitted

£

Please indicate the status of the sums and assets being transferred (you must select one option):

○ Already entirely in drawdown
○ Already partially in drawdown
○ Not in drawdown

Is this transfer taking place, at least in part, to start taking pension benefits?

○ 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 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)

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, 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.**

Member's declaration

I hereby consent to InvestAcc requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc 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 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 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 legislation.

I understand that InvestAcc 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 scheme and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise InvestAcc, the current provider, any contributing employer, and any financial adviser 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 scheme.

I accept that in order to comply with regulatory obligations, InvestAcc and the current provider named in this application may need to verify my identity and residential address and may use credit reference agency searches and ask for my documents to verify my identity and address.

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

When payment is made to the receiving scheme 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 confirm that I have provided only true and accurate information in applying for this transfer. I understand that InvestAcc and the current provider cannot accept responsibility, and are not liable, for any losses resulting from untrue, incorrect or misleading information that I provide, or from any failure on my part to comply with any aspect of this application.

I have read any information provided or made available to me by InvestAcc in connection with this transfer and have considered any benefits or options I may lose as a result of this transfer.

I have read guidance from the Financial Conduct Authority or the Pensions Regulator on the risks and warning signs of pension scams before making this application.

Applicant signature	Date

Cancellation rights applicable to this transfer

You will have the right to cancel this transfer within 30 calendar days. Within this period InvestAcc will invest your funds in accordance with your written instructions; however, should you exercise your right to cancel then you may not get back the full amount invested due to market movements, transaction costs and any applicable taxes.

We will write to you to confirm your right to cancel this transfer along with the steps you will need to take to cancel it.

If you do decide to cancel this transfer, there is no guarantee that the transferring pension scheme will accept a return of money; if this is the case then you will need to nominate an alternative pension scheme to receive this transfer.

Financial adviser declaration - Transfer

I confirm I am a UK authorised financial adviser and I have provided regulated advice on the transfer detailed on pages 23, 24 and 25 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

Name (individual adviser)
FCA authorised firm name
FCA authorisation number (firm)

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Please only complete the remaining part of this form if you are currently receiving an income from any of the pensions you are transferring to us, where you wish income payments to continue immediately after transfer.

If you are transferring a plan to your new SIPP from which you are currently receiving a regular pension income via capped drawdown or flexi-access drawdown, please complete the details below selecting either **Option 1** or **Option 2** if you wish this income to continue after the transfer has completed.

☐ **OPTION 1. Income via Flexi Access Drawdown**

Income required per annum, before tax: £

To be paid: ○ One off payment ○ Annually ○ Quarterly ○ Monthly

☐ **OPTION 2. Income via Capped Drawdown (if available)**

Capped drawdown is only available if you have an existing capped drawdown arrangement that was set up before 5th April 2015.

Income required per annum, before tax: £

or maximum income allowed by HMRC under capped drawdown rules ○

To be paid: ○ One off payment ○ Annually ○ Monthly

If you wish to crystallise funds now, please arrange to complete a separate *Benefit Payment Request* form which is available on our website.

☐ I can confirm that I would like InvestAcc to convert my capped drawdown fund to flexi access drawdown fund. Once you have selected this option you cannot change your mind.

Continuation of income payment instructions

Please note - It is your responsibility to ensure there is always enough available cash in the SIPP bank account to pay the requested benefits. Payments will cease if the cash balance is insufficient to make the requested payment. Where applicable, you are responsible for deciding which investments should be encashed and to provide us with the appropriate completed forms to encash investments in plenty of time. Provided there is enough available cash, payments to you will usually be made by Faster Payments. To prevent your payments ceasing we recommend you always hold sufficient cash in your SIPP to meet future payments; please discuss this with your financial adviser.

Start date for taking regular income benefits: (please choose either **15th** or **28th** of each calendar month)

☐ 15th ☐ 28th

Month	Year

Income payment details (do not complete unless you are taking income from your pension now)

If you are taking benefits now, please indicate the bank account below, to which any payments should be made:

Bank name	
Bank address	
	Postcode

Account name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Account number ☐☐☐☐☐☐☐☐ Sort code ☐☐ / ☐☐ / ☐☐

Solway House Business Park
Kingstown
Carlisle
CA6 4BY

01228 538 988
sales@investacc.co.uk

www.investaccpensions.co.uk

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.

Version 11.0 (September 2026)