

COFUNDS PENSION ACCOUNT DRAWDOWN TRANSFER APPLICATION FORM

for new clients

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, please contact us on 0345 604 4001 (call charges will vary) or by visiting aegon.co.uk/additionalsupport

Also available on the Aegon website:

Cofunds Pension Account Drawdown Transfer Request Form - transfer a scheme from which you are taking benefits through capped or flexi-access drawdown to an **existing** Cofunds Pension Account.

Cofunds Pension Account Flexi-access Drawdown Form - take drawdown income or a tax-free lump sum from an existing plan through flexi-access drawdown.

The Cofunds Pension Account is provided by Curtis Banks.

We recommend that you complete this form in conjunction with your adviser.

This form must be completed when you wish to apply for a new Cofunds Pension Account by transferring a scheme from which you are already taking benefits through either capped or flexi-access drawdown.

It is not intended for annuity purchase.

Please talk to your adviser about setting up sell down options before completing this form.



Please complete this form by typing in the boxes, including the signature box(es) and emailing it to:

aegoncofundadministration@aegon.co.uk

Our email system and the way we deal with data internally is secure. However, we're unable to ensure the security of emails before they reach us so please consider this and do not include any personally sensitive, financial or banking information that has not been appropriately secured.

Before applying you should make sure you have read the following documents which form part of the agreement:

- Key Features of the Cofunds Pension Account
- Terms and conditions of the Cofunds Pension Account
- Charges Sheet
- Curtis Banks Personal Illustration
- Aegon Personal Illustration
- Curtis Banks Privacy Information Notice (for clients)

In addition to these you will need to read these important documents:

- Aegon Platform terms and conditions
- The Fund Key Features
- Key Investor Information Documents and any relevant consumer-facing sustainability disclosure report
- The Aegon Platform Key Information Document

These documents set out the terms of business of Aegon for holding your Cofunds Pension Account assets on the Aegon Platform and the key elements of the funds that are to be held within your pension account.

RECEIVING GUIDANCE OR ADVICE ON TRANSFERRING TO TAKE RETIREMENT BENEFITS

If you're transferring in order to take retirement benefits, please tick this box and complete the questions regarding Pension Wise and financial advice below.

If you're not planning to take retirement benefits after transferring, please tick this box and go to Section 1.

We think you should get financial advice or guidance before making any decisions regarding your pension savings, to help fully understand your options.

Pension Wise guidance

Due to the importance of receiving guidance, the government introduced regulations to highlight Pension Wise. Pension Wise is a free and impartial government service from moneyhelper.org.uk offering you guidance on your pension savings and the options available to you. The regulations recommend you take guidance from an independent pension specialist at Pension Wise and appointments are available online, by phone or face to face.

You can book online at moneyhelper.org.uk/pensionwise or call them on 0800 138 3944. Alternatively call us on 0345 604 4001 (call charges will vary) and we'll book an appointment for you.

Advice

Before making any decisions about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit [moneyhelper.org.uk/choosing-a-financial-adviser](https://www.moneyhelper.org.uk/choosing-a-financial-adviser) to find one.

The regulations require you, or your adviser if they're completing the form on your behalf, to confirm the following options before we can proceed with your transaction. If you plan to take guidance and/or advice you should do this before completing this form.

Please make sure you answer the following questions.

1 Have you had advice from a financial adviser relating to this transaction in the last 12 months?

Yes Date / / No

2 Have you received guidance from Pension Wise relating to this transaction in the last 12 months?

Yes - **you don't need to complete question 3** Date / / No - **go to question 3**

3 If you answered **No** in question 2 above and **don't** want to use Pension Wise, you need to opt-out.

Please tick the relevant option(s) below.

I don't want to receive guidance.

I don't want to receive advice.

I have already had advice in the last 12 months as confirmed in question 1.

If you've already received guidance or advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

Section 1

Client details

1A. New client details

Curtis banks illustration reference	<input type="text"/>
Client number (if applicable)	3 <input type="text"/>
Mr/Mrs/Miss/Ms/Other - please specify	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Home telephone number	<input type="text"/> Work telephone number <input type="text"/>
Country of residence	<input type="text"/>
Nationality	<input type="text"/>
Email address	<input type="text"/>
I confirm that I'm solely UK resident for tax purposes and not a US citizen. <input type="checkbox"/>	
If you can't confirm and tick the box above, please download and complete the Individual Self-Certification Form from the Aegon website.	
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> Male <input type="checkbox"/> Female <input type="checkbox"/>
National Insurance Number	<input type="text"/> / <input type="text"/> / <input type="text"/> I don't have a National Insurance Number <input type="checkbox"/>

i
We require evidence of your age before we can pay benefits from your pension, this will be obtained by electronic verification.

i
When completing date fields please use the usual **DD/MM/YYYY** format.

1B. New client address details

Permanent residential address	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>
Previous address <i>If time at current address is less than three years</i>	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>

Curtis Banks will not give you advice about the suitability or otherwise of transferring all or part of your pension to Curtis Banks, taking income under flexi-access drawdown or switching from capped drawdown to flexi-access drawdown.

We strongly advise you to seek financial advice before proceeding, especially if you're not sure how your current or future needs may influence your decision.

Please ensure you have read and answered the relevant questions in section 8 and 9.

1C. Spouse's/registered civil partner's details (if applicable)

Are you married or in a registered civil partnership?	
<input checked="" type="checkbox"/> No (go to Section 1D)	
<input checked="" type="checkbox"/> Yes	
Spouse's/registered civil partner's date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Spouse's/registered civil partner's gender	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>

This information will be used to produce your annual statement.

1D. Source of funds

Please tick one or more of the following which you intend to use to fund your Cofunds Pension Account.

<input checked="" type="checkbox"/>	Transfers from a registered pension scheme
<input checked="" type="checkbox"/>	Personal contributions
<input checked="" type="checkbox"/>	Contributions from your employer - complete below and Sections 9D, 9E and 9F for the employer
	Name
	Relationship
<input checked="" type="checkbox"/>	Lottery and other gambling winnings
<input checked="" type="checkbox"/>	Pension sharing order
<input checked="" type="checkbox"/>	Contributions from another third party - complete below and Sections 5B, 9E and 9F for the third party
	Name
	Relationship
<input checked="" type="checkbox"/>	Other, please specify

1E. Anticipated retirement age

Please enter an age from 55 (due to increase to 57 from 2028) to indicate when you intend to start taking benefits. This does not affect your right to begin taking benefits at any age permitted.

If this field is left blank we will assume you intend to start taking benefits at age 75.

1F. Employment status

Occupation

Please indicate below which situation is applicable to you (tick one box only):

<input checked="" type="checkbox"/>	Employed - please provide your employer's details below.
	Employer name
	Employer address
	Postcode
<input checked="" type="checkbox"/>	Unemployed
<input checked="" type="checkbox"/>	Receiving a pension chargeable to tax
<input checked="" type="checkbox"/>	Caring for a person aged 16 or over
<input checked="" type="checkbox"/>	Caring for one or more children under the age of 16 years
<input checked="" type="checkbox"/>	In full time education
<input checked="" type="checkbox"/>	Self-employed - if trading under a different name please write it in the box below
<input checked="" type="checkbox"/>	Other - if you have ticked this box, please give details below

1G. Money Purchase Annual Allowance (MPAA)

Please confirm whether you have triggered the MPAA:

Yes No Date of MPAA trigger / /

The MPAA from 6 April 2023 is £10,000.

Scheme where trigger occurred

Section 2

Scheme to be transferred

2A. Scheme details

Full name of transferring scheme	<input type="text"/>
Type of scheme being transferred (e.g. personal pension)	<input type="text"/>
Name of scheme administrator/trustee/insurance company	<input type="text"/>
Scheme administrator/trustee/insurance company address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
HM Revenue & Customs reference number	<input type="text"/>
Policy/account number (if applicable)	<input type="text"/>
Transfer value	£ <input type="text"/>

i Please check with the current scheme provider if discharge forms are required. If so, please enclose them with this form.

i Please note crystallised arrangements can only be transferred in full.

Is the transferring scheme a full or partial transfer?	Full <input type="checkbox"/>	Partial <input type="checkbox"/>
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Please note crystallised arrangements can only be transferred in full.

i If you are not sure, please check with your current scheme.

Is the transferring scheme a defined benefits pension scheme, for example, a final salary scheme?

<input type="checkbox"/>	Yes		
<input type="checkbox"/>	No – does the transferring scheme include:		
	Guaranteed Annuity Rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Any other safeguarded benefits that provide a guarantee or promise such as Guaranteed Minimum Pension (GMP) or guaranteed growth rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>	I confirm that a suitably authorised financial adviser recommended that I transfer the scheme. We will not accept this transfer unless you have received a recommendation from a suitably authorised financial adviser to transfer the scheme.		

If the adviser named in Section 10 gave this advice they will be required to sign and complete Section 10. If they didn't give this advice but you would still like to transfer the scheme you are required to seek transfer advice from an authorised adviser who should confirm their recommendation to transfer by completing Appendix I.

2B. Transfer state

Are the funds in this scheme:

<input type="checkbox"/>	Your own
<input type="checkbox"/>	Inherited from a deceased person – if so, are you:
	<input type="checkbox"/> A dependant
	<input type="checkbox"/> A nominee
	<input type="checkbox"/> A successor
<input type="checkbox"/>	Both - If both, please complete a separate copy of Section 2 for each arrangement being transferred.

Is this scheme:

<input checked="" type="checkbox"/>	Partial drawdown – state below whether the scheme is in flexi-access or capped drawdown and complete Section 3.
	Value of plan in drawdown £
	Value of plan not in drawdown £
<input checked="" type="checkbox"/>	Flexi-access drawdown
<input checked="" type="checkbox"/>	Capped drawdown – we also require the following information about the scheme you are transferring:
	Reference date / / / /
	Maximum permitted income £
	Taxable income taken to date in the current reference year £
	Switch to flexi-access drawdown upon transfer to the Cofunds Pension Account? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

i If you take income from members' flexi-access drawdown, the money purchase annual allowance (MPAA) will start to apply to you if it does not already. This means that contributions to your money purchase pensions will be limited to £10,000.

If yes, and if in Section 10 your adviser has confirmed you have not received advice on switching to flexi-access drawdown, it is important that you consider the risks that may be associated with taking retirement benefits. We strongly advise you to seek financial advice before proceeding, especially if you're not sure how your current or future needs may influence your decision. Please complete the risk questions in Section 8.

2C. Assets to be transferred

<input checked="" type="checkbox"/>	The transfer payment will comprise only cash.
<input checked="" type="checkbox"/>	Assets are to be transferred as investments. Please ensure that the current scheme administrator permits this. Please include one of the below:
<input checked="" type="checkbox"/>	A full fund list including the number of units and SEDOL codes is enclosed.
<input checked="" type="checkbox"/>	A completed Cofunds Pension Account Investment Transfer Schedule is enclosed.

i Any funds that are not available in the Cofunds Pension Account must either be sold before the transfer is made or remain with the current scheme.

2D. Transfer Request Declaration

Please note: it is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution.

Please read and sign the declaration below to authorise the transfer(s):

I declare that to the best of my knowledge and belief the statements made in this section (whether in my handwriting or not) are correct and complete.

I hereby consent to Curtis Banks obtaining details from the administrator/trustee or insurance company or other pension provider of any scheme, contract or arrangement of which I am or have been a member in connection with the transfer, and authorise the giving of such details to Curtis Banks.

I also consent to my adviser obtaining the same details.

While Curtis Banks will request transfers in a timely manner, I understand that Curtis Banks is not responsible for the timely completion of the transfer.

I understand that Curtis Banks will not request any in specie transfer until all of the information requested in the Investment Transfer Schedule has been provided.

I wish for the pension scheme benefits detailed above to be transferred to my Cofunds Pension Account.

I understand that a drawdown arrangement can only be transferred in full and not in part.

Declaration to the administrator of the transferring scheme(s):

I authorise and instruct you to transfer funds from the plan(s) as listed above directly to Curtis Banks. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise to accept responsibility for any claims, losses and expenses of any nature which you may incur as a result of having made the transfer(s) listed above.

I authorise you to release all necessary information to Curtis Banks to enable the transfer of funds to Curtis Banks.

I authorise you to obtain from, and release to, the financial adviser named in Section 10 any additional information that may be required to enable the transfer of funds.

If an employer is paying contributions to any of the plans as listed in Section 2, I authorise you release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).

Until this application is accepted and complete, Curtis Banks responsibility is limited to the return of the total payment(s) to the administrator of the transferring scheme(s).

Where the payment(s) made to Curtis Banks represent(s) all of the funds under the plan(s) listed in Section 2, then payment made as requested will discharge the administrator of the transferring scheme of all claims and responsibilities in respect of the plan(s) listed.

Where the payment(s) made to Curtis Banks represent(s) part of the funds under the plan(s) listed in Section 2, then the administrator of the transferring scheme will be discharged of all claims and responsibilities only in respect of the part of the plan(s) represented by the payment(s).

Declaration to Curtis Banks and the administrator of the transferring scheme(s):

I promise to accept responsibility in respect of any claims, losses and expenses that Curtis Banks and the administrator of the transferring scheme may incur as a result of any incorrect information provided by me or of any failure on my part to comply with any aspect of this transfer form.

You should sign and date this form by typing your full name in the signature box below and typing the date in the date box. Your typed name in the signature box will be your signature. When you sign the form, by typing your name in this box, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Client signature Date / /

(type name here)

Client name

Section 3

Income payment details

3A. How do you wish to take benefits from your Cofunds Pension Account?

Initial gross annual income required Whole fund Nil Other, please specify amount £ each year

Type of income payment Single Regular

If regular, frequency of income Monthly Quarterly Half-yearly Yearly

Month of first income payment /

All income payments will be made on the last business day of the month. We will continue to pay the same amount of taxable income in future years until you inform us otherwise.

Where you select quarterly payments we will pay your income at the end of March, June, September and December.

i When you first begin to take income, your payments may be subject to an emergency tax code. This may result in you initially paying too much, or too little tax to HMRC. We can only accept tax code notifications from HMRC directly, or from an original P45.

3B. Options for making **single** income payments

To make a single income payment (including tax-free lump sum) from a Cofunds Pension Account (CPA), you must ensure that you have sufficient cash available within the CPA cash facility before submitting your instruction, otherwise we may not be able to process your request.

3C. Options for making **regular** income payments

I confirm that I have an active sell down option.

For more information about setting up a sell down option, please see the Aegon Platform terms and conditions.

i You will only see a record of sell downs in your annual statement.

3D. Your bank details

Please indicate below which bank account you require benefits to be paid.

BACS or CHAPS Transfer to your nominated bank account

Bank or building society name

Address

Postcode

Name(s) of account holder(s)

Branch Sort Code / /

Bank/Building society Account number

Building society Roll number

i We are only able to make payments to a personal account in your own name, including joint accounts. In addition, payment may only be made to a UK bank account or to an account that can accept BACS or CHAPS payments. Please speak to your bank if you have any questions as to whether your account is suitable.

i Income payments will always be paid by BACS.

Section 4 | Investment transfer schedule

A full valuation of the fund is enclosed including SEDOL codes.

i
A SEDOL code is required in order to identify the exact investment to be transferred. Many investments have similar names and as such we are unable to proceed solely on a fund name.

4A. Investment details

If a full fund valuation from the current scheme administrator is submitted in place of this schedule, it must contain all of the information requested here. Where full information is not provided as part of a valuation or via this schedule, we will need to request this again and the transfer could be delayed. Once we receive the completed schedule we will check the acceptance of the investments within the Cofunds Pension Account before requesting the transfer from the current provider. If any investment is not acceptable, we will contact you to discuss how to proceed.

i
Only investments that are currently available on the Aegon Platform can be transferred to your client's Cofunds Pension Account.

Full name of scheme to be transferred

Full name of investment (example) World Equity Z Fund	SEDOL number (example) 0157735	Where investment is currently held (example) Plan Manager	Number of units/shares held

Please continue on a separate sheet if required.

Section 5

Contribution request

This section must be completed when you are: (please tick all the applicable option(s) below)

<input type="checkbox"/>	Making a one-off single contribution
<input type="checkbox"/>	Starting a regular contribution

Please use an **Investment strategy instruction** form to tell us how you want to invest your contributions.

5A. Contributions

Personal contributions that are within 100% of relevant UK taxable earnings will receive tax relief at basic rate (higher and additional rate tax reclaimable via self assessment where appropriate) and count towards the annual allowance for the tax year in question. For further information see notes below.

Name of individual making contribution(s)

Who's funding the pension? Client Employer (complete and enclose a separate **Cofunds Pension Account Employers Contribution Authority**)
 Third party (complete Section 5B)

	Personal (net) ¹	Employer (gross)	Third party (net) ¹
Single contributions (Cheque)	£	£	£
Single contributions Aegon General Investment Account cash facility	£	N/A	N/A
Total regular contributions, including existing contributions	£	£	£

Cheques must be made payable to **Cofunds Limited**. For a building society cheque or banker's draft your name must appear on the front of the cheque, or on the back of the cheque accompanied by the building society's or bank's official stamp and signature.

Please complete a copy of the **Cofunds Pension Account Investment by Direct Debit form** in Section 6 for each regular contribution. If there is not sufficient time to set up the Direct Debit instruction, payments will commence the following month.

¹ Net contributions are subject to tax relief which can take between 6 and 11 weeks to reach the product cash facility.

Aegon must receive this form and the completed Direct Debit instruction 9 working days before the collection date of the 1st of the month.

5B. Third party details (if required)

Customer number (if applicable)

Mr/Mrs/Miss/Ms/Other - please specify

Full forename(s)

Surname

Permanent residential address

Postcode

Relationship to applicant

Date of birth / / Male Female

If this section is completed then the third party must be verified in Sections 10D, 10E and 10F if not previously verified.

If the individual has changed address in the last three months please provide their previous address and postcode on a separate sheet of paper securely stapled to this form.

5C. Client Tax Status

Please indicate below which of the following applies to you:

<input checked="" type="checkbox"/>	You are a relevant UK individual A relevant UK individual is one who: <ul style="list-style-type: none"> • Has relevant UK earnings chargeable to income tax for the year. • Is resident in the UK at some time during the tax year. • Has general earnings for the tax year from overseas Crown employment subject to UK tax (as defined by Section 28 of the Income Tax (Earnings and Pensions) Act 2003). • Is the spouse of an individual who has general earnings for the tax year from overseas Crown employment subject to UK tax (as defined by Section 28 of the Income Tax (Earnings and Pensions) Act 2003).
<input type="checkbox"/>	You are a non-relevant UK individual You are entitled to contribute any amount, but you will not be entitled to receive any tax relief on your contributions.

Personal contributions that are in excess of 100% of relevant UK taxable earnings do not receive tax relief and do not count towards the annual allowance for the tax year in question.

5D. Notes

All contributions must be made in Sterling.

Under current pensions legislation there are penalties if you, your employer and any other third party contribute together more than the annual allowance to all of your pensions unless you can carry forward any annual allowance that you have not used from the previous three tax years. You will need to have been a member of a registered pension scheme in a tax year that you are carrying forward any unused annual allowance from. It will be your responsibility to calculate the amount available to carry forward and we will apply for tax relief on the full amount of any personal contributions made by you or any other third party than your employer, unless you notify us to the contrary.

If you have already taken benefits under flexible drawdown from any pension scheme, including your CPA, then you cannot make further contributions. Similarly if contributions are made in a tax year then you cannot enter flexible drawdown in that tax year. Please speak to your adviser for more information.

For employer contributions to receive tax relief, they must be 'wholly and exclusively for the purposes of trade' as defined by ICTA 1988. HMRC have issued guidance for employers to help define this, including pages on the online RPSM.

Tax relief on personal net contributions

All relievable personal contributions must be made net of basic rate tax, which Curtis Banks will reclaim from HMRC and add to your CPA. This can take up to 11 weeks.

Please note that you are required to inform us in writing if the aggregate of all contributions made for your benefit is more than 100% of your earnings to this and any other pension scheme you may have in a single tax year.

Pension input periods

The pension input period for the CPA will end on 5 April each year.

Electronic transfers

Personal and employer regular contributions cannot be accepted electronically into the CPA and should be made by Direct Debit. For single contributions, please contact us to confirm the bank details to which payments should be sent. Aegon require confirmation of the bank details from which payments will be made before contributions can be processed.

Section 6

Investment by Direct Debit

This form must be completed when setting up or amending a regular contribution to a Cofunds Pension Account. If both you and your employer intend to make regular contributions, please use an additional Direct Debit instruction.

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ballpoint pen and send it to:

Aegon Cofunds Administration,
Sunderland
SR43 4DN

Service User No.

3 8 8 5 5 1



Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name(s) of account holder(s) or name of corporate bank account

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Instruction to your bank or building society

Please pay Suffolk Life Trustees Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Curtis Banks Trustees Limited and, if so, details will be passed electronically to my Bank/Building Society.

Banks and Building societies may not accept Direct Debit instructions from some types of account.

Branch sort code

--	--	--	--	--	--	--	--	--

Bank/Building society account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name and full postal address of your bank or building society

To the Manager of	Bank or building society
Address	
Postcode	

Signed

X

Date

--	--	--	--	--	--	--	--	--	--	--

Signed

X

Date

--	--	--	--	--	--	--	--	--	--	--

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Suffolk Life Trustees Limited will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Suffolk Life Trustees Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Suffolk Life Trustees Limited or your bank or building society, you're entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you're not entitled to, you must pay it back when Suffolk Life Trustees Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



This Guarantee should be detached and retained by the payer.

Section 7

Expression of wish

7A. Who should receive benefits?

You should complete this section to tell us who you wish to receive benefits from your plan if you die.
Please confirm how you would like your beneficiaries to be updated:

<input type="checkbox"/>	I would like the beneficiaries below to apply to all of my pension funds.
<input type="checkbox"/>	I would like the beneficiaries below to apply to my drawdown funds only.

i
Please refer to the Terms and Conditions of the Cofunds Pension Account for your plan details of the different ways death benefits may be received.

7B. Declaration

Please read the declaration before entering details of beneficiaries.

- On my death, I wish the scheme administrator to pay any benefits from my plan(s) to the beneficiaries, and in the proportion set out below.
- I accept that this is only an expression of my wishes. I understand that whilst the scheme administrator will pay due consideration to those wishes, they have absolute discretion as to the beneficiary(ies) and to the proportions of benefits paid to each beneficiary unless otherwise provided by law.
- I understand that if the scheme administrator chooses a beneficiary who has not been named in sections 7C or 7D, drawdown income would normally only be available in limited circumstances. Therefore, in addition to the above named beneficiaries, in order to allow the administrator to pay drawdown income to as wide a range of beneficiaries as possible and for the purposes of the relevant tax legislation, I nominate any individual who is eligible to receive a lump sum on my death under the rules of the scheme.
- I understand that I can change the beneficiaries at any time and that the scheme administrator will refer to the last completed form held.

7C. Details of Beneficiaries

If you wish to name more beneficiaries than the spaces allow for, please continue on a separate sheet and attach it to this form.
The percentages in Section 7C should add up to 100%.

Individuals

Individual 1

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Individual 2

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Individual 3

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Individual 4

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Trusts

Trust 1

Name of trust

Name of trustees

Address where trust is held

Postcode

Date of trust / /

Percentage of fund payable to beneficiary %

Trust 2

Name of trust

Name of trustees

Address where trust is held

Postcode

Date of trust / /

Percentage of fund payable to beneficiary %

Charity

Charity 1

Name of Charity

Address

Postcode

Percentage of fund payable to beneficiary %

Charity 2

Name of Charity

Address

Postcode

Percentage of fund payable to beneficiary %

7D. Alternative Beneficiaries

Please only complete this section if you wish to name alternative beneficiaries where all of the beneficiaries you name in Section 7C either:

- a. Die before you.
 b. Do not wish to receive benefits from your plan (for example, for tax planning purposes).
 The percentages in Section 7D should add up to 100%.

Individuals

Individual 1

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Individual 2

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Individual 3

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Individual 4

Name

Address

Postcode

Date of birth / /

Percentage of fund payable to beneficiary %

Trusts

Trust 1

Name of trust

Name of trustees

Address where trust is held

Postcode

Date of trust / /

Percentage of fund payable to beneficiary %

Trust 2

Name of trust

Name of trustees

Address where trust is held

Postcode

Date of trust / /

Percentage of fund payable to beneficiary %

Charity

Charity 1

Name of Charity

Address

Postcode

Percentage of fund payable to beneficiary %

Charity 2

Name of Charity

Address

Postcode

Percentage of fund payable to beneficiary %

Please note: this section should be completed by:

- clients aged 50 or over who are transferring in uncrystallised funds and taking benefits within 3 months of the transfer
- all drawdown transfers
- capped drawdown to flexi-access drawdown switches

Please answer the following question.

Prior to applying to transfer benefits have you taken advice in relation to the transfer from an authorised adviser?

<input type="checkbox"/>	Yes - please go to section 9.
<input type="checkbox"/>	No* - please answer the below questions to highlight the risks of flexi-access drawdown.

*Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Curtis Banks on an execution-only basis on making the application to transfer benefits. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration(s).

The Financial Conduct Authority requires us to make sure you have considered the potential risks of accessing your pension benefits. We are required to ask questions about your circumstances, so that we can provide warnings about the risks which might apply to you.

Once we have received your answers to the below questions, we will send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

Tax

Aside from your tax-free lump sum entitlement, any money you take from your pension is taxed as income. It is added to any other taxable income you receive during the tax year, and might push you into a higher tax bracket. It is also possible the tax we deduct from any payments is not the final amount due: you may need to pay additional tax at the end of the year. Are you confident that you fully understand the tax implications of the option you've chosen?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No/unsure

Investment scams

Some investment scams encourage people to withdraw money from their pensions in order to invest elsewhere. For example, they may offer you unusually high rates of returns, special offers, or there may be pressure to act quickly. The schemes can appear very genuine, but you risk losing some or all of your money. Are you aware of how to protect yourself from investment scams?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No/unsure

Health

Annuities provide a guaranteed income for life and although the return may appear low, if your life expectancy is reduced because of your poor health you may qualify for enhanced annuities which pay better rates. Are there aspects of your health or lifestyle which could make you consider whether you are potentially eligible for a better value annuity?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No/unsure

Inflation

When planning your long term income needs you need to take into account future inflation, which will erode the buying power of your money. For example, if inflation is 2% p.a. £1 today will be worth 82p in 10 years time. If you are planning to take a level of income or a lump sum from your pension, do you understand that inflation will erode the value of what will be available for you in the future?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No/unsure

Debt

Are you aware that money taken from your pension could be available to creditors in respect of any unpaid debts you might have?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Benefits

Are you aware that taking money from your pension could affect your entitlement to means-tested benefits?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Please note that this exercise is only intended to highlight potential risks to you - your answers won't affect your options.

We will not be able to process your retirement benefits until we have received this signed declaration. We can accept scanned copies by fax 0370 414 8000 or by email benefitsteam@suffolklife.co.uk

Ongoing income

Any money taken from your pension now will reduce the amount that may be available to you in the future. Are you expecting this pension to provide you with income for the rest of your life?

<input type="checkbox"/>	Yes/unsure
<input type="checkbox"/>	No

i
Means tested benefits include, housing benefit, council tax deductions, income support, Universal Credit, income-based jobseeker's allowance and any benefit that pays for long term care.

Contributions

The annual allowance is the maximum amount that you, or anyone on your behalf, can contribute to your pensions each year without incurring a tax charge. It is currently £60,000. If you take income whilst in flexi-access drawdown, your annual allowance for money purchase pensions, such as your Cofunds Pension Account, will reduce to £10,000. Are you, or anyone on your behalf, likely to contribute more than £10,000 to money purchase pensions in the future?

<input type="checkbox"/>	Yes/unsure
<input type="checkbox"/>	No

Further investment

If you withdraw money from your pension to invest elsewhere, the charges on the new investments may differ from the charges applicable to your pension. The new investments are also likely to be subject to income tax and capital gains tax, whereas investments in your pension are exempt from these charges. If you plan to invest your money elsewhere, do you understand the difference in charges and how this could affect the value?

<input type="checkbox"/>	Yes/not applicable
<input type="checkbox"/>	No/unsure

Shopping around

There are several ways in which you can access your pension savings. Different products, with different options and charges, are available from various providers. We recommend that you research the options available to you. Are you happy that you've researched your options and have made an informed choice?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No/unsure

Beneficiaries

When you die, the remaining money in your pension can pass to beneficiaries, such as a spouse or other family members. Any money you take from your pension will reduce the amount which may be available to them on your death. Are you relying on this pension to provide for your beneficiaries when you die?

<input type="checkbox"/>	Yes/unsure
<input type="checkbox"/>	No

9. Investment Pathways

The Financial Conduct Authority requires us to make sure you have considered the potential risks of holding more than half of your plan in cash and/or cash like assets. Examples of cash like assets are funds which are held in a current or deposit account and certain Government bonds.

We are required to ask questions about your investment intentions, so that we can provide warnings about the risks which might apply to you. Once we have received your answers to the below questions, if required, we may send you a statement highlighting the potential risks. If you still wish to proceed, you'll need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

Please answer the following question.

Prior to applying to transfer benefits in drawdown have you received a personal recommendation from an authorised adviser in relation to how to invest the funds in your plan?

<input type="checkbox"/>	Yes - please go to section 10.
<input type="checkbox"/>	No - please answer the below question in relation to the investments in your plan.

Investment Pathways is a process defined by the Financial Conduct Authority to assist individuals in selecting investments for their drawdown funds. More information on Investment Pathways can be found on MoneyHelper **website**, by phone 0115 965 9570 (call charges will vary) or by email **contact@maps.org.uk**.

Please select one of the below 3 options to confirm how you wish to select the investments for your plan:

Option 1

<input type="checkbox"/>	Use Investment Pathways.
--------------------------	--------------------------

Where you have selected option 1, please select one of the below Investment Pathway options that corresponds most closely to your current intentions:

<input type="checkbox"/>	I have no plans to touch my money in the next 5 years.
<input type="checkbox"/>	I plan to use my money to set up a guaranteed income (annuity) within the next 5 years.
<input type="checkbox"/>	I plan to start taking my money as a long-term income within the next 5 years.
<input type="checkbox"/>	I plan to take out all my money within the next 5 years.

Option 2

<input type="checkbox"/>	Select investment without using the Investment Pathways.
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Option 3

<input type="checkbox"/>	Remain invested within your current investments in your existing plan, if you have one.
--------------------------	---

Please note: Curtis Banks does not offer Investment Pathways, so we will be unable to proceed with your drawdown transfer application if you have selected option 1. We recommend that you discuss your options and your personal circumstances with a financial adviser. If you don't have a financial adviser, you can contact MoneyHelper **online**, by phone 0115 965 9570 (call charges will vary), or by email **contact@maps.org.uk**.

Please continue to section 10.

i
Please note that this exercise is only intended to highlight potential risks to you - your answers won't affect your options.

i
We will not be able to process your retirement benefits until we have received this signed declaration. We can accept scanned copies by fax 0370 414 8000 or by email **benefitsteam@suffolklife.co.uk**

Section 10

Adviser details (for adviser use only)

10A. Adviser details

Firm Name

Adviser Name

Regulator's reference number for organisation

Regulator's reference number for individual

Address

 Postcode

Telephone number

Fax number

Email address

i This section should be completed by a regulated UK adviser if advice has been given on scheme transfers.

i Please complete this section, in full, if you are not the client's current adviser as known to Aegon.

If the regulated organisation is an appointed representative or part of a network, please give details below.

Name of principal or network

Regulator's reference number for principal or network

10B. Advice given

Did you advise your client specifically to set up the Cofunds Pension Account?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you advise your client on the suitability of transferring any employer-sponsored schemes to the Cofunds Pension Account?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you advise your client to transfer any safeguarded benefits to the Cofunds Pension Account?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please complete the below declaration for all crystallised transfers.

Did you advise your client on the suitability of transferring any employer-sponsored schemes to this product?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you provided your client with a personal recommendation in relation to how to invest the funds in their plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please complete the below declaration if your client wishes to switch from capped drawdown to flexi-access drawdown.

Have you provided advice to your client on switching from capped drawdown to flexi-access drawdown?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10C. Declaration

- I certify that I have verified the identity of the client, detailed in this application, having:
 - Seen the original documents.
 - Checked that any requiring a signature were pre-signed.
 - Confirmed that any associated photograph of the client bore a true likeness to the applicant.
- I agree to receive details of my client's Cofunds Pension Account by post, fax, via email and/or the Curtis Banks secure portal.
- I confirm that my/our client is aged over 18 years.
- I confirm that any amendments made by myself will be initialled and dated.
- I am an FCA authorised individual.
- I understand that Curtis Banks will hold my title, full name, business email address, contact details and Financial Services reference number and all communications to and from me on Curtis Banks systems for legitimate interest in the effective administration of my client's Cofunds Pension Account.
- I confirm that I have supplied my client with the documents listed in Section 12B.

i You should also read the Curtis Banks Privacy Information Notice (for advisers). This can be found on Curtis Banks website curtisbanks.co.uk

10D. Confirmation of Verification of Identity (CVI) - details of non-private individual

Type of employer

Public company (quoted)	<input checked="" type="checkbox"/>	Public company (unquoted)	<input type="checkbox"/>	Private limited company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Charity	<input checked="" type="checkbox"/>	Club	<input type="checkbox"/>	Society	<input type="checkbox"/>	Trust	<input type="checkbox"/>

Employer name

Registered address

Postcode

Registered number (if applicable)

Operating address

Postcode

Relevant company registry or regulated market listing authority

i 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 in Section 5B, and confirmation provided in Section 10E and 10F.

i This section of the form cannot be used to verify the identity of any client 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 who have been subject to Simplified Due Diligence under the Money Laundering Regulations; or those whose identity has been verified using the source of funds as evidence.

Names of directors, or equivalent (and dates of birth, if known)

Full name

Date of birth (if known) / /

Full name

Date of birth (if known) / /

Full name

Date of birth (if known) / /

Names of principal beneficial owners with a shareholding of over 25% (and dates of birth, if known)

Full name

Date of birth (if known) / /

Full name

Date of birth (if known) / /

Full name

Date of birth (if known) / /

10E. Confirmation of Verification of Identity (CVI)

I/We confirm that the names, addresses and dates of birth contained in this application for the **client, employer and third party payer (if relevant)** have been verified by me/us, and that the evidence I/we obtained:

Meets the standard evidence in the Joint Money Laundering Steering Group guidance for the UK financial services sector.	<input checked="" type="checkbox"/>
Exceeds the standard evidence - where the client is a Politically Exposed Person (written details of the further verification evidence taken are attached to this application).	<input checked="" type="checkbox"/>

10F. Adviser confirmation

Signed (type name here) Date / /

Name FCA Reference Number (Firm)

Position

Section 11

Adviser charging (for adviser use only)

11A. Initial charge

I authorise Aegon to pay my adviser an initial advice charge, if applicable, of:

£	<input type="text"/>	or	<input type="text"/>	%
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11B. Ongoing charge

All information entered below must be consistent with the charge your adviser will assign you to.

Charge model name	<input type="text"/>
Annual percentage rate	<input type="text"/> % or Tiered percentage rate <input type="text"/> % or Monthly fee amount £ <input type="text"/>

Any Ongoing Advice Charge will be taken monthly in arrears from the product cash facility. For example, if you wish to charge £50 per month, please enter £600 as the ongoing amount.

If you have selected to charge a tiered percentage rate please enter the highest applicable percentage rate that applies to the charge.

Section 12

Client declaration

12A. Data Protection Statement - important please read

Curtis Banks takes your privacy very seriously. Curtis Banks uses the personal information collected through this form, from any other information that you provide to them, and personal information they collect from third parties ('your information') for the reasons and purposes set out in the Curtis Banks Privacy Information Notice (for clients).

Disclosures: Curtis Banks may need to transfer your information to countries outside the European Economic Area in order to provide our services to you.

Curtis Banks may disclose your information to other companies within the Curtis Banks group of companies (of which Curtis Banks are a part), banks, investment managers and fund providers that are appointed to act for your Cofunds Pension Account, regulatory bodies, law enforcement agencies, the current and future owners of our business and suppliers Curtis Banks engages to process data on their behalf.

To protect you and Curtis Banks from financial crime, Curtis Banks may need to confirm your data from time to time. They may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. If this search fails, we may ask you for documents to confirm your identity.

Access: You have the right to ask for a copy of your information. To obtain a copy of your information, please write to Curtis Banks, 153 Princes Street, Ipswich, IP1 1QJ.

Consent: We would like your consent to provide you with relevant information about the products and services within the Curtis Banks Group, and to share informative, relevant and education updates such as changes to pension legislation and regulation.

Please tick the box if you agree to receive this information.

You can find information on how Aegon, the platform provider, use and share your client's personal information, including how long they keep it and details of their rights at customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/

12B. Declaration

I request that the benefits described in or arising from this application be provided for me under the Cofunds Pension Account as part of the Suffolk Life Appropriate SIPP Scheme and in consideration of its acceptance I undertake to be bound by the rules of the scheme in force from time to time. A copy of the scheme rules is available on request.

I declare that to the best of my knowledge and belief, once my application is made, the statements made in it (whether in my handwriting or not) are correct and complete.

I am aged over 18 years at the point I apply for the Cofunds Pension Account.

I confirm that I have received the Key Features of the Cofunds Pension Account, Terms and Conditions of the Cofunds Pension Account, Terms and Conditions of the Aegon Platform, Cofunds Pension Account Charges Sheet, Curtis Banks Privacy Information Notice and a personal illustration.

I confirm that I have viewed and agree to be legally bound by the Aegon Platform terms and conditions.

I confirm that I have viewed the Fund Key Features and the Aegon Platform Key Information Document.

I accept that Aegon or Curtis Banks will correspond with the adviser who submits my application unless I give written notice to change that adviser.

I confirm that I will contact Aegon to amend my application if needed.

I confirm that I am not a citizen of the United States of America.

I authorise Curtis Banks and Aegon to accept investment and all other instructions in relation to my pension from my adviser.

I accept that an additional arrangement under my plan is set up to allow the continuation of drawdown income. Each separate Crystallised Arrangement transferred in must be maintained separately and will incur its own set of drawdown fees as stated in the Charges Sheet.

I understand that where I have elected to take income this will be apportioned equally across the whole drawdown arrangement, and I cannot elect to take income from funds that were crystallised at a specific designation.

I confirm that my total gross contributions to all registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of £3,600 or 100% of my relevant UK earnings.

You should sign and date this form by typing your full name in the signature box below and typing the date in the date box. Your typed name in the signature box will be your signature. When you sign the form, by typing your name in this box, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Signature	<input type="text"/>	Date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(type name here)									

I confirm that I am a UK resident.

I have read the Data Protection Statement on page 17.

I understand that this declaration, once complete, will be submitted to Aegon together with the application form completed by my adviser, documents which will together constitute my application to Curtis Banks Pensions as administrator of the Cofunds Pension Account.

I understand that the contract between myself and Curtis Banks Pensions Limited will be effective once Curtis Banks Pension Limited have established my Cofunds Pension Account plan and have issued a Confirmation Schedule to me.

I have supplied the information necessary to submit my application for a Cofunds Pension Account through my appointed financial adviser. I understand that:

- Curtis Banks will send a Confirmation Schedule containing this information and send it to me in order for me to check its accuracy.
- I have a period of 30 days from the date I receive the Confirmation Schedule to advise Aegon of any errors or omissions. Once the 30 day period has passed, the Confirmation Schedule will be deemed accurate.
- I will notify Aegon if I do not receive the Confirmation Schedule once my Cofunds Pension Account has been established. This will be received shortly after I receive the cancellation notice.
- I can at any time request confirmation of the details held by Curtis Banks or Aegon in relation to my pension.

I consent to information regarding my Cofunds Pension Account (including my personal data) being disclosed to my adviser orally, in writing (including by email) or via the Aegon Platform.

I understand that if I hold Enhanced or Fixed Protection and make a single or regular contribution, or transfer funds into a newly opened pension there are circumstances under which this protection will be lost and the standard Lump Sum Allowance (LSA), Lump Sum and Death Benefit Allowance (LSDBA), and Overseas Transfer Allowance (OTA) will apply to my pension benefits.

I undertake to inform Curtis Banks in writing (within 30 days) if:

- I cease to be a UK resident or change my country of residency.
- I contribute on aggregate more than 100% of my earnings to this and any other pension scheme in any tax year.
- I cease to have relevant earnings.
- I begin to have relevant earnings again.
- There is a change in my employment status.
- There is a change in my permanent residential address.
- I apply for an enhanced lifetime allowance in respect of a pension credit or overseas transfer.
- I lose or give up the right to enhanced or fixed protection.

I undertake to cease making contributions once I reach age 75.

Where applicable, I authorise Curtis Banks to provide details to MoneyHelper.

12C. Benefits payable on death

I wish Curtis Banks to pay any death benefits to the beneficiaries and in the proportions set out in my application form.

I accept that this is only an expression of my wish and I understand that whilst Curtis Banks will pay due consideration to that wish they 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 can change this expression of wish at any time and that Curtis Banks will refer to the latest completed form held.


12D. HM Revenue & Customs warning

As an application for a Cofunds Pension Account is also used as an application for tax relief at source, it is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution. A copy of this application is available from the scheme administrator.

Adviser details

Adviser name	<input type="text"/>
Firm name	<input type="text"/>
Regulator's reference number for organisation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Regulator's reference number for individual	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Please complete this section, in full, if you are not the client's current adviser as known to Aegon. 

This section **must** be completed by a suitably authorised UK adviser if advice has been given in **all cases** on converting to flexi-access drawdown and/or scheme transfers, if relevant. 

If the regulated organisation is an appointed representative or part of a network, please give details below.

Name of principal or network	<input type="text"/>
Regulator's reference number for principal or network	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Declaration (to be completed and signed if the client has stated they have sought advice containing safeguarded benefits)

Please confirm whether you have provided advice to your client on scheme transfers into and/or taking benefits from the Cofunds Pension Account:

Have you provided advice to your client on switching from capped drawdown to flexi-access drawdown?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Have you provided your client with a personal recommendation in relation to how to invest the funds in their plan?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> I confirm that I have recommended the client (as named in Section 1) to transfer his/her pension scheme(s) containing safeguarded benefits to the Cofunds Pension Account.				

Name	<input type="text"/>						
Position in organisation	<input type="text"/>						
Adviser signature	<input type="text"/>	Date	<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	(type name here)						

The Cofunds Pension Account is provided by Curtis Banks Pensions (Curtis Banks), a trading name of Suffolk Life Pensions Limited (Suffolk Life). Registered address: 153 Princes Street, Ipswich, Suffolk IP1 1QJ.

Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Conduct Authority (FCA) under FCA registration number 0116298.

All assets held in the Cofunds Pension Account are legally owned by Suffolk Life Trustees Limited and are held on the Aegon Platform provided by Cofunds Limited (Cofunds). Registered address: Level 26, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB. Registered in England and Wales No. 03965289. Authorised and regulated by the Financial Conduct Authority (FCA) under FCA Registration No. 194734.