

This form is split into the following sections:

1. Personal details
2. Transfer payment
3. Money Laundering
4. Investment choice
5. Adviser details (for adviser use only)
6. Adviser charges instruction (for adviser use only)
7. Confirmation of verification of identity (for adviser use only)
8. How we treat your personal information
9. Declaration
10. Adviser declaration
11. Definitions

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. Please have your SIPP product number to hand when you call us (if you have one), as we'll ask you for it.

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 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 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** 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.

2. Transfer payment

Please complete the transferring scheme details below. The pension scheme that you are transferring from must be a **registered pension scheme**.

Is the transfer from

A **flexi-access drawdown**

A **capped drawdown** – on transfer this will convert automatically to a **flexi-access drawdown**.

The sums and assets being transferred are already entirely in drawdown.

Transferring provider reference/plan number

Full name of transferring scheme (if known)

Full name of scheme administrator/current provider/insurer

Address of scheme administrator /current provider/insurer

Scheme phone number

HM Revenue & Customs (HMRC) Pension Scheme Tax Reference

Approximate fund value to be paid to Aegon

Does this represent the full value of the transferring plan?

No Yes

The amount you enter will be the amount at or about the date you complete this form. The actual transfer payment and the breakdown will be the amount paid when the transfer is made.

Were any of the drawdown funds you're transferring inherited from a deceased person?

No Yes – how much of the estimated transfer payment shown above relates to inherited funds?

Is the plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders?

No Yes - please provide details in the box below.

If you make a clear and complete investment choice, we'll invest the transfer payment in accordance with that choice. If you don't make a clear and complete investment choice, we'll add the transfer payment to the cash facility of the Aegon SIPP. For advice as to whether an investment is suitable for you, please speak to your adviser.

4.2 Model portfolio (for adviser use only)

Name of existing model portfolio

4.3 Auto-rebalancing (for adviser use only)

Set-up rebalancing on my client's investments

No Yes

If 'Yes' please select the frequency of rebalancing below.

Quarterly Yearly

5. Adviser details (for adviser use only)

Adviser name

Firm name

6. Adviser charges instruction (for adviser use only)

This instruction must be completed if you've agreed with your client to have your fees deducted from your client's Aegon SIPP. Where Value Added Tax (VAT) is to be added to any charge provided in this section we'll use the rate in place at the date of calculation of the charge amount.

If any charge chosen in this section is to be subject to VAT, we'll add VAT to the selected 'amount', or where 'percentage' is selected, we'll calculate the charge amount and add the VAT to it.

6.1 Initial adviser charge

Amount

Percentage of the transfer payment

%

Is this subject to VAT? Yes No

6.2 Ongoing adviser charge

Is the charge to be linked to a charge model?

Yes No

If yes – Model name

If no – Ongoing adviser charge

£ pa or % pa

Is VAT to be added to the above?

Yes No

We'll calculate and pay the charge each month.

6.3 Service charge

This section allows you to agree and set a service charge model to your client's Aegon SIPP to pay you a service charge.

Service charge model name

7. Confirmation of Verification of Identity (for adviser use only)

I confirm that:

7.1 The information in section 1 was obtained by me in relation to the customer.

7.2 The evidence I have obtained to verify the customer: (tick only one)

Meets the standard evidence set out within the guidance for the UK Financial Sector issued by Joint Money Laundering Steering Group (JMLSG).

Exceeds the standard evidence – where the customer is a Politically Exposed Person.

Name

Position

Date (dd/mm/yyyy)

<input type="text"/>							
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Signature

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

8. How we treat your personal information

Here at Aegon, we're committed to protecting and respecting your privacy. We collect your personal information so that we can verify your identity, set up your plan and provide ongoing administration. We need this information to carry out our obligations and to provide you with the products, and services under the terms of your contract with us. Without it, we wouldn't be able to provide you with a plan.

As part of our administration process, we work with carefully selected service providers (in other words suppliers) that carry out certain functions on our behalf. We only share the appropriate level of personal information necessary to enable our suppliers to carry out their services and they need to keep the information safe and protected at all times. Our suppliers must only act on our instructions and can't use your personal information for their own purposes.

The personal information we collect may be transferred to, and stored at a destination outside the European Economic Area (EEA). This could be to other companies within the Aegon Group or to our service providers. Where any such processing takes place, appropriate controls are in place to make sure your information is protected.

We may disclose your information to licensed credit reference and/or fraud prevention agencies to help make financial or insurance proposals and claims decisions (this will be during the application or enrolment process and on an ongoing basis), for you and anyone you're linked with financially or other members of your household. Our enquiries or searches may be recorded.

You can find more information on how we use and share your personal information, including how long we keep it and details of your rights at customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/ or by contacting us to request a copy.

We'd like to keep you up-to-date with information about our news, products and services. If you'd like to hear more from us, please tick the relevant box below.

Mail

Phone

SMS

Email

By ticking the box(es), you're consenting to receiving marketing messages in this way from us. You can change your mind and unsubscribe at any time simply by contacting us. For more information on how to do this go to customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/ We won't pass your information to other companies outside of the Aegon Group for marketing purposes.

9. Declaration

In this declaration:

'I', 'me' or 'my' refers to you, the applicant named in section 1, and 'Aegon', or 'we' refers to Scottish Equitable plc as the provider of the Aegon SIPP unless the context is in respect of the Aegon GIA in which case, Aegon refers to Cofunds Limited.

General declaration

9.1 Aegon relies on the information contained in the following documents as they form the basis of the contract(s) being applied for:

- The application
- These declarations and any other declarations made when applying for an Aegon SIPP and, where relevant, an Aegon GIA
- The first confirmation of investment – contract note for the Aegon SIPP and, where relevant, the first contract note for the Aegon GIA
- The Aegon Platform terms and conditions
- The additional Aegon SIPP terms and conditions

9.2 I confirm that I have had the opportunity to read these documents carefully (other than the first confirmation of investment – contract note and, where relevant, the contract note which will be given to me in accordance with the Aegon Platform terms and conditions), along with the key features document, my personal illustration for the Aegon SIPP, Key Investor Information Document (KIID), (or Key Information Document), any relevant consumer-facing sustainability disclosure reports and the declarations in this application, before completing this application form.

9.3 I confirm that I had the opportunity to read the Aegon UK Retail order execution policy and I agree to its terms.

9.4 I have read any information provided or made available to me by the transferring scheme in connection with this transfer.

9.5 Until this application is accepted and complete, Aegon's responsibility is limited to the return of the total payment(s) to the transferring scheme.

9.6 I confirm that I am habitually resident in the United Kingdom.

9.7 I accept that Aegon has not and will not assess my suitability for the Aegon SIPP and, where relevant, an Aegon GIA or any investment decisions I make. This means that I will not benefit from the protection of the Financial Conduct Authority's rules on assessing suitability in relation to these products.

9.8 I am applying for an Aegon SIPP and will have a policy with Scottish Equitable plc (Aegon). Part of the purpose of the confirmation of application – contract note that Aegon sends is to confirm to me that this policy has been issued and is dated the same date as that confirmation of application – contract note.

I declare that:

9.9 I apply for an Aegon SIPP, and where relevant, an Aegon GIA and the services outlined in the application and agree to be bound by the Aegon Platform terms and conditions and in respect of the Aegon SIPP only, the additional Aegon SIPP terms and conditions, and the rules of the Aegon Self Invested Personal Pension Scheme (the 'Scheme').

9.10 I apply to become a member of the Scheme in respect of the Aegon SIPP.

9.11 I apply to make a drawdown transfer payment to the Aegon SIPP.

9.12 The information supplied in this application, and any supplementary forms related to it, including transactional data, is true and complete to the best of my knowledge and belief (and my appointed adviser), and I am aware that it is a serious offence to knowingly provide false or misleading information on the application form.

9.13 And I confirm that, if I have not received face-to-face advice from an appointed adviser in connection with this application, I have received and had the opportunity to read the key features document, illustration, Key Investor Information Document (KIID), (or Key Information Document), any relevant consumer-facing sustainability disclosure reports, the Aegon Platform terms and conditions and the additional Aegon SIPP terms and conditions that are relevant to this application.

9. Declaration – continued

- 9.14 Where regulations allow, I nominate my appointed adviser to receive correspondence in relation to my investments on my behalf. This instruction will remain in force unless the appointed adviser has informed Aegon that they wish for this correspondence to be sent directly to me, or I no longer have an appointed adviser to whom Aegon can send these.
- 9.15 Any payment into the Aegon SIPP, or where relevant, the Aegon GIA, including contributions and transfers, will be placed in the appropriate cash facility. Thereafter, investments will be purchased in accordance with the investment instruction given by me or my appointed adviser.
- 9.16 Where I am applying for an Aegon GIA, through self-certification I have or will provide details of all countries in which I am resident for tax purposes. If I do not provide these details, I will be reportable to HM Revenue & Customs (HMRC) as undocumented.
- 9.17 Where required to under UK law, Aegon can share information about me and my Aegon GIA to HMRC, who will then share that information with tax authorities in the relevant countries and territories.
- 9.18 I accept that in order to comply with regulatory obligations, Aegon and the transferring scheme 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.
- I authorise Aegon to:**
- 9.19 Hold my cash, subscriptions, investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- 9.20 Make on my behalf any claims to relief from tax in respect of any of my investments.
- 9.21 Deduct from my Aegon SIPP any amount of basic rate tax relief, and/or interest relating to that tax relief, repaid or repayable by Aegon to HMRC.
- 9.22 Arrange any transfer of an existing GIA held with a different provider to my Aegon GIA (as appropriate), as and when I request Aegon to do so.
- 9.23 Obtain details from my existing GIA provider(s) (as appropriate) and authorise the giving of any such details to Aegon.
- 9.24 Accept investment and disinvestment instructions from my appointed adviser and to accept instructions from my appointed adviser with regard to all aspects of the running of the Aegon SIPP, and where relevant, the Aegon GIA.
- 9.25 I have agreed with my adviser to pay the adviser charges as set out in section 6 of the application form. I authorise Aegon to deduct the adviser charge(s). I authorise Aegon to facilitate the onward payment of the amount deducted to my adviser. I acknowledge that in performing this role Aegon will be acting as agent for the adviser for the sole purpose of transferring the amount equal to the adviser charge that has to be deducted and paid under section 6 of the application form. I agree that once the adviser charge has been deducted from the Aegon SIPP, Aegon cannot return it to me and I will have to discuss any refund of adviser charges direct with my adviser. I confirm that I have received an illustration showing the impact of the charges.
- 9.26 I authorise Aegon, the transferring scheme and any contributing Employer and any 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 Aegon.
- I agree that in respect of the Aegon SIPP:**
- 9.27 I am bound by the documents and rules of the Scheme.
- 9.28 The investments that are available under my Aegon SIPP may change from time to time: the powers in the Aegon Platform terms and conditions, the additional Aegon SIPP terms and conditions and the Scheme allow this.
- 9.29 The value of the Aegon SIPP may only be applied to provide benefits at the time I take retirement benefits or upon my death, and that Aegon will provide the appropriate benefits as required.

9. Declaration – continued

- 9.30 And confirm that the drawdown transfer payment from the transferring scheme comprises the whole of the funds held under any arrangements which are the subject of the transfer payment.
- 9.31 Where the transfer is from a **capped drawdown** plan, I confirm that I have requested, in terms of paragraph 8D or 22D of Schedule 28 of the Finance Act 2004, that the **capped drawdown** plan be converted to **flexi-access drawdown** under the Scheme.
- 9.32 Unless the drawdown transfer payment relates to funds I have inherited as a dependant, nominee or successor, if I select at any time in the future to take income from a **flexi-access drawdown** plan, I am aware that this will trigger the **money purchase annual allowance** where this has not already been triggered.
- 9.33 And confirm that income withdrawals can currently be taken by me as the original member, or surviving spouse, registered civil partner, nominee, successor or dependant, from the arrangement(s) of the transferring scheme which are subject to the transfer payment.
- 9.34 And confirm that no pension commencement lump sum or **uncrystallised funds pension lump sum** is available from the new arrangement(s), and no contributions may be paid to the arrangement.
- 9.35 If appropriate, Aegon has my authority to check with HMRC the details of any certificate that enhances my lump sum allowance and lump sum and death benefit allowance.
- 9.36 If I applied for enhanced protection or fixed protection 2016 on or after 15 March 2023, I am aware that transferring to an Aegon SIPP will mean that protection will be lost.
- 9.37 I consent to:
- Aegon obtaining details from any pension scheme, arrangement or contract of which I am, or have been, a Member and authorise the giving of any such details to Aegon; and
 - Aegon requesting the transfer of my entitlement to benefits from the schemes shown in the transfer section of this form, and
 - the transfer payment from the transferring scheme being paid into the Scheme to provide benefits for me.
- 9.38 In this clause, 'you' means the trustees and/or scheme administrators of the transferring scheme named in section 2.
- I authorise, instruct and apply to you to transfer sums and assets from the plan as listed in section 2, directly to Aegon and to provide any instructions and/or discharge required by any relevant third party to do so. Where you've 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 that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.
 - I authorise you, Aegon, any contributing Employer and any financial advisers 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 Aegon.
 - Until this application is accepted and complete, Aegon's responsibility is limited to the return of the total payment(s) to you.
- When payment is made to Aegon, as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section 2 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.

9. Declaration – continued

d. I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Aegon and you may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.

9.39 You (the member) should sign and date this form by typing your full name in the signature boxes below and typing the date in the date boxes or by using any other electronic signature method we have agreed, in writing with your adviser, to accept. Your typed name or agreed electronic signature method in the signature box will be your signature. When you sign the form, by typing your name in this box or using the agreed electronic signature method, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

This declaration applies to each and every contract or arrangement that I have applied for.

Date (dd/mm/yyyy)

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Signature

X	X
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(type name here)

10. Adviser declaration

Where you have completed this form on behalf of the customer named in section 1, when you sign the form, by typing your name in this box or using another electronic signature method we have previously agreed in writing with you that you may use, you are making the declarations and confirming that the customer wishes to proceed with the instructions in this form.

By signing this form, by typing your name in the box below or using such other agreed electronic signature method, you make the following additional declarations:

You declare that:

- To the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete.

- You have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when

requested may result in Aegon being unable to proceed with the instructions.

- You have discussed the form with the customer and they are aware of its content, they agree to the declarations and agree to you submitting this application on their behalf.

- You hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of my failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Date (dd/mm/yyyy)

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Adviser signature

X	X
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(type name here)

10. Adviser declaration

Where you have completed this form on behalf of the customer named in section 1, when you sign the form, by typing your name in this box or using another electronic signature method we have previously agreed in writing with you that you may use, you are making the declarations and confirming that the customer wishes to proceed with the instructions in this form.

By signing this form, by typing your name in the box below or using such other agreed electronic signature method, you make the following additional declarations:

You declare that:

- To the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete.
- You have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when

requested may result in Aegon being unable to proceed with the instructions.

- You have discussed the form with the customer and they are aware of its content, they agree to the declarations and agree to you submitting this application on their behalf.
- You hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of my failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Date (dd/mm/yyyy)

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Adviser signature

X	X
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(type name here)

11. Definitions

Capped drawdown – allows pension funds to remain invested in a pension scheme with a limit on the amount of income that can be withdrawn each year. Income withdrawals can be taken up to roughly 150% of the income you would have received if you bought a single life, level, nil guarantee annuity on the open market with your drawdown pension fund. New capped drawdown arrangements can't be created after 5 April 2015 unless being set up to receive a transfer from an existing capped drawdown arrangement (which Aegon doesn't allow).

Flexi-access drawdown – allows pension funds to remain invested in a pension scheme and lets you take as much or as little income (which may be subject to tax) from the arrangement as you wish.

Lump sum allowance – the lump sum allowance is currently £268,275 and is the total amount you can take tax-free in your lifetime as a pension commencement lump sum, standalone lump sum and the tax-free element of any **uncrystallised funds pension lump sum**. Unless you have an enhancement or protection which increases the lump sum allowance.

11. Definitions – continued

Lump sum and death benefit lump sum – the lump sum and death benefit allowance is currently £1,073,100 and is the total amount of lump sums you can take tax-free during your lifetime and your beneficiaries can receive after your death. This includes serious ill-health lump sums, lump sum death benefits, pension commencement lump sums, standalone lump sum and tax-free element of any **uncrystallised funds pension lump sum**. Unless you have an enhancement or protection which increases the lump sum and death benefit allowance.

Money purchase annual allowance (MPAA)

The amount that can be paid by or for you into money purchase arrangements without a tax charge arising may be restricted to the **money purchase annual allowance**, which currently is £10,000. The restriction applies if you had a flexible drawdown plan at any time before 6 April 2015. It also applies if you take (or have already taken) certain types of pension benefits, including an **uncrystallised funds pension lump sum** or taking income from a **flexi-access drawdown** plan.

Permitted transfer – for the purposes of retaining enhanced protection or fixed protection means:

- All or part of the sums and assets or pension rights are transferred to form all or part of the assets of one or more money purchase **registered pension schemes**.
- Where defined benefit or cash balance pension rights are transferred to a money purchase arrangement, the value of the sums and assets received by the money purchase arrangement are actuarially equivalent to the rights being transferred.

Registered pension scheme – is a pension scheme which is registered with HM Revenue & Customs under Chapter 2, Part 4 of the Finance Act 2004.

Uncrystallised funds pension lump sum – is a lump sum paid to you from a money purchase arrangement on or after 6 April 2015 which meets certain conditions. Your pension provider or scheme administrator will have made you aware of any payment to you that's an uncrystallised funds pension lump sum.

Where an uncrystallised funds pension lump sum is paid, 25% of the uncrystallised funds pension lump sum can be paid tax-free but the tax free amount might be restricted to the lower of either your lump sum allowance or lump sum and death benefit allowance if this is less. The balance after any tax-free amount is taxed at your marginal rate.

