

# THE SIT SIPP

Self Invested Personal Pension

## Application Form

# The SIT SIPP

## Application Form

This is an Application Form to establish a SIT SIPP administered by A J Bell Management Limited.

If you wish to transfer in pension benefits from other registered pension schemes, please also complete a Transfer Form in respect of each transfer.

If benefits are to commence immediately, please also complete a Benefit Form.

We strongly recommend that you read The SIT SIPP Key Features, Scheme Terms and Conditions and Service Terms and Conditions before completing this application.

If you are a legal guardian applying on behalf of an applicant under the age of 18, please complete this form on behalf of the applicant and sign the declaration in Section 7.

We cannot proceed with your application until we receive this form completed and signed. We reserve the right to decline any application at our discretion.

Please use **BLOCK CAPITALS** only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this or any other item of our literature in large print, Braille or in audio format, please contact us on 0800 42 44 22 or by e-mail: [info@sit.co.uk](mailto:info@sit.co.uk)

## Checklist

Please ensure the following documents accompany this form when returning it to the address at the end of the declaration in Section 7.

Contribution cheque (member)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Birth certificate (minors only)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Contribution cheque (employer)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Benefit Form	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Direct Debit (member)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Transfer Form (in-specie transfers only)*	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Direct Debit (employer)*	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	*see important note 4		

\*see important note 3

## Important Notes

1. All cheques must be made payable to 'Sippdeal Trustees Limited re (your name)'.
2. Unless member contributions are made by cheque drawn on a UK bank or building society account, further checks may be required.
3. Where an employer intends to pay regular contributions by Direct Debit, payments MUST be made from a UK bank or building society account in the employer's name. Single contributions paid by an employer must also be paid by cheque drawn on a UK bank or building society account in the employer's name.
4. For cash transfers, after completing the Transfer Form(s) please send directly to the transferring pension provider. For "in-specie" transfers, please complete the Transfer Form(s) and then send the form to the address at the end of the declaration in Section 7. We will then contact the transferring pension provider.

# 1. Personal Details

## 1.1 Applicant's Personal Details

Title Mr / Mrs / Miss / Ms / Dr / Professor / Other\*  Surname\*

Forenames\*

Date of Birth\*

National Insurance Number\*<sup>†</sup>

<sup>†</sup>Not required if the applicant is under age 16.

Marital Status: Single  Married  Common Law  Divorced  Separated  Widowed  Civil Partner

Sex\*: Male  Female

Occupation

Approximate Annual Earnings (if applicable) £  p.a.

Nationality\*

Spouse's / partner's name

Spouse's/partner's date of birth

Permanent Residential Address\*

Town\*

County\*

Post Code\*

Country

If you have lived at your permanent residential address for less than 3 years, please enter your previous permanent residential address.

Previous Permanent Residential Address\*

Town\*

County\*

Post Code\*

Country

Home Telephone Number\*

Preferred Telephone Number\*

Email Address<sup>§</sup>

Home Fax Number

Preferred Fax Number

All fields marked with an \* are required.

<sup>§</sup> If you are over 18 and wish to be registered for the online share dealing service, please provide your e-mail address.

If benefits are to commence immediately, please tick here and also complete a Benefit Form.

## 1.2 Legal Guardian's Details

Only complete this section if the applicant is under the age of 18.

Title Mr / Mrs / Miss / Ms / Dr / Professor / Other\*  Surname\*

Forenames\*

Date of Birth\*  Sex: Male  Female

Marital Status: Single  Married  Common Law  Divorced  Separated  Widowed  Civil Partner

Nationality\*

Permanent Residential Address\*

Town\*  County\*

Post Code\*  Country

If you have lived at your permanent residential address for less than 3 years, please enter your previous permanent residential address.

Previous Permanent Residential Address\*

Town\*  County\*

Post Code\*  Country

Home Telephone Number\*  Preferred Telephone Number\*

Email Address<sup>§</sup>

Home Fax Number  Preferred Fax Number

All fields marked with an \* are required.

<sup>§</sup> If you are over 18 and wish to be registered for the online share dealing service, please provide your e-mail address.

**Note:** If you are applying as legal guardian on behalf of an applicant under age 18, we will send all correspondence to you and not the applicant.

## 2. Security Questions

Please supply the following security information that may be requested when you telephone us.

**Note:** If you are applying as legal guardian, please provide the information for yourself, not the applicant.

Mother's Maiden Name

First Job/Employment

## 3. Applicant's Status

Please advise which category of status is applicable to the applicant (if more than one, indicate the category that is most applicable):

**Employed**

Chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) for the income tax year of assessment concerned in respect of employment income as defined in the Act.

**Pensioner**

Chargeable to tax under Part 9 of ITEPA for the income tax year of assessment concerned in respect of a pension.

**Self Employed**

Chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Trading and Other Income) Act 2005 for the income tax year of assessment concerned in respect of annual profits or gains arising or accruing from any trade, profession or vocation carried on by the individual.

**Child**

The applicant is under the age of 16.

**Other**

Please indicate which of the following categories of status is applicable (if more than one, the most applicable):

i) Caring for one or more children under the age of 16

ii) Caring for a person aged 16 or over

iii) In full time education

iv) Unemployed

v) Other

If other (please specify)

## 4. Contributions

Please indicate the amount of contributions to be paid to your SIPP (if any):

### Single Contribution

Member (net) £  Employer (gross) £

### Regular Contribution

Member (net) £  per month Employer (gross) £  per month

### Member Contribution

Please tick one or more of the following boxes to indicate from which source member contributions are to be funded:-

i) Income from employment  ii) Investment/Savings  iii) Inheritance   
iv) Property sale  v) Divorce settlement  vi) Other (please specify)

Member contributions are contributions paid by the applicant personally, or by someone else on the applicant's behalf, e.g. a parent, grandparent or spouse. They do not include employer contributions.

All member contributions are payable net of basic rate tax (20% for the 2011/12 tax year). We will reclaim basic rate tax from HM Revenue & Customs (HMRC) and pay it to your SIPP. If the applicant is a higher rate tax payer, the difference between higher rate and basic rate tax relief to which the member is entitled can be reclaimed via self assessment.

Please note that if you are paying contributions on behalf of the applicant, you will not be entitled to reclaim the difference between higher rate and basic rate tax relief.

All employer contributions are payable gross. Where an employer intends to pay regular contributions by Direct Debit, payments MUST be made from a UK bank or building society account in the employer's name. Single contributions must also be paid by cheque drawn on a UK bank or building society account in the employer's name.

If your employer is to pay contributions on your behalf, please advise your employer's name, registered office address and post code:

Employer's Name

Company Number

Registered Office Address

Town  County

Post Code  Country

Is the employer listed on a recognised stock exchange?

Yes  No

## 5. Transfers

Are you going to transfer your benefits under one, or more, registered pension scheme(s) into your SIPP?

Yes  No

If **Yes**, please provide the following information. You must also complete a separate Transfer Form for each transfer. Forms are available on [www.sit.co.uk](http://www.sit.co.uk) or by calling **08457 22 55 25**.

Name of Transferring Scheme/Provider	Cash or In-specie*	Approx. Transfer Value

\*An in-specie transfer is a transfer of existing assets held under the transferring scheme, rather than cash.

Are any of the transfers being made from final salary pension schemes?

Yes  No

If **Yes**, please note we will not accept transfers from final salary pension schemes unless you have received advice on the transfer from a suitably qualified financial adviser.

Have you received advice from such an adviser in relation to the transfer(s)?

Yes  No

**Note:** Transfers from other UK registered pension schemes can be paid into your SIPP. We will only accept a transfer of assets (in-specie) which are permitted investments under your SIPP. Please see [www.sit.co.uk](http://www.sit.co.uk) or call on **08457 22 55 25** for more information. Please send us details of the assets you wish to transfer. For cash transfers, please send the Transfer Form(s) directly to the transferring pension provider.

## 6. Nomination of Beneficiaries

Please do not complete this section if you are also completing a Benefit Form for the payment of immediate benefits.

In the event of my death, I would like the Scheme Administrator of my SIPP to consider making payment of any death benefits to the following persons:

Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Total				<input type="text"/> 100%

**Notes:** If you leave a surviving spouse or civil partner, any protected rights can only be used to provide a spouse's/civil partner's pension or purchase an annuity. Lump sum death benefits can only be paid from protected rights where you are not survived by a spouse or civil partner. Where lump sum death benefits are paid from protected rights, any nomination given above is binding on the Scheme Administrator. If you do not make a nomination, any lump sum paid from protected rights must be paid to your estate. Lump sum death benefits paid from protected rights may be subject to Inheritance Tax (IHT). It may be possible to reduce any IHT liability by making your nomination irrevocable. Before considering this, you should take specialist IHT advice. If you wish to make the above nomination irrevocable, please contact us and we will send you the appropriate documents.

## 7. Declarations

### 7.1 General Declaration

Please read the following carefully **before** you sign.

I hereby apply for a SIT SIPP and to become a member of the Sippdeal e-sipp ("the Scheme").

I confirm that I have read and understood The SIT SIPP Key Features, Scheme Terms and Conditions and Service Terms and Conditions. I agree to be bound by The SIT SIPP Terms and Conditions as may be amended from time to time, I also agree to be bound by the trust deed and rules of the Scheme (as amended from time to time), which I have had the opportunity to consider.

In return for the services to be provided by the Scheme Administrator, I further agree to pay the SIPP charges set out on [www.sit.co.uk](http://www.sit.co.uk) and The SIT SIPP Key Features Document (as amended from time to time).

I confirm that the information provided in this Application Form, and any other documents completed in connection with this application, is, to the best of my knowledge and belief, correct, complete and not misleading.

I will not require, nor attempt to require, the withdrawal of funds held to provide benefits for me under the Scheme, or the income on those funds, other than in accordance with the rules of the Scheme. In the event that an unauthorised payment is made, I agree to A J Bell Management Limited deducting the amount of any scheme sanction charge, or other charge, levied by HMRC on the Scheme Administrator, from the funds held for me under the Scheme in order to pay that charge to HMRC. If there are insufficient funds held for me under the Scheme, I agree to pay A J Bell Management Limited the amount by which the charge exceeds the value of my funds under the Scheme.

A J Bell Management Limited has been appointed as the Scheme Administrator of the Scheme and agrees to administer the Scheme in accordance with the trust deed and rules of the Scheme.

Sippdeal Trustees Limited, a wholly-owned subsidiary of A J Bell Management Limited, is the trustee of the Scheme and all investments will be held in the name of Sippdeal Trustees Limited or an appropriately authorised nominee company.

Sippdeal Trustees Limited will open an appropriate dealing account for my SIPP with Halifax Share Dealing and I agree to be bound by the Halifax Share Dealing Terms and Conditions in relation to the operation of this account.

### 7.2 Declaration Where Contributions Are To Be Paid

If contributions are to be paid, I declare that:

- a) I am under age 75 and am a relevant UK individual (see Note 1);
- b) the total of the member contributions paid to this Scheme and to other registered pension schemes, on which I am entitled to tax relief, under section 188 of Finance Act 2004, will not exceed, in any tax year, the higher of:
  - i) the basic amount (£3,600 gross for the 2011/12 tax year); or
  - ii) 100% of my relevant UK earnings (see Note 2) in that tax year;
- c) the declaration in b) is correct, to the best of my knowledge and belief;
- d) I will give notice to the Scheme Administrator if an event occurs, as a result of which I will no longer be entitled to relief on member contributions, under section 188 of Finance Act 2004. I will give this notice by the later of:
  - i) 5th April in the year of assessment in which the event occurs; or
  - ii) the date which is 30 days after the occurrence of that event.

**Note 1:** An individual is a **relevant UK individual** for a tax year if they:

- a) have relevant UK earnings (see Note 2) chargeable to income tax for that tax year; or
- b) are resident in the UK at some time during that tax year; or
- c) were resident in the UK at some time during the five tax years immediately before the tax year in question and they were also resident in the UK when they joined the pension scheme; or
- d) have 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 (ITEPA)); or
- e) are the spouse 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 ITEPA).

For individuals within b) to e) above, who do not have relevant UK earnings, the maximum member contribution is the basic amount (£3,600 gross for the 2011/12 tax year).

**Note 2: Relevant UK earnings are:**

- a) employment income such as salary, wages, bonus, overtime, commission chargeable to tax under section 7 (2) Income Tax (Earnings and Pensions) Act 2003 (ITEPA); or
- b) 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) chargeable under Part 2 Income Tax (Trading and Other Income) Act 2005; or
- c) income arising from patent rights and treated as earned income under section 833 (5B) Income and Corporation Taxes Act 1988 (ICTA); or
- d) general earnings from an overseas Crown employment which are subject to tax in accordance with section 28 of ITEPA.

Where relevant UK earnings are not taxable in the United Kingdom due to a double taxation agreement (section 788 of ICTA), those earnings are not regarded as chargeable to income tax and so will not count towards the annual limit for relief.

### 7.3 Parent Or Legal Guardian Declaration

If this application is being made on behalf of an applicant who is under the age of 18, I declare that:

- a) I am making this application on behalf of the applicant named in Section 1 of this Application Form;
- b) I will be responsible for the applicant's pension arrangements under the Scheme until the applicant reaches age 18; and
- c) I have made the declarations in 7.2 based on the applicant's tax status and earnings and I confirm that I will give notice to the Scheme Administrator if the applicant is no longer entitled to tax relief on member contributions.

I understand that contributions paid into the Scheme may only be returned to the applicant in the form of benefits payable under the rules of the Scheme (after age 55, except in the case of earlier serious ill health).

I agree to advise The SIT SIPP Administration Team of the applicant's National Insurance number when they reach age 16.

**Please sign and date the application (if the applicant is under age 18, the parent or legal guardian must sign) and return it to:-**

**Freepost RRKC-GYRA-TEKU**

**The SIT SIPP**

**Halifax Share Dealing SIPP Administration Team**

**A J Bell Management Limited**

**Trafford House**

**Chester Road**

**Manchester M32 0RS**

**Tel: 08457 22 55 25**

**Fax: 0845 543 2601**

**I understand it is a serious offence to make false statements; the penalties are severe and could lead to prosecution.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

From time to time we may send you updates and information on products and services. In holding and processing this information on computer, we will at all times honour our duty of confidentiality and our responsibilities under the Data Protection Act.

If you do not wish to receive such information on this basis please tick here

#### Data Protection Act 1998

##### Your information

We will use the information provided to check your identity and that of any other person providing funds on behalf of an investment made in your name with credit reference and fraud prevention agencies. The agencies will record our check and will make that record available to others to verify your identity. We use scoring methods to verify your identity as this provides a thorough check of the available data. If you supply false or inaccurate information and we suspect fraud, we will inform the fraud prevention agencies. If we cannot verify your identity by electronic means, we may ask you for additional information.

Please write to us at the address provided in this Application Form if you want details of the credit reference and fraud prevention agencies from which we obtain, and with which we record, information about you. You have a legal right to these details. The agencies may charge a fee. You have a right on payment of a fee to receive a copy of the information we hold about you if you apply to us in writing.

The SIT SIPP is marketed by SIT Savings Limited, a wholly-owned subsidiary of The Scottish Investment Trust PLC. SIT Savings Limited is registered in Scotland number SC091859. Registered Office: 6 Albyn Place, Edinburgh, EH2 4NL. Authorised and regulated by the Financial Services Authority. FSA Registration Number: 125495.

A J Bell Management Limited is the Scheme Administrator of The SIT SIPP. A J Bell Management Limited is registered in England No. 3948391. Registered Office: Trafford House, Chester Road, Manchester, M32 0RS. Authorised and regulated by the Financial Services Authority and on the FSA register under FSA register number: 211468.

Sippdeal Trustees Limited is a wholly-owned subsidiary of A J Bell Management Limited, registered in England No. 4050222. Registered Office: Trafford House, Chester Road, Manchester, M32 0RS. Sippdeal Trustees Limited does not conduct any regulated activities, and is, therefore, not regulated.

Dealing and stockbroking administration services are provided by Halifax Share Dealing Limited, which is part of the Lloyds Banking Group. Halifax Share Dealing Limited is registered in England No. 3195646. Registered Office: Trinity Road, Halifax, West Yorkshire, HX1 2RG. Authorised and regulated by the Financial Services Authority, a member of the London Stock Exchange and HM Revenue & Customs approved ISA Manager. FSA Registration Number: 183332.

**Financial Services Authority (FSA)**

**25 The North Colonnade**

**Canary Wharf**

**London**

**E14 5HS**



**Registered Office:**

6 Albyn Place, Edinburgh EH2 4NL  
Telephone: 0131 225 7781 Fax: 0131 226 3663  
Email: [info@sit.co.uk](mailto:info@sit.co.uk) [www.sit.co.uk](http://www.sit.co.uk)

**SIPP Administrator:**

The SIT SIPP  
Halifax Share Dealing SIPP Administration Team  
A J Bell Management Limited  
Trafford House  
Chester Road  
Manchester  
M32 0RS  
Helpline: 08457 22 55 25

**Dealing and stockbroking administration services:**

The SIT SIPP (HSDL Administration Team)  
Halifax Share Dealing Limited  
Lovell Park Road  
Leeds  
LS1 1NS  
Helpline: 08457 22 55 25

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SIPP 05/11