



Protection

Draft Relevant Life Plan Trust Request and Nomination Forms

Important notes

This draft trust request and nomination form is to show you the terms of the trust that will be created if you decide to instruct your adviser to complete the trust for your plan online on your behalf. Please therefore read this document carefully. If you're happy with the terms of the trust, please confirm to your adviser your intention that your plan is issued subject to a trust based on these terms and give them permission to complete this online. If you don't do this, your trust may not be valid.

You can also use this form to provide your adviser with the information they need to complete the trust request online. Completion of this form will not create a valid trust. If you require a paper trust form you can download this from our literature library at adviser.royallondon.com/protectionliterature.

The forms are designed for use only with Royal London Relevant Life Plans.

Both forms can be used in England, Wales, Scotland or Northern Ireland.

Use these forms if an employer owns the plan and they want to provide death in service benefits for one of their employees outside of a registered group life scheme.

Part 1 – to be completed on behalf of the employer.

This is the declaration of trust form (the trust). This part should be completed before completing Part 2. Under the trust, the benefits of the plan are held in discretionary trusts for the benefit of the employee and their family. This means that the benefits will not normally form part of the employee's estate for inheritance tax. The trustees choose which of the discretionary beneficiaries to pay the benefits to and in what proportions. The employee can add to the list of discretionary beneficiaries in the trust now by asking the employer to add the additional beneficiaries' names at clause F9 or at a later date by providing the trustees with a new nomination form.

Part 2 – to be completed on behalf of the employee.

This is the nomination form. This can be completed after part 1 has been completed. Complete the full name, address and relationship to the employee of each person and if more than one, the percentage share each should receive. The nomination form can be used to guide the trustees as to which of the discretionary beneficiaries (listed in the trust form) the employee would like to receive benefits. It can also be used to add new people to the list of discretionary beneficiaries in the trust, that the employee would like to receive benefits. The nomination form does not bind the trustees and the employee can cancel or amend it at any time by completing a new nomination form and giving it to the trustees. However, the trustees always have discretion to decide which of the discretionary beneficiaries to make payment to.

1 Declaration of Trust – to be completed by the employer

Part 1

Disclaimer

The trustees may need to register the trust with HMRC's Trust Registration Service. This would normally only be the case following a claim being paid or if the trustees have a liability to tax. For more information on when the trust needs to be registered see <https://www.gov.uk/guidance/register-a-trust-as-a-trustee> or speak to your financial adviser.

The notes below and in the definitions sections are for general guidance only and are based on our understanding of the law and HM Revenue & Customs practice. We have made every effort to make sure they are accurate but can accept no responsibility for our interpretation of the law, or future changes in the law or practice.

Tax liabilities depend on the circumstances of the individual, so we cannot give any assurance that the trust is suitable for your own circumstances.

We strongly recommend that you seek independent professional advice before completing the trust.

Use of the Trust

1. This declaration of trust (the trust) is for use in England, Wales, Scotland or Northern Ireland.
2. This trust is for use with a protection plan taken out by an employer wishing to provide death benefit to an employee outside of a registered group life scheme.
3. The benefits will not normally be an asset of the employee's estate and would not normally be liable for inheritance tax (IHT). A liability to IHT may arise if any benefit paid following a claim remains in the trust past the next 10-year anniversary of when the trust was created. For more information on this please speak to your financial adviser.
4. You should only use this trust with plans that are owned by an employer.
5. You should use this trust with plans that provide death benefit only.
6. You should not use this trust in a business protection arrangement. If you need a trust for business protection you should consider the Royal London business trust.

Types of trust

The benefits of the plan are held on discretionary trusts for the benefit of the employee and their family. This means that the benefits will not normally form part of the employee's estate for inheritance tax.

Trust administrative provisions

1. We recommend that you appoint at least three trustees. They will be responsible for making sure that the trust fund is paid to the beneficiaries selected from the discretionary beneficiaries listed in section F definitions.
2. By establishing this trust, you give the trustees wide powers over how the trust is administered and the trust fund invested, including the power to delegate the investment of the trust fund to an independent fund manager.
3. The employee can appoint a new trustee or trustees and can also remove one or more of the existing trustees. However, there must always be at least two trustees acting, unless a corporate body is named as trustee.

A Introduction

- A1** The Principal Employer has determined to establish the Plan for the purposes of providing a death in service benefit for the Member by means of a Relevant Life Plan.
- A2** The Principal Employer states that, in submitting the application to the Company, he is acting with the intention of making himself and the Trustees specified below Trustees for the Discretionary Beneficiaries referred to below upon the trusts and subject to the powers set out below.
- A3** The Principal Employer undertakes to the Trustees to pay all premiums that may be due with respect to the Plan.
- A4** The Definitions in Part F shall have the meanings in that Part.
- A5** The Principal Employer confirms that the Trustees have agreed to accept office as Trustee of this Trust Request and agree to the Company carrying out an identity authentication search to verify their identity.

The Trustees understand:

- This involves checking the details they supply against those held on any databases that may be held by the reputable third party company that carries out the Company's checks. This includes information from the Electoral Register and fraud prevention agencies.
- The Company will use scoring methods to verify their identity.
- A record of this search will be kept and may be used to help other companies to help verify their identity.
- The Company may also pass information to financial and other organisations involved in money laundering and fraud prevention to protect themselves and their customers from theft and fraud.
- If they give the Company false or inaccurate information and the Company suspects fraud, the Company will record this and share this information with other organisations.

B Trust Provisions

- B1** The Principal Employer hereby requests and declares that the Plan be issued by the Company to the Trustees to hold on trust subject to the powers and provisions of the Trust as set out in this Trust Request.
- B2** The Trustees shall hold the Trust Fund upon trust for the benefit of such one or more of the Discretionary Beneficiaries in such proportions, on such terms and conditions and subject to such new or other trust purposes, powers and provisions as to both income and capital (including power to accumulate during such period permissible by law) as the Trustees may during the Trust Period revocably or irrevocably appoint in writing.
- B3** In the event of the failure of the above Trusts, the capital and income of the Trust Fund or such part of it with respect to which such failure has occurred shall be held upon Trust absolutely for the intestate heir of the last of the Discretionary Beneficiaries to die.

C Administrative Provisions

The Trustees shall have the following powers in addition to any powers conferred upon them by law namely:

- C1** To invest in the purchase or on the security of heritable or real property, investments, stocks, shares (including partly paid shares), deposits and securities (including bonds or securities payable to bearer) whether within the United Kingdom or abroad.
- C2** To purchase heritable or real property for the actual possession or occupation of any beneficiary with or without security as the Trustees may in their discretion think fit.
- C3** To delegate the investment of the Trust Fund on a wholly discretionary portfolio management basis.
- C4** To take out or take over policies of assurance on the life of any person with full power to surrender, vary or otherwise deal with any such policies as if they were the absolute owners of these policies.
- C5** To borrow and lend money on such terms and with or without security as the Trustees think fit (including power to make loans with or without interest) and apply money so borrowed in accordance with their powers.
- C6** To pay or transfer any assets comprised in, or any income of, the Trust Fund to the parent or guardian of any person who has not yet attained full legal capacity (a "minor") who is beneficially entitled to such assets or income, and the receipt of such parent or guardian shall be a full discharge to the Trustees.
- C7** To appoint one or more of their own number or any other person to be Solicitors, Accountants, Stockbrokers or Agents for executing and carrying into effect the powers and purposes of this Trust Request and to allow such Solicitors, Accountants, Stockbrokers or Agents their usual professional charges, without prejudice to the right of any Trustee to resign office.
- C8** To appropriate any part or parts of the Trust Fund in or towards satisfaction of the interest of any beneficiary and may for such purpose place such value on any property as they think fit.

D Appointment of Trustees

- D1** The power of appointing a new Trustee or Trustees shall belong to the Member for so long as he retains full legal capacity.
- D2** There shall at all times be at least two Trustees unless a corporate body is a Trustee.
- D3** The Member for so long as he retains full legal capacity may remove one or more of the Trustees by sending a Notice of Removal in writing to the Trustee in question at his last known address. The sending of the Notice by recorded delivery post will be deemed due service of the Removal Notice. The removed Trustee shall co-operate (without any expense to him) in executing any documents or consents required in order to terminate effectively his Trusteeship and to vest the Trust Fund in the continuing Trustees. This power of removal shall be exercisable only if there are at least two persons remaining as Trustees after the removal of any Trustee, unless a corporate body remains as sole Trustee after the removal. On the Member's death or incapacity this power of removal shall vest in the continuing Trustees, subject to the same conditions.

E Ancillary Provisions

- E1** A Trustee shall not be liable for any loss to the Trust Fund unless that loss is caused by his own fraud. Any liability of a Trustee shall be restricted to the liability arising from his own actions or omissions only.
- E2** No power, discretion or authority may be exercised so as to benefit a person who is a Trustee unless at least one other Trustee who takes no benefit is also party to such exercise.
- E3** Wherever it shall be necessary in connection with the affairs of this Trust for the Trustees to exercise any power, discretion or authority:
 - E3 i** such power, discretion or authority shall be exercisable at any time and from time to time or not as the Trustees in their sole and absolute discretion think fit; and
 - E3 ii** whatever decision or resolution they may act upon shall be final and binding on all parties interested either directly or indirectly and the actings of the Trustees shall not be liable to be called in question upon any ground except fraud.
- E4** Income and expenditure shall be treated as arising when payable, and not from day to day, so that no apportionment shall take place.
- E5** The Trustees shall act by majority.
- E6** This Trust Request shall be irrevocable and shall be governed by and construed according to the law of Scotland if the registered office or principal place of business of the Principal Employer is in Scotland or the law of England and Wales if the registered office or principal place of business of the Principal Employer is in England, or Wales, or the law of Northern Ireland if the registered office or principal place of business of the Principal Employer is in Northern Ireland but the Plan shall be governed and construed according to the law stated in the Plan.
- E7** This instrument falls within Category N in the Schedule to the Stamp Duty (Exempt Instruments) Regulations 1987 as amended by the Stamp Duty (Exempt Instruments) (Amendment) Regulations 1999.

F Definitions

F1 The Principal Employer

Note: Please complete the details of the employer taking out the plan. Insert the registered name (rather than any trading name) and the registered number if applicable.

As the principal employer personal information will be used for the usual administration and analysis purpose – see more at www.royallondon.com/protectionprivacy.

Name	<input type="text"/>
Registered number (if applicable)	<input type="text"/>
whose principal place of business is at	<input type="text"/>
Type of business	Limited company (Ltd)/PLC <input type="checkbox"/>
	Limited liability partnership (LLP) <input type="checkbox"/>
	Sole trader <input type="checkbox"/>
	Charity <input type="checkbox"/>
	Partnership <input type="checkbox"/>
Person for correspondence	<input type="text"/>
E-mail address	<input type="text"/>

F2 Trustees

Unless otherwise indicated below, the Trustees means the Principal Employer and the Trustees named below for the time being acting under this Trust Request and any other person or persons who may be appointed or assumed as a Trustee or Trustees of this Trust Request.

Tick this box if the Principal Employer is not to be appointed a Trustee

Note: Complete the full names, including middle names, of the Trustee. You must appoint at least two Trustees, unless a corporate body is a Trustee. We recommend that at least three Trustees are always appointed. Trustees' personal information will only be used to verify the Trustees' identity, and to confirm their instructions in the event of a claim being made.

To protect our customers we may have to verify the identity of certain individuals connected to a policy. We do this electronically to make things easier for you. If these individuals would prefer us not to do this electronically please call us on 0345 6094 500 so we can talk through what needs to be sent to us.

	Trustee 1	
Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	Postcode <input type="text"/>
E-mail address	<input type="text"/>	
Date of birth	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

F Definitions continued

Trustee 2

Name

Address

Postcode

E-mail address

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Trustee 3

Name

Address

Postcode

E-mail address

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Trustee 4

Name

Address

Postcode

E-mail address

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

F Definitions continued

F3 The Plan

The Plan means the Plan numbered below effected by the Principal Employer with the Company.

F4 The Company

The Company means The Royal London Mutual Insurance Society Limited.

F5 The Trust Fund

The Trust Fund means:

F5 i the Plan;

F5 ii all money, investments or other property paid or transferred by any person to or so as to be under the control of and, in either case, accepted by the Trustees as additions;

F5 iii all accumulations (if any) of income added to the Trust Fund; and

F5 iv the money, investments and property from time to time representing the above.

F6 The Trust Period

The Trust Period means the period ending on the earlier of:

F6 i the last day of the period of (A) 80 years from the date of this Trust Request if the Trust is governed by and construed according to the law of Northern Ireland or (B) 125 years from the date of this Trust Request if the Trust is governed by and construed according to the law of England and Wales or the law of Scotland, which period, and no other, shall be the applicable perpetuity period; and

F6 ii such date as the Trustees shall at any time specify by deed, not being a date earlier than the execution of such deed or later than a date previously specified.

F7 The Member

Name

Address

 Postcode

F8 Children, grandchildren and issue of any person

Reference to the children, grandchildren and issue of any person shall include his children, grandchildren and remoter issue, whether legitimate, legitimated, illegitimate or adopted.

F9 The Discretionary Beneficiaries

Note: This is the list of beneficiaries the Trustees may appoint all, or any part of, the Trust Fund to, using the powers in Clause B1.

The Member can add to this list at any time by giving the Trustees the full names of any beneficiaries who might benefit from the Trust Fund or the Principal Employer can write the full names of the beneficiaries at vi and vii below. For example, if the Member has a partner that they are not legally married to or have not entered into a civil partnership with (civil partnership being a form of legal union), the Trustees may only appoint benefits to the Member's partner if their name is added in this section of the form or if the Member adds them at a later date by writing to the Trustees. We only use this information to pay your benefits in the event of your death. Please make sure your beneficiaries are aware of how we use their information.

The Discretionary Beneficiaries means:

F9i the Member.

F9ii the children and remoter issue of the Member (whenever born) including children and remoter issue by adoption.

F9iii any spouse or civil partner or former spouse or civil partner of anyone within (ii) above.

F9iv any person at any time the spouse or civil partner of the Member or the widow or widower or surviving civil partner of the Member.

F9v any person nominated in writing to the Trustees by the Member.

F9vi

F9vii

F Definitions continued

F10 Relevant Life Plan

Relevant Life Plan has the same meaning as Relevant Life Policy as defined in section 393B(4) of the Income Tax (Earnings and Pensions) Act 2003.

F11 Words and expressions defined in the Plan

Words and expressions defined in the Plan shall, unless the context otherwise requires, have the same meanings in this Trust Request as are specified in the Plan.

F12 Gender

Unless the context otherwise requires the masculine gender shall include the feminine and the neuter and vice versa, and the singular shall include the plural.

F13 Clause headings

The clause headings are included for reference only and shall not affect the interpretation of this Trust Request.

2 Nomination form – to be completed by the employee

Part 2

To: The Trustees

While I understand that you are not bound to act in accordance with my wishes, please take into account the following request for the payment of any benefits from the plan on my death.

If the persons that I nominate in this form are not included within the class of Discretionary Beneficiaries in Clause F9 of the Trust, please accept this nomination as a written nomination of additional Discretionary Beneficiaries in accordance with Clause F9 v of the Trust.

Note: You can use this form to:

- Tell the Trustees which of the Discretionary Beneficiaries (listed in the Trust) you would like them to make payment to.
- Add additional Discretionary Beneficiaries (not included in the trust) that you would like the Trustees to make payment to. You may nominate a combination of existing Discretionary Beneficiaries and additional Discretionary Beneficiaries.
- Cancel an earlier Nomination form and make a fresh nomination of the persons you would now like the Trustees to make payment to. If you are cancelling an earlier Nomination, you should tell the Trustees in the 'Additional information' section of this form.

The Trustees are not bound to follow any Nomination that you make and they can always choose to use their discretion to make payment to any of the Discretionary Beneficiaries of the Trust.

You should complete this form after your employer has completed Part 1, Declaration of Trust, to tell the Trustees who you would like the benefits from your relevant life policy to go to.

Please send the completed forms back to your employer so that they have a record of your wishes.

Lump sum benefit

In the event of my death I would like the Trustees to consider paying any lump sum benefit to the following person(s) in the proportions shown:

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
relationship with you (e.g. spouse or civil partner)	<input type="text"/>
proportion of total benefit	<input type="text"/> %
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
relationship with you (e.g. spouse or civil partner)	<input type="text"/>
proportion of total benefit	<input type="text"/> %

Name

Address

 Postcode

**relationship with you
(e.g. spouse or civil partner)**

**proportion of total
benefit** %

Name

Address

 Postcode

**relationship with you
(e.g. spouse or civil partner)**

**proportion of total
benefit** %

* You only need to specify a percentage if you would like provision to be made for more than one beneficiary.

Additional information which may be relevant to the Trustees:

I understand that this nomination form is not binding on the Trustees and that I can cancel or amend it at any time.

Your name

Address

Postcode



Royal London

1 Thistle Street, Edinburgh EH2 1DG

royallondon.com

We're happy to provide your documents in a different format, such as Braille, large print or audio, just ask us when you get in touch.

All of our printed products are produced on stock which is from FSC® certified forests.

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