



CHANGE OF DEFAULT INVESTMENT

Application form

This application form is for changing the default investment choice.

It can be used with the following existing group pension plans:

- Retirement Solutions Group Personal Pension Plan
 - Retirement Solutions Group Stakeholder Plan
-

Important information

Please read before completing this application form.

- Please use BLOCK CAPITALS and black ink when filling in your answers.
- For details of all the investment choices please refer to our website at employer.royallondon.com/investment.
- We recommend you take financial advice before changing the default investment choice, as it's important to select an appropriate investment for members.
- If you need any help completing this form please speak to your adviser or Royal London contact.
- Your completed form should be sent to us at **Royal London, PO Box 413, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 0EN.**

1 Employer and group pension plan details

Please complete this section with your details.

Employer name

Name of your group
pension plan

Group plan number

2 New default investment details

Please complete this section with your new group pension plan default investment.

Part A - Investment responsibilities

Please provide details of who will be responsible for the design and suitability of your group pension plan default investment, including if there is no change in the responsibility, by choosing one of the options below. Our **Default investment options guide** will explain what those responsibilities are and help you to complete this section once you have agreed this with your adviser. You'll find more details about the Royal London default investment on our website at employer.royallondon.com/investment.

Who'll be responsible for the design and suitability of the new default investment?

Range	Option chosen (please tick one)	Suitability	Design
Royal London Default	<input type="checkbox"/>	Royal London	Royal London
Royal London Selected	<input type="checkbox"/>	Royal London	Royal London
Royal London Designed	<input type="checkbox"/>	Adviser/ Employer	Royal London
Royal London Supported	<input type="checkbox"/>	Adviser/ Employer	Adviser/ Employer

Part B - Investment choice

This section should be completed by the adviser or employer, unless the Royal London Default has been selected.

If you're investing in the Royal London Designed or Royal London Supported options, you'll need to tell us the name of your default investment strategy.

Please tick

Target cash

Target annuity

Target drawdown

If you are using a Flexible Lifestyle strategy for your default, please complete part C.

If you are using a Customised Lifestyle strategy for your default, please complete the **Custom Range set up form**.

2 New default investment details continued

Part C – Flexible lifestyle strategy

A Flexible Lifestyle Strategy allows you and your adviser to create your own Default Lifestyle Strategy using our Governed Portfolios. You can target cash, an annuity or drawdown. Please select which option you would like to target.

Target cash

Target annuity

Target drawdown

Please choose the Governed Portfolio and the equity funds for terms 5, 10 and 15 years to retirement and we will gradually switch the investment between these portfolios as members approach retirement. Please tick **one** Governed Portfolio for each term to retirement. If you have:

- more than 10 years to retirement you should tick one portfolio in each of the 15 years, 10 years and 5 years sections
- between 5 and 10 years to retirement you only need to tick one portfolio in each of the 10 years and 5 years sections
- 5 years or less to retirement you only need to tick one portfolio in the 5 years section.

Term to retirement	Portfolio name	Please tick
15 years to retirement	Governed Portfolio 1 Cautious	<input type="checkbox"/>
	Governed Portfolio 4 Moderately Cautious/Balanced	<input type="checkbox"/>
	Governed Portfolio 7 Moderately Adventurous/Adventurous	<input type="checkbox"/>
10 years to retirement	Governed Portfolio 2 Cautious	<input type="checkbox"/>
	Governed Portfolio 5 Moderately Cautious/Balanced/Moderately Adventurous	<input type="checkbox"/>
	Governed Portfolio 8 Adventurous	<input type="checkbox"/>
5 years to retirement	Governed Portfolio 3 Cautious/Moderately Cautious	<input type="checkbox"/>
	Governed Portfolio 6 Balanced/Moderately Adventurous	<input type="checkbox"/>
	Governed Portfolio 9 Adventurous	<input type="checkbox"/>

If you're targeting cash or an annuity, and you would prefer to remain in the chosen five year portfolio until the scheme retirement age, then please tick this box.

If you're targeting drawdown, you'll need to tell us where you want the plan to invest until the scheme retirement age. You can choose to:

Remain in your chosen 5 year portfolio

Or invest in:

Governed Retirement Income Portfolio 1 Governed Retirement Income Portfolio 4

Governed Retirement Income Portfolio 2 Governed Retirement Income Portfolio 5

Governed Retirement Income Portfolio 3

The default equity fund we use in each Governed Portfolio is the RLP Global Managed fund. If you would like to select alternative equity funds, then please tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form.

The Investment Advisory Committee may change the fund allocations within a Lifestyle Strategy from time to time. If this happens we will adjust the asset allocation within a member's plan to ensure the aim of the selected strategy is maintained over the lifetime of the plan.

3 Declaration

The employer or financial adviser should complete this section.

If the employer is giving the authorisation for the change in the default investment then only Part (i) below should be completed. If the financial adviser is changing the investments on behalf of the employer then Part (ii) below should also be completed.

(i) Employer authorisation

I apply to change the investment responsibilities and/or the investment choice, as set out in section 2, according to the instructions above and understand that this instruction replaces any previous default investment instruction. I confirm that I am signing this form on behalf of the employer and that I have the appropriate level of authorisation to provide this instruction.

I confirm that I have read Royal London's Default investment options guide and understand the level of responsibility which falls on the employer, the employer's financial adviser or Royal London as a result of the choices I have made in section 2 of this application form.

Employer 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"/>
Name	<input type="text"/>	Position	<input type="text"/>						
Witness 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"/>
Name	<input type="text"/>	Position	<input type="text"/>						

Must be signed for all plan types.

(ii) Financial adviser authorisation

I apply to change the investment choice, as set out in section 2 above, according to the instructions above and understand that this instruction replaces any previous default investment instruction. I confirm that I have the appropriate level of authorisation to provide this instruction.

I confirm that the employer has delegated responsibility for design and/or suitability of the default investment to me/my adviser firm.

I confirm that I have read Royal London's Default investment options guide and understand the level of responsibility which falls on the employer, me/my adviser firm or Royal London as a result of the choices I have made in section 2 of this application form.

Financial adviser's 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"/>
FCA reference number	<input type="text"/>								
Royal London agency number	<input type="text"/>								
Contact telephone number	<input type="text"/>								

Witness 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"/>
Name	<input type="text"/>								
Address	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
Place of signing	<input type="text"/>								

Note: If signed by a financial adviser on behalf of the employer, Royal London reserves the right to request a letter of instruction signed by the employer giving details of the investments to be made. Alternatively, written authority to act upon the financial adviser's instructions can be provided by the employer. Royal London reserves the right not to accept instructions without this authority. **Please note it is the financial adviser's responsibility to ensure that instructions sent to Royal London correctly reflect the employer's wishes.**

Returning this form

Royal London
PO Box 413
Royal London House
Wilmslow
Cheshire
SK9 0EN

Returning this form: If you are using an A4 window envelope to return your completed application form then insert the completed form into the envelope, ensuring the address to the left is clearly visible in the envelope window.



Royal London
1 Thistle Street, Edinburgh EH2 1DG
royallondon.com

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

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