



SELF INVESTMENTS

Property purchase/Transfer in application form

You'll need to complete this application form to tell us the details of the property you're purchasing or transferring in specie into your Pension Portfolio Plan with Royal London from another UK registered pension scheme.

1 Important information

Please read before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- Please read the [Guide to Property Purchase](#) before completing this form.
- This is not an application to set up a Pension Portfolio Plan with Royal London. You must have set up a Pension Portfolio with Self Investments with adequate funds before completion of the property purchase. We cannot guarantee that all applications will be accepted. All our application forms are available from our website at royallondon.com/pensions
- The Pension Portfolio is written under the provisions of the Pensions Schemes Act 1993 and Part 4 of the Finance Act 2004.
- The information requested in this form is needed for us to assess the feasibility of the proposed property transaction. As the property purchase incurs costs even if the property purchase does not reach completion, we will not start the process until each participating member has signed the declaration section of this form.
- Completion of this application does not constitute an instruction for us to purchase the property/effect a transfer, nor a commitment on the participating members to personally purchase the property. We cannot give any guarantees for completing a property purchase or transfer by a particular date but we will endeavour to meet deadlines. However, the acquisition timescale is dependent upon the complexity of the transactions and the assistance given to us.
- You should answer each question fully and accurately with your financial adviser. You should remember that your adviser is acting on your behalf not only by providing you with advice, but also regarding the completion of this form. If you need any further help completing this form you can contact us on **0345 60 50 050** (Mon-Fri, 8am - 6pm).
- You should keep a copy of this application form before sending it to us at **PO Box 296, Wilmslow, Cheshire SK9 1WJ**.

2 Checklist

This section should be completed to confirm that you have enclosed the following with your application form.

Core Investments (Personal Pension) with Self Investments (SIPP) form

Or if the SIPP is already established, please tick this box

Energy performance certificate

Copy of offer letter from bank

Copies of any existing occupational leases, if they are to continue after purchase (inc relevant rent reviews etc)

Headlease, if leasehold property (draft headlease if new build or new long lease to be granted)

Copies of any existing environmental reports (particularly if the property is newly built)

Valuation report

- Addressed to Royal London as client
- Contains market value, market rental value, reinstatement figure
- O.S. site plan (1:1250 preferably)
- By a RICS qualified surveyor
- Less than 6 months old
- Composite panels questionnaire
- Observation checklist
- Environmental screening report

If you can ensure that all the relevant documentation is submitted with your application form, this will allow us to process your application as soon as possible.

3 Personal information

Member 1

Title

Mr Mrs Miss Ms Other (please specify)

Forename(s)

Surname

Address

Postcode

Date of birth

Contact telephone number

Fax number

Email address

National Insurance number

3 Personal information continued

Member 2

Title Mr Mrs Miss Ms Other (please specify)

Forename(s)

Surname

Address

Postcode

Date of birth

Contact telephone number

Fax number

Email address

National Insurance number

Member 3

Title Mr Mrs Miss Ms Other (please specify)

Forename(s)

Surname

Address

Postcode

Date of birth

Contact telephone number

Fax number

Email address

National Insurance number

If there are more than 3 participating members then you should tick this box and provide the additional member(s) details on a separate piece of paper which should be signed, dated and attached to this application form.

4 Property information

Applicant(s) to complete this section.

Property address

	Postcode

Property description (e.g. Warehouse, Development Land, Offices etc)

Does the member/member's business/other connected party own adjacent property other than the property subject to this application, in their own capacity? If so, please indicate site on a plan.

Yes No

Has the property been registered at the Land Registry?

Yes No

Please state whether the premises are

Freehold Long Leasehold

If leasehold, please state outstanding term of lease

yrs

Copy of headlease attached or supplied previously

Yes No

If leasehold, annual ground rent

£

Approximate age of property

yrs

Purchase price (excluding VAT)

£

VAT (if applicable)

£

Total purchase price

£

Are the Trustees to 'VAT opt' the property?

Yes No

Is this to be treated as a Transfer of a going concern (Tenancy in place)?

Yes No

Does the property include any living accommodation?

Yes No

Unusual provisions (if known) e.g. options, rights etc.

5 Solicitor

This section should be read by all applicant(s).

We will appoint a solicitor from our panel to act in respect of the conveyance and the lease. See the [Guide to Property Purchase](#) for our panel solicitors.

6 Appointment of property co-ordinator

This section should be read by all applicant(s).

The property co-ordinator can be the financial adviser, one of the participating members or anyone chosen to represent the participating members.

The participating members are members of The Royal London Personal Pension Scheme (No2) that have a Pension Portfolio Plan and are to be party to this particular property transaction.

There will be one copy of the property bank account statement sent out to the property co-ordinator, who will be responsible for ensuring the participating members are forwarded copies or are made aware of the account situation.

Terms of appointment

The participating members hereby appoint the property co-ordinator named in section 7 on the following terms:

- To act on behalf of the participating members in respect of all dealings with Royal London regarding the proposed property.
- To ensure that all participating members are updated and that any instructions given or decisions made by the property co-ordinator are those which all participating members would agree.
- Any instructions given or decisions made by the property co-ordinator shall be binding on the participating members.
- To be the sole point of contact between the participating members and Royal London in relation to property related matters. This applies throughout the purchase or transfer of the property and the life of the property while it is held on behalf of the participating members.
- Any correspondence sent to the property co-ordinator or communication with the property co-ordinator shall be deemed to have been sent/communicated to all participating members.
- The property co-ordinator may resign or the participating members may jointly replace the property co-ordinator providing the appointment of a property co-ordinator is continuous. The participating members must notify any change to the appointment of the property co-ordinator to Royal London immediately. A new property co-ordinator form must be completed, signed by all members and returned to us before we will accept the appointment of a new property co-ordinator.
- To keep us informed at all times of their current postal address.

7 Property co-ordinator details

This section should be completed and signed by the property co-ordinator.

Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
Email address	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>

I agree to my appointment as property co-ordinator on the terms set out in Section 6.

Signature

Date

8 Lease information

Part A – Existing lease (please complete if the property is already let and the lease is to continue after the purchase)

Tenant	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>	Postcode	<input type="text"/>	
Telephone number	<input type="text"/>			
Rent amount per annum		£	<input type="text"/>	
Frequency			<input type="text"/>	
Start Date of Lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date of Lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the Tenant the member, member's company or their connected party?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the nature of the tenant's business?	<input type="text"/>			
Is the tenant fully VAT registered?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what percentage of this VAT is recoverable?			<input type="text"/>	%
Copy of lease attached or supplied previously			Yes <input type="checkbox"/>	No <input type="checkbox"/>

Part B – New lease (please complete if it is a new lease)

Proposed tenant(s). Please note this must be the legal entity who will be paying the rent.

Tenant name in full	<input type="text"/>			
Company registration number (if applicable)	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>	Postcode	<input type="text"/>	
Telephone number	<input type="text"/>			
Rent amount per annum		£	<input type="text"/>	
Frequency			<input type="text"/>	
Start Date of Lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date of Lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the Tenant the member, member's company or their connected party?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the nature of the tenant's business?	<input type="text"/>			
Is the tenant fully VAT registered?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what percentage of this VAT is recoverable?			<input type="text"/>	%

8 Lease information continued

Tenant's solicitors (This must be different to the solicitors indicated in section 5)

Address

Postcode

Telephone number

9 Environmental and Flooding Risk

Applicant(s) to complete this section.

Nature of current occupier's business (if known)

Nature of any previous occupier's activities (if known)

Nature of proposed activities

Are there any known factors and/or incidents of an environmental nature in respect of the property or any surrounding property?

Yes No

Please confirm whether there have been any flood incidents and/or claims at the premises in the last 10 years.

Yes No

Please confirm whether there have been any remedial works/changes to the flood defences made by the Environment Agency, from which the premises has benefited

Yes No

If "Yes" to any of the questions in this section, please provide details

10 Vendor/transferring scheme details

Applicant(s) to complete this section.

Vendor/transferring scheme name

Address

Postcode

Telephone number

Vendor's solicitor's name

Address

Postcode

Telephone number

Vendor's agent's name

Address

Postcode

Telephone number

Please confirm whether the Vendor is you or connected to you? Yes No

If 'Yes', please confirm the nature of the connection

11 Lender details

Applicant(s) to complete this section.

The maximum value of any mortgage is limited to 50% of the net value of your plan. The maximum value of the mortgage cannot be greater than 75% of the value of the property either. This is subject to any further restrictions placed on the maximum loan amount by the selected lender. Borrowing will be arranged in the name of The Royal London Mutual Insurance Society Limited as trustee of The Royal London Personal Pension Scheme (No2). Royal London will not be responsible for negotiating the facility. Please note that the annual rental income should be at least 110% of fixed rate annual loan repayments or 130% of variable annual loan repayments.

Is a loan required?

Yes No

Please supply a copy of the offer if available. If a loan is required please state:

Bank or Building Society

Contact name

Address

 Postcode

Telephone number

Amount of loan £ **Term**

Interest rate %

Periodic repayment amount £ **Repayment frequency**

Amount of VAT loan (if appropriate) which must be taken into account for the borrowing limits. £

The value of your plan must be sufficient to provide the balance of the property purchase.

Repayment method must be capital and interest only.

12 Purchase by partnership

Applicant(s) to complete this section.

Member's Percentage Share

Please specify the member's intended percentage shares in the property. This must reflect your respective contributions towards the purchase price.

Name	Share
<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"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %

13 Survey

Applicant(s) to complete this section.

Appointed RICS qualified surveyor*:

Name

Address

Postcode

Telephone number

***Please Note:** The Surveyor should be instructed by you on our behalf.

14 Works

Applicant(s) to complete this section.

The cost of any development work on the property that improves its capital or develops it, may be met from your Pension Portfolio Plan if there is sufficient money available in your plan. If you intend to do any development work on the property please tick this box.

Basic description of works/development

Timescale

Approximate cost

£

Please submit quotes, planning and any supporting evidence to support this.

If you cannot send us all the information we require at the present time, this may delay the purchase.

15 Value Added Tax (VAT)

Applicant(s) to complete this section.

A VAT election will enable Royal London to recover VAT on the purchase and subsequent outputs subject to VAT. Please note the scheme does not give advice on VAT matters and recommends that specialist advice is sought and such advice is passed to the scheme if appropriate.

Is VAT payable?

Yes No

Is a VAT election to be made in respect of the building?

Yes No

Is the purchase to be treated as a transfer of a going concern?

Yes No

16 Details of your adviser

Applicant(s) and their financial adviser to complete this section.

Business name

Contact person

Address

Postcode

Email address

Telephone number

Fax number

To be completed by the financial adviser.

Name of adviser's firm

FCA reference number

Royal London agency number

17 Additional information

This section should be completed by applicants if you have any additional details to tell us.

18 Data privacy

This section should be read by all applicants.

We, The Royal London Mutual Insurance Society Limited will use the personal information, including any sensitive personal information, supplied on this form and information we obtain from other sources, such as your financial adviser, your doctor or an identity authentication agency for providing and developing our products and services, customer services, legal and regulatory reasons, marketing, research and analysis and verifying your identity and crime prevention.

We'll retain your personal information which we'll keep for a reasonable period after your plan has ended. In order for us to carry out business effectively information may also be passed to other companies in the Royal London Group, legal and regulatory bodies, auditors, legal and financial advisers, other financial institutions, professional advisers, identity authentication and fraud prevention agencies, underwriters, reinsurers and medical agencies, authorised agents and third party service providers. Your personal data may be processed in countries outside the European Economic Area. This processing will be carried out by experienced and reputable organisations and only on terms which safeguard the security of your data and comply with the requirements of the Data Protection Act 1998.

We may carry out an electronic check to verify your identity. We will use a reputable reference agency who will access a range of data sources including information from the Electoral Register to carry out identity checks. Although we will retain a record of this search, we will not share this information outside of the Royal London Group. We may monitor and record phone calls and retain these for the purposes of training and quality assurance, and to ensure we have an accurate record of your instructions.

Under the terms of the Data Protection Act 1998, you are entitled to ask for a copy of the information we hold on you, and to have any inaccuracies in your information corrected. We are allowed to charge a fee for this. If you have any questions about how we will use your personal information please contact the Data Protection Officer, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF.

19 Declaration

Applicant(s) to read and sign this section.

Each participating member must read the declaration and sign below.

- I understand that Royal London will not proceed with this application unless all the information is completed in full, as requested.
- I confirm that the answers to all the questions on this form are true to the best of my knowledge and belief. I have read over any answers not filled in by me in my own writing and confirm that they are correct.
- I request the acquisition of the property as an investment in my Pension Portfolio Plan.
- I understand that in acting upon the above request Royal London will incur costs, irrespective of whether the purchase progresses to completion or otherwise, and I agree to be wholly liable for such costs. I hereby indemnify Royal London in respect of all such costs, jointly and severally where this application is made with other participating members.
- I understand that if any of the information provided is inaccurate or incomplete this may delay the property purchase and may incur additional costs to my Pension Portfolio Plan.
- I agree to Royal London deducting from my Pension Portfolio Plan all costs incurred by Royal London's solicitors and surveyors, together with the property fees of Royal London and any disbursements and such other costs that Royal London may reasonably incur in relation to the proposed property purchase.
- I understand that deductions from my Pension Portfolio Plan will be made by Royal London when the costs fall due.
- I understand that once purchased any proposed works to the property must be approved by Royal London prior to commencement.
- I agree personally to pay on demand the aforementioned costs where there are insufficient funds under my Pension Portfolio Plan.
- I agree to the appointment of the property co-ordinator named in Section 7, under the terms set out in this document.

Participating members:

1 Full name	<input type="text"/>	Plan number	<input type="text"/>
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"/>
2 Full name	<input type="text"/>	Plan number	<input type="text"/>
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"/>
3 Full name	<input type="text"/>	Plan number	<input type="text"/>
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"/>



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

All literature about products that carry the Royal London brand is available in large print format on request to the Marketing Department at Royal London, 1 Thistle Street, Edinburgh EH2 1DG.
All of our printed products are produced on stock which is from FSC® certified forests.

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