



CORE INVESTMENTS (PERSONAL PENSION) WITH INCOME RELEASE

Additional tax-free cash, start/change income and full withdrawal application form

You'll need to complete this application form if you would like to release additional tax-free cash and/or start/change income payments or make a full withdrawal from your Core Investments (Personal Pension) Plan with Income Release.

1 Important information

Please read this section carefully before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- If you have a Core Investments (Personal Pension) Plan with Income Release and you want to apply an additional contribution to your plan at the same time as requesting tax-free cash, you'll need to complete the **Core Investment (Personal Pension) with Income Release additional contribution with tax-free cash application form (65A39)**.
- It's important that you discuss your options with your financial adviser before making a decision. If you decide to fully withdraw your retirement benefits from your plan, you can't change your mind once the payment has been made.
- If you've agreed an ad hoc adviser charge in return for the advice and services you've received from your financial adviser, you'll need to complete our **Ad hoc adviser charge instruction form (14P45)**.
- 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 and any additional forms you send to us. When you took out your plan, you'll have received a copy of the **Pension Portfolio Core Investments Plan booklet** detailing the terms and conditions of your plan. If you would like to receive another copy of the Plan booklet, you can request a copy from us at any time.
- Your completed form should be sent to us at **PO Box 296, Wilmslow, Cheshire, SK9 1WJ**. If you're returning your application form in an A4 window envelope, then you should read the additional instructions on the back page of this form.

2 Your details

This section should be completed by all applicants.

Name

Plan number

If any of your personal details have changed, for example your address or your employment status, and you've not previously told us, please tell us the details of the change(s) below.

Type of change	Details

3 Income Release details

You'll need to complete this section to let us know how you would like to take your retirement benefits from your plan.

Please read the options below and then complete the relevant Part(s). If you would like to:

- Take a one-off taxable income payment from your plan, please complete Part A.
- Take a one-off tax-free cash lump sum payment from your plan, please complete Part B.
- Take a regular tax-free cash payment or a combination of regular tax-free cash and taxable income payments from your plan, please complete Part C.
- Start taking or change your regular taxable income payments from your plan (without combining your taxable income with regular tax-free cash payments), please complete Part D.
- Fully withdraw your retirement benefits from your plan, please complete Part E.

Please note that you'll need to ensure there is sufficient value in your plan to support your income choices. Before you make your decision, we strongly recommend that you discuss your options (including the tax implications) with your financial adviser.

Part A: You'll need to complete this part if you want to take a one-off taxable income payment from your plan.

If you would like to take a one-off taxable income payment from your plan, how much would you like? £

(Please tell us the amount you want to take before we deduct tax.)

Please note that payslips are not available if payments are taken in this way.

Part B: You'll need to complete this part if you want to take a one-off tax-free cash lump sum payment from your plan.

• Would you like to receive: The maximum amount available? or A specific amount?

• If you've chosen a specific amount, how much would you like? £

Please note that payslips are not available if payments are taken in this way.

Part C: You'll need to complete this part if you want to take regular tax-free cash payments or a combination of regular tax-free cash and taxable income payments from your plan.

Would you like to take your tax-free cash as:

Regular payments? A combination of regular tax-free cash and taxable income payments?

Please note that you can only take a one-off tax-free cash lump sum payment and regular tax-free cash payments if you've not chosen in Part B to take the maximum lump sum amount available.

If you're taking your tax-free cash as regular payments:

• What is the total amount of tax-free cash you would like to receive each year? £

• How frequently would you like to receive these payments? Monthly or Yearly

• When would you like to receive your regular tax-free cash payments?
(You can choose from the 1st to the 28th of the month.)
 D D M M

If you're taking a combination of regular tax-free cash and taxable income payments, how much taxable income would you like to take each year before tax? £

If you're taking a combination of tax-free cash and taxable income payments, the tax-free cash element must make up at least 25% of the total payment. Your combined tax-free cash and taxable income payments will be paid at the frequency and on the date of the month you've chosen above.

Please note that if you're using capped drawdown and you want to start taking regular tax-free cash payments, or a combination of regular tax-free cash and taxable income payments, we'll automatically convert your plan to flexi-access drawdown.

How much of your Standard Lifetime Allowance (SLA) have you already used? %

If you took any of your retirement benefits before April 2006, you'll need to include these in the figure you provide above. If you don't complete this box we'll assume you've not used any of your SLA.

Payslips can be printed online, however if you would like additional payslips please tick this box.

3 Income Release details continued

Part D: You'll need to complete this part if you would like to start taking or change your regular taxable income payments from your plan (without combining your taxable income with regular tax-free cash payments).

When would you like to receive your payments?

(You can choose between the 1st and the 28th of the month.)

 D D M M

If you're taking regular taxable payments from your plan, you can print your payslips online.

If you would like additional payslips, please tick this box

How much of your Standard Lifetime Allowance (SLA) have you already used?

 %

If you took any of your retirement savings before April 2006, you'll need to include these in the figure you provide above. Please note that if you don't complete this box we'll assume you've not used any of your SLA.

If you're already using flexi-access drawdown or you want to start using this, you'll need to write in your income details and/or circle your answers in the table below.

If you're using capped drawdown and you want to increase your income payments to more than the Government Actuary's Department (GAD) maximums, please tick this box. You'll need to write in your income details and/or circle your answers in the table below and your plan will automatically convert to flexi-access drawdown.

Income options available	Yearly income (Before tax)	Payment frequency		Increases to the yearly income		
Regular income payments	£	M	Q	No increase	Y	N
				Increase by RPI	Y	N
		H-Y	Y	Increase by fixed amount	Y	N
				Amount	<input type="text"/> %	(Max 10%)

If you're already using capped drawdown and you want to start taking or increase your income payments but remain within the withdrawal limits set by the Government Actuary's Department (GAD), you'll need to write in your income details and/or circle your answers in the table below.

Income options available	Yearly income (Before tax)	Payment frequency		Increases to the yearly income		
Maximum income available with GAD limits	N/A	M	Q	N/A		
A percentage of maximum income (between 1% - 99%)*	%	M	Q	No increase	Y	N
				Increase by RPI	Y	N
		H-Y	Y	Increase by fixed amount	Y	N
				Amount	<input type="text"/> %	(Max 10%)
Yearly income amount	£	M	Q	No increase	Y	N
				Increase by RPI	Y	N
		H-Y	Y	Increase by fixed amount	Y	N
				Amount	<input type="text"/> %	(Max 10%)

* Please note you'll need to tell us the percentage of income you want to receive and not the percentage of the GAD maximum. As an example, where the GAD maximum is 150% and you want 110% of the GAD maximum, you'll need to input (110 divided by 150) 73.33% rather than 110% (as this is 73.33% of the maximum income available).

Part E: Full withdrawal

If you would like to fully withdraw your retirement benefits from your plan, please tick this box.

Please note, depending on whether you have already received your full tax-free cash entitlement under your plan, this could be paid as a one-off taxable income payment or as a combination of tax-free cash and a one-off taxable income payment.

4 Taxable income payments fund choice

You'll need to complete this section if you want to take a one-off or regular taxable income payment(s) from your plan.

If you've chosen to invest your plan in a Governed Portfolio (including a GRIP) or a Lifestyle Strategy, or you've chosen for your plan to automatically rebalance, we'll automatically deduct your taxable income payments proportionately across your Core Investments.

If you would like your taxable income payments to be paid from a specific fund or from the Income Tap, you'll need to complete the relevant questions below.

Specific fund choice

If your taxable income payments are to be paid from a specific fund choice, what is the name of this investment fund?

Income Tap

If you choose to use the Income Tap we'll hold a specific number of months' income in our RLP Deposit fund. You'll need to ensure there are sufficient funds in the Income Tap to make one income payment that mirrors the frequency you've chosen to receive your income payment.

If your taxable income is to be paid from the Income Tap, how many months income payments you would like to invest in the Income Tap? (3-60 months)

How frequently would you like to review the Income Tap?

Monthly Quarterly Half-yearly Yearly

You can review your Income Tap at the same frequency you've chosen to receive your taxable income payments and if it needs to be topped up, you can move money proportionately from your Core Investments into your Income Tap.

5 Bank details

You'll need to complete this section to tell us where you would like your tax-free cash and/or income payments to be paid to.

Name of your bank/building society

Account name

Account number **Sort code**

Roll number

If you would like your tax-free cash and/or your income payments to be paid overseas, you'll need to tell us and we'll make all payments via cheque.

6 Privacy notice

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.

7 Financial adviser's details

This section should be completed by your financial adviser.

Have you provided regulated advice to your client named in section 2 about them taking their retirement benefits as detailed in section 3?

Yes No

Please note that if you have not provided regulated advice to your client, we'll need to contact your client before we process their request to ensure we provide them with the relevant risk warnings.

Signature	<input type="text"/>
Date	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Name of adviser's firm	<input type="text"/>
Adviser's name	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>
FCA reference number	<input type="text"/>
Royal London agency number	<input type="text"/>

8 Declaration

You should read and sign this section. If there is anything that you do not fully understand you should speak to your financial adviser or Royal London.

I confirm this is my application to release additional tax-free cash, start or change the income payments I receive or to take a full withdrawal from my plan.

I agree that should tax become payable because I either (i) recycle tax-free cash or (ii) have not provided the correct information within the Income Release details section of this application form, then I will pay any tax or penalty that may be imposed by HM Revenue & Customs, or I will reimburse Royal London for any tax penalty they may incur.

I understand that:

- the terms of my plan are detailed within my **Pension Portfolio Core Investment Plan booklet** which I received when I applied for my plan, and if I require an additional copy of this I can request a copy at any time;
- if I decide to fully withdraw my retirement benefits from my plan, I can't change my mind once the payment has been made;
- if I have not already triggered the money purchase annual allowance (MPAA), I will do so if:
 - I fully withdraw my retirement benefits from my plan; or
 - I take a flexi-access drawdown payment from my plan for the first time;
- if at any point I trigger the MPAA under any other pension plan, then it's my responsibility to inform Royal London of this within 91 days of the trigger;
- I will not be able to cash in, assign or take as a lump sum any pension bought by my plan except as allowed by Part 4 of the Finance Act 2004 (as amended).

I confirm that the information I have provided in this application form is true to the best of my knowledge and belief, I also confirm that I have read the declaration and every answer, including those answers not filled in by me, is correct.

Signature

Date

Returning this form

Royal London
PO Box 296
Wilmslow
Cheshire
SK9 1WJ

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
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