



## CORE INVESTMENTS (PERSONAL PENSION)

### Application form

Thank you for choosing a Pension Portfolio Plan with Royal London. You'll need to complete this application form to apply for your plan.

#### 1 Important information

Please read this section carefully before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- Your Pension Portfolio Plan will be written under the provisions of the Pensions Schemes Act 1993 and Part 4 of the Finance Act 2004 (as amended).
- You should only complete this form if you're applying for a Core Investments (Personal Pension) Plan. If in the future you want to make any additional contributions, add Self Investments or Income Release to your plan, you can do so by completing additional application forms. You can contact your financial adviser or Royal London for copies of our other application forms.
- If we receive a contribution before we are satisfied that we have all the information we need to apply it, we will not invest your contribution for the first 30 days. If after 30 days we have not received all the information we need to apply it, we will invest your contribution in our default investment option.
- 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).
- If any of your personal circumstances change after you've completed this form and before your plan starts, you must tell us.
- If you're aged 55 or over and you want to take a cash lump sum from your plan, you'll need to complete our **Cash lump sum application form (2TA1405)**.
- If you're transferring an existing pension into your plan, one of the questions that you'll need to answer within this form refers to an 'insistent client'. This term is used when a client receives a recommendation from their adviser advising them not to proceed, yet they insist on going against this recommendation and continuing with the transfer.
- You should keep a copy of this application form and any additional forms you send to us. When you take out your plan, you'll receive a copy of the **Pension Portfolio Core Investments Plan booklet** detailing the terms and conditions of your plan. If you would like to see a copy of the Plan booklet now, you can request a copy from us at any time.
- Please read the checklist on the back page of this form to ensure you enclose all the relevant documentation. Then return your completed form to us at **PO Box 296, Wilmslow, Cheshire, SK9 1WJ**. If you're returning your form in an A4 window envelope, then you should read the additional instructions on the back page of this form.

## 2 Personal information

This section should be completed by all applicants.

Please include an Illustration showing the details and the terms you wish to proceed on. Alternatively please tell us the illustration reference number in the box provided.

**Title** Mr  Mrs  Miss  Ms  Other (please specify)

**Forename(s)**

**Surname**

**Date of birth**

**Sex** Male  Female

**Marital status**

**National Insurance number**

**What age do you want to start taking your retirement benefits?** Age

This is the age at which you would like your plan value and benefits to be projected to before you start taking your retirement benefits. You can normally start taking your retirement benefits even if you are still working, if the box is left blank we'll use age 75.

**Home address**

**Postcode**

**Contact telephone number**

We'd like to keep in touch with you by email about your plan and any relevant developments to our service.

**Email address**

We may contact you by mail, phone, email or SMS either directly or through your approved financial adviser with further offers, promotions and information about our products and services that may interest you. Please tick this box if you don't want to receive this information.

**Name of legal guardian**   
(if you are under age 18, or under 16 in Scotland).

**Address of legal guardian**

**Postcode**

### 3 Employment details

This section should be completed by all applicants.

Which statement best describes your employment status? Please tick **one** box only.

Employed  Self-employed  Other (please specify)

You only need to complete the rest of this section if your employer is contributing to your plan.

Please tell us the name and address of your employer if you are employed, or the name and address of your business if you're self-employed.

Name   
Address   
  
 Postcode

### 4 Money purchase annual allowance (MPAA)

This section should be completed to let us know if you have previously triggered the MPAA.

You can find out more information about the MPAA within your [Core Investments key features document](#).

Have you triggered the MPAA by flexibly accessing your retirement benefits with us or any other provider? Yes  No

If 'Yes', when was the first payment made?

### 5 Contributions

The relevant parts of this section should be completed by all applicants to tell us what contributions are being made.

#### Part A: Your earnings

What are your yearly earnings? £

#### Part B: Regular contributions

What date do you want the regular contributions to start being collected?

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

Please note if regular contributions are being made to your plan you'll also need to complete the Direct Debit Instruction on the following page. The first contribution we collect from your bank account will be at a later date than the date specified above. We'll then collect all future contributions on your chosen date in each subsequent month or year, as appropriate.

Your contribution (gross amount)\*  Monetary amount £  or  % of your earnings %

Your employer's contribution (gross amount) £  or  %

\* The amount we'll deduct from your bank account will be the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you're an intermediate rate (Scottish taxpayers only), higher rate or additional rate taxpayer, you could be entitled to claim more tax relief through a self-assessment tax return or by contacting your local tax office. All contributions made by employers must be made gross of tax.

If you're making contributions to your plan as a monetary amount, please tick to let us know if the contributions are to remain level or increase? Please tick **one** box only.

Remain level  Increase by RPI  Increase automatically by  % (max. 10%)

How will the regular contributions be made?

Monthly by Direct Debit  Yearly by Direct Debit

## 5 Contributions continued

Please ensure that you complete, sign and date the **Direct Debit Instruction** below, before returning this application form. If your employer is contributing to your plan, please ensure that they complete the Direct Debit Instruction. Your financial adviser must also ensure that suitable customer identity verification for your employer is provided with this application form.

The Royal London Mutual  
Insurance Society Limited

### Instruction to your bank or building society to pay by Direct Debit



Please complete all of this form.

**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Name(s) of account holder(s)**

**Bank/building society account number**

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**Branch sort code**

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**Service user number**

9	9	0	1	3	6
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**Reference (internal use only)**

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**Instruction to your bank or building society**

Please pay The Royal London Mutual Insurance Society Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Royal London Mutual Insurance Society Limited and, if so, details will be passed electronically to my bank/building society.

**Signature(s)**

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This Guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Royal London Mutual Insurance Society Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal London Mutual Insurance Society Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by The Royal London Mutual Insurance Society Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when The Royal London Mutual Insurance Society Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## 5 Contributions continued

### Part C: Single contributions

Your single contribution (gross amount) £

Your employer's single contribution (gross amount) £

Single contributions can be paid by cheque which must be made payable to "Royal London". If you're paying a single contribution to your plan, please ensure that you write your name and date of birth clearly on the back of the cheque. Your cheque should be made out for the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you're a higher rate tax payer you'll need to claim your additional tax relief through your tax return. Any single contribution made by employers must be made gross of tax.

### Part D: Transfer payments

Please advise how many transfer payments are being paid to your plan

If you're transferring more than three plans, please photocopy this page for any additional plans, complete and attach it to this form. Tick this box if you're attaching additional sheets (these should be signed and dated).

If any transfer payment is coming from a company pension scheme or a statutory pension scheme, we'll only accept the transfer if it's been equalised in terms of Article 141 of the Treaty of Rome.

#### Transfer payment 1

Name of the transferring scheme

Provider's name & address

Postcode

Provider's telephone number

Plan number of transferring scheme  Transfer value £

Does this represent the full transfer value in the transferring scheme? Yes  No

Is your transfer payment coming from a Defined Benefits scheme (sometimes known as a Final Salary scheme)? Yes  No

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about this in section 1). Yes  No

Is your transfer payment being transferred as part of a Block transfer? If 'Yes', please complete a [Block transfer form \(65A32\)](#). Yes  No

Is your transfer payment as a result of a Pension Sharing Order? Yes  No

If 'Yes', is your transfer payment from any crystallised benefits? If 'Yes' we cannot accept these benefits. If 'No' please enclose the original or a certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes  No

Is your transfer payment subject to an Earmarking Order? If 'Yes', please enclose the original or a certified copy of the court order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes  No

#### Transfer payment 2

Name of the transferring scheme

Provider's name & address

Postcode

## 5 Contributions continued

Provider's telephone number

Plan number of transferring scheme  Transfer value £

Does this represent the full transfer value in the transferring scheme? Yes  No

Is your transfer payment coming from a Defined Benefits scheme (sometimes known as a Final Salary scheme)? Yes  No

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about this in section 1). Yes  No

Is your transfer payment being transferred as part of a Block transfer? If 'Yes', please complete a **Block transfer form (65A32)**. Yes  No

Is your transfer payment as a result of a Pension Sharing Order? Yes  No

If 'Yes', is your transfer payment from any crystallised benefits? If 'Yes' we cannot accept these benefits. If 'No' please enclose the original or a certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes  No

Is your transfer payment subject to an Earmarking Order? If 'Yes', please enclose the original or a certified copy of the court order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes  No

### Transfer payment 3

Name of the transferring scheme

Provider's name & address

Postcode

Provider's telephone number

Plan number of transferring scheme  Transfer value £

Does this represent the full transfer value in the transferring scheme? Yes  No

Is your transfer payment coming from a Defined Benefits scheme (sometimes known as a Final Salary scheme)? Yes  No

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about this in section 1). Yes  No

Is your transfer payment being transferred as part of a Block transfer? If 'Yes', please complete a **Block transfer form (65A32)**. Yes  No

Is your transfer payment as a result of a Pension Sharing Order? Yes  No

If 'Yes', is your transfer payment from any crystallised benefits? If 'Yes' we cannot accept these benefits. If 'No' please enclose the original or a certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes  No

Is your transfer payment subject to an Earmarking Order? If 'Yes', please enclose the original or a certified copy of the court order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes  No

## 6 Investment choice

This section should be completed by all applicants.

You can find full details about all your investment options in the [Pension investment options guide](#) and on our website at [royallondon.com/pensioninvestments](http://royallondon.com/pensioninvestments).

If you do not tell us where to invest your contributions, we may invest them in the RLP Deposit fund.

Our Investment Advisory Committee will regularly review our lifestyle strategies, including our Governed Portfolios, and to ensure the aim of your selected strategy is maintained throughout the lifetime of your plan, we may adjust the asset allocation within your plan.

**Please tick the investment option you would like your plan invested in and then complete the relevant part using the full fund names where necessary.** You should complete **one** part only.

- Fund range  Please complete Part A
- Governed Portfolios  Please complete Part B
- Target Lifestyle Strategies  Please complete Part C
- Flexible Lifestyle Strategy  Please complete Part D

There may be other investment options available to you. Your financial adviser will be able to give you more information on these. If you're selecting an alternative investment option, you should write the name of your chosen option in the box below and then go to section 7.

### Part A: Fund range

Please enter the name of the fund you would like your plan invested in and whether the funds are to rebalance on a regular basis.

If you want your funds to rebalance, please tick one box below to confirm the rebalancing frequency and then complete the 'Fund name' and the 'Rebalancing' columns in the table. If you select rebalancing, the investment split must be the same across all contributions (i.e. regular contributions (RC), single contributions (SC) and transfer payments (TV)). Any investments in the Royal London With Profits fund cannot rebalance, however you can still invest in this fund alongside two or more funds that will rebalance.

Monthly                       Quarterly                       Half-yearly                       Yearly

If you do not want your funds to rebalance, you should leave the 'Rebalancing' column blank but fill out the rest of the table below. Please make sure the figures add up to 100%.

Fund name	Rebalancing (all contributions) %	RC %	SC %	TV %
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

If you would like to invest in more than 10 funds, then please tick this box and provide the additional fund details on a separate piece of paper which should be signed, dated and attached to this application form.

## 6 Investment choice continued

### Part B: Governed Portfolios

If you would like to invest in **one** of our Governed Portfolios, please choose from the options below:

Governed Portfolio 1 <input type="checkbox"/>	Governed Portfolio 4 <input type="checkbox"/>	Governed Portfolio 7 <input type="checkbox"/>
Governed Portfolio 2 <input type="checkbox"/>	Governed Portfolio 5 <input type="checkbox"/>	Governed Portfolio 8 <input type="checkbox"/>
Governed Portfolio 3 <input type="checkbox"/>	Governed Portfolio 6 <input type="checkbox"/>	Governed Portfolio 9 <input type="checkbox"/>

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 complete the table below. The percentage split must add up to 100%.

Fund name	Percentage (%)
Example - UK Equity	100%
<b>Total</b>	<b>100%</b>

If you would like to invest in more equity funds then you should 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.

### Part C: Target Lifestyle Strategies

If you would like to invest in **one** of our Target Lifestyle Strategies, you'll need to tick **one** box within each of the sections below.

Please tick to confirm what you would like to target.



Target cash	<input type="checkbox"/>
Target annuity	<input type="checkbox"/>
Target drawdown	<input type="checkbox"/>

Please tick to confirm your risk profile.



Balanced	<input type="checkbox"/>
Cautious	<input type="checkbox"/>
Moderately Cautious	<input type="checkbox"/>
Moderately Adventurous	<input type="checkbox"/>
Adventurous	<input type="checkbox"/>

Please tick to confirm which lifestyle strategy\* you would like to invest in.



Lifestyle Strategy	<input type="checkbox"/>
Tracker Lifestyle Strategy	<input type="checkbox"/>
Active Lifestyle Strategy	<input type="checkbox"/>

\* Please note that your targeted investment choice, your risk profile and your lifestyle strategy will affect how the name of the lifestyle strategy will appear on our online service.

For example, if you choose to target drawdown, you have a balanced risk profile and you're investing in a Tracker Lifestyle Strategy, this will appear on our online service as "Balanced Tracker Lifestyle Strategy (Drawdown)."

If you choose to target an annuity, you'll see "Annuity" within the name of your lifestyle strategy and if you choose "Cash", this will appear with just the strategy name.



## 6 Investment choice continued

### Part D: Flexible Lifestyle Strategy

A Flexible Lifestyle Strategy allows you to create your own lifestyle strategy using our Governed Portfolios and 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 your investment between these portfolios as you 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 within each of the 15 years, 10 years and 5 year options; or
- between 5 and 10 years to retirement you only need to tick one portfolio in each of the 10 years and 5 year options; or
- 5 years or less to retirement you only need to tick one portfolio in the 5 year option.

#### 15 years to retirement



Governed Portfolio 1

Governed Portfolio 4

Governed Portfolio 7

#### 10 years to retirement



Governed Portfolio 2

Governed Portfolio 5

Governed Portfolio 8

#### 5 years to retirement



Governed Portfolio 3

Governed Portfolio 6

Governed Portfolio 9

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

If you're targeting drawdown, you'll need to tell us where you want your plan to invest until your chosen 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.

## 7 Payment of benefits on death

Please read this section carefully and then complete it.

It's important that you regularly review who you've nominated to receive the benefits from your Pension Portfolio plan in the event of your death, especially if your circumstances change. When you complete this form, you need to ensure that you tell us the names of everyone who you want us to consider as a beneficiary.

Firstly you'll need to decide how you want your pension benefits to be paid out – there are normally two options for you to choose from:

### Option 1 – At our discretion (as the scheme administrator)

If you choose this option, you'll need to tell us who you want us to consider paying the benefits to. In most circumstances we'll follow your wishes. However it's important to understand that under this option we are not bound to follow your wishes. We may decide to pay your benefits to a different person or persons if your personal circumstances at the time of your death make this an appropriate course of action. If you choose this option, any benefits we pay will not be subject to any inheritance tax.

If you choose this option, you can change who you have nominated at any time by writing to us, however, you can't choose Option 2 below at a later date.

### Option 2 – At my direction

If you choose this option, we're legally obliged to carry out your wishes and pay your benefits to whoever you have directed us to pay these to. If you choose this option, any benefits we pay may be subject to inheritance tax so you may wish to discuss this with a financial adviser first.

If you choose this option, you can change who you have directed us to pay the benefits to at any time by writing to us. You can also change your mind and choose Option 1 at a later date.

### Paying benefits on death

When we're notified of your death, we'll explain to your beneficiaries the different ways in which the benefits can be paid to them.

If you want us to consider giving one or more of your nominated beneficiaries the option of using the amount available for beneficiary flexi-access drawdown, it's important that you tell us this when completing the table below. You should speak to your financial adviser to find out more information about why you may want to consider this option.

Remember that when you're choosing your nominations, you can only choose who you want your benefits to be paid to on your death – you can't choose who any remaining benefits may be paid to when those beneficiaries subsequently die.

### Choosing your option

Please tick one box below to confirm how you would like your benefits to be paid out and then complete the table below:

Option 1 – At the discretion of the scheme administrator  Option 2 – At my direction

We only use this information to pay out your benefits in the event of your death. Please make sure you beneficiaries are aware of how we use their information.

Full name	Connection to me	Proportion (%)	Is this person to be considered for beneficiary flexi-access drawdown ?
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
<b>Total</b>	<b>N/A</b>	<b>100%</b>	<b>N/A</b>

If you would like to list more than six names, please tick the box and provide the details on a separate piece of paper which should be signed, dated and attached to this application form.

## 8 Privacy notice

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In this notice we've included a summary of how we use your information. Our full privacy notice contains more detail on what we do with it, how long we keep it for, our lawful basis and your rights under data protection laws.

We use your information, which may be provided by you, through your adviser or from your employer, to set up and service your plan and meet our legal obligations, such as:

- setting up and administering your plan
- completing any requests or managing any queries or claims you make
- verifying your identity and preventing fraud. This is usually where we have a legal obligation
- fulfilling any other legal or regulatory obligations
- sending you membership information and managing your membership rights.

We also use your information for other activities. Where we do this we need to have a legitimate interest. Activities are assessed and your rights and freedoms are taken into account to ensure that nothing we do is too intrusive or beyond your reasonable expectations. We use legitimate interests for:

- Researching our customers' opinions and exploring new ways to meet their needs – This helps us understand if customers have suitable products and improves the customer experience.
- Assessing and developing our products, systems, prices and brand – We combine your information with others' to check our products and prices are fair.
- Monitoring the use of our websites – See our cookie policy online.

If we lose touch we'll use a trusted third party to find you and reunite you with your plan, if we can. We may also monitor and record phone calls for training and quality purposes.

### Who sees and uses my personal information?

Certain employees of Royal London are given access to your personal information. We also share your information with other companies. We only use trusted third parties, such as:

- your employer, for example they'll receive reports to help them help you;
- service providers, for example mailing houses for printing;
- ID authentication and fraud prevention agencies;
- your authorised financial adviser(s), auditors and legal advisers;
- legal/regulatory bodies, such as HM Revenue & Customs;
- external market research agencies, data brokers, for example Experian; and
- reassurers and medical agencies, if you need to claim under an ill health or similar benefit.

We make sure the use of your information is protected and we'll never sell your information.

### Overseas transfers

Depending on the plan you have, some of your personal information might be processed outside of the European Economic Area (EEA). For more information see the full privacy notice on our website.

### What are your rights?

**Access** – You have the right to find out what personal information we hold about you.

**Rectification** – If your details are incorrect or incomplete, you can ask us to correct them for you.

**Erasure** – You can ask us to delete your personal information in some circumstances.

**Object** – If you have concerns about how we're using your information you have the right to object in some circumstances, including where we're using 'legitimate interests' (as mentioned above).

**Direct marketing** – You have a right to object to direct marketing, which we'll always act upon.

**Restriction** – You have the right to restrict the use of your information in some circumstances.

**Data portability** – In some circumstances, you can ask us to send an electronic copy of your information.

If you wish to exercise any of these rights please contact us in writing.

## 8 Privacy notice continued

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### How can I find out more?

You'll find the full notice at [royallondon.com/privacynotice](https://royallondon.com/privacynotice). Or you can call **0800 0858352** for a recorded version or if you want this in another format.

### How to contact our Data Protection Officer

You can contact our Data Protection Officer by emailing [GDPR@royallondon.com](mailto:GDPR@royallondon.com) or by writing to **Royal London, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF**.

## 9 Adviser charge instruction


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**Please complete this section with the agreed adviser charge details.**

Adviser charges can be paid as a percentage of fund and/or a percentage of contribution, or a monetary amount that you've agreed.

If the adviser charge(s) include VAT and the rate of VAT applicable changes, your financial adviser will need to tell us the new total adviser charge(s) to be deducted from the plan.

Please tick one of the following boxes to confirm if any adviser charges are to be deducted from your plan.

**No adviser charge**   If 'No' you don't need to complete any more details within this section.

**Yes**   If 'Yes' please read the notes and complete the table on the following pages.

**Please note that if you've agreed an adviser charge payment with your adviser, the amount we'll deduct from the plan will be based upon the full value of the contributions before any tax-free cash is paid out.**

## 9 Adviser charge instruction continued

### Please read these notes carefully before completing the table.

You'll need to complete the table with the total adviser charge (AC) details you've agreed will be deducted from your plan. Please complete the table by circling your answers where appropriate or by writing in the details you've agreed. You'll need to tell us the initial and ongoing adviser charge details for regular and single contributions and transfer payments separately.

#### Note 1 – What percentage or monetary amount of AC is being paid?

- You'll need to tell us the percentage or monetary amount of AC that you've agreed. **If the AC payment is to be made ASAP, please leave this blank and read note 4.**
- If the agreed initial and/or ongoing AC payments are being paid as a monetary amount, you'll need to tell us the amount and the frequency that amount is to be paid for. For example, if the total charge to be paid is £1,200 and you've agreed this will be paid over 12 months, you'll need to enter £100 and 12 into the appropriate boxes.
- If the agreed ongoing AC payments are being deducted;
  - as a percentage of the fund, you'll need to tell us the yearly percentage that we'll need to deduct from the plan which we'll pay proportionately each month.
  - as a percentage of contribution or as a monetary amount, you'll need to tell us the percentage or the amount that we'll need to deduct from the plan.

#### Note 2 – How frequently are the AC payments being made?

- You'll need to circle how frequently the AC payments will be paid (monthly or yearly). We're not able to pay the AC payments less frequently than the frequency the contributions are made to the plan and they can't be more frequently than monthly. For example, if the regular contributions are being paid monthly, we'll only pay the AC payments monthly.
- You'll need to circle to let us know how frequently the ongoing AC payments are to be paid. If you've agreed the AC payments will be paid as a percentage of the fund, we'll pay these monthly.
- If the agreed AC payments are being paid as a percentage of the regular contributions, we'll automatically pay any AC payments at the same frequency the contributions are made to the plan.

#### Note 3 – How long are the initial AC payments being made for?

- If the agreed initial AC payments are made as a:
  - percentage of the regular contributions you'll need to tell us how long the AC should be paid for. The period should be months or years depending on the regular contribution frequency.
  - monetary amount you'll need to tell us how many AC payments are to be made.

#### Note 3 continued

- The maximum number of initial AC payments we can pay over a monthly frequency is 60 and over a yearly frequency is 5. Please note the maximum initial AC period is 60 months.

#### Note 4 – How much AC is being paid as soon as possible (ASAP)?

- You'll need to tell us the total AC payment that we'll deduct from the plan ASAP. You'll need to be aware that if you've agreed this option, there'll be no fund value in the plan until we've deducted all of the AC payments.

#### Note 5 – How long are the ongoing AC payments being made for?

- Are the AC payments being paid for the full term or for a set period? If they're being made for a set period, you'll need to tell us how many payments we'll need to deduct from the plan. We'll continue to pay the ongoing AC payments for as long as there is sufficient value in the plan.
- If the agreed ongoing AC payments are being paid as a percentage of fund, we'll pay these for the full term of the plan or until we're advised otherwise.

#### Note 6 – After how many months are the ongoing AC payments to start from?

- You'll need to tell us after how many months the ongoing AC payments are to start being paid from. If they're to start from year 2, you'll need to enter 12 into the table. Alternatively, if they're to start being paid immediately, you'll need to tell us.
- If the agreed AC payments are being made as a percentage of fund, we'll pay the ongoing AC payments from the first month of the plan.

#### Note 7 – Are the AC payments increasing each year? If so, how are they increasing?

- If the AC payments are not increasing you don't need to complete this column.
- If the agreed ongoing AC payments are being paid as a monetary amount which will increase, you'll need to tell us if they're to increase by RPI, AWE or a fixed percentage. The maximum fixed percentage is 5%.

#### Note 8 – When are the AC payments increasing from?

- If the AC payments are not increasing you don't need to complete this column.
- You'll need to tell us if the increase is to apply from the plan's yearly review date or a specific date. If it's a specific date, you'll need to tell us the date and the month the increase is to apply from choosing from the 1st – 28th of the month.

## 9 Adviser charge instruction continued

Type of adviser charge	Contribution type	Adviser charge (AC) details			Ongoing adviser charge (AC) details		Increased adviser charge (AC) details		
		What percentage or monetary amount of AC is being paid? (see note 1)	How frequently are the AC payments being made? (see note 2)	How long are the initial AC payments being made for? (see note 3)	How much AC is being paid ASAP? (see note 4)	How long are the ongoing AC payments being made for? (see note 5)	After how many months are the ongoing AC payments to start from? (see note 6)	Are the AC payments increasing each year? If so, how are they increasing? (see note 7)	When are the AC payments increasing from? (see note 8)
<b>Initial adviser charge details – Percentage of contribution or monetary amount</b>									
Initial	Regular contribution	% or £	M / Y		N/A	N/A	N/A	N/A	N/A
Initial ASAP	Regular contribution	N/A	N/A	N/A	£	N/A	N/A	N/A	N/A
Initial	Single contribution	% or £	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Initial	Transfer payment	% or £	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Ongoing adviser charge details – Percentage of fund</b>									
Ongoing	Regular contribution	%	Monthly	N/A	N/A	N/A	N/A	N/A	N/A
Ongoing	Single contribution	%	Monthly	N/A	N/A	N/A	N/A	N/A	N/A
Ongoing	Transfer payment	%	Monthly	N/A	N/A	N/A	N/A	N/A	N/A
<b>Ongoing adviser charge details – Percentage of contribution or monetary amount</b>									
Ongoing	Regular contribution	% or £	M/Q H - Y/Y	➤	➤	Full term or No. of payments	Y/N	RPI AWE Fixed	Y/N Y/N %
Ongoing	Single contribution	£	M/Q H - Y/Y	➤	➤	Full term or No. of payments	Y/N	RPI AWE Fixed	Y/N Y/N %
Ongoing	Transfer payment	£	M/Q H - Y/Y	➤	➤	Full term or No. of payments	Y/N	RPI AWE Fixed	Y/N Y/N %

## 10 Declaration

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**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 that:

- this is my application for a Pension Portfolio Plan which I understand will be administered by Royal London;
- if I have taken benefits from any pension arrangement, with the current or any other pension provider, in a way which means I am subject to the money purchase annual allowance (MPAA), I have supplied the date the MPAA first applied to me in the MPAA section of this form.

I authorise Royal London to:

- accept any reasonable instructions regarding my plan from any financial adviser appointed by me as if the instructions were given by me directly. I understand that Royal London cannot be held responsible for any consequences of relying on these instructions;
- disclose information concerning my plan, including any adviser charges, to any financial adviser appointed by me in order for them to provide me with advice and services that relate to my plan. If I don't want Royal London to share information about my plan, I understand that I can inform Royal London of this by writing in the way described in the 'Privacy notice' section;
- deduct any adviser charges that are detailed in the Adviser charge instruction section of this application form from my plan over the agreed period of time and pay them to my financial adviser as detailed within this form.

I understand that:

- by applying for my plan, I am applying for membership of The Royal London Personal Pension Scheme (No2) which is managed and administered by Royal London and I agree to be bound by the rules of that scheme;
- the information detailed within this form will be used to structure my investments and provide benefits under my plan; the terms of my plan are detailed within the **Pension Portfolio Core Investments Plan booklet** and although I'll receive a copy of the Plan booklet when my plan is set up, I can request a copy at any time;
- if at any point I trigger the money purchase annual allowance under any other pension plan, then it's my responsibility to inform Royal London of this within 91 days of the trigger;
- if I've agreed that adviser charges will be deducted from my plan in return for the advice and services I've received from my financial adviser, these charges, including the frequency they'll be deducted and the duration for which they'll be paid, are detailed within the Adviser charge instruction section of this application form; and
  - any adviser charges I agree with my financial adviser are a matter between me and my financial adviser and Royal London will not get involved with any dispute I may have with my financial adviser regarding the adviser charges;
  - my financial adviser has discussed any agreed adviser charges with me and I understand the impact they'll have on my plan; if I want to find out how these adviser charges will be deducted from my plan, this is detailed within my Plan booklet;
  - if I've agreed my financial adviser will receive an adviser charge either as a percentage of the contributions or as a percentage of the fund, this adviser charge instruction will also apply to future contribution increases or new contributions of the same type that I make to my plan, unless I tell Royal London otherwise. However (i) if I choose to make a single contribution to my plan and more than 24 months has passed since I made my last single contribution, I understand Royal London will require a new adviser charge instruction, and (ii) if I wish to make a transfer payment to my plan, I understand that Royal London will require a separate instruction to confirm the amount of adviser charge that should be deducted from my plan each time;
- if I want to change an agreed adviser charge instruction, I'll need to provide Royal London with a new instruction;
- if I change my financial adviser I should let Royal London know as soon as possible. In such circumstances, Royal London will continue to pay any outstanding initial adviser charge to my previous adviser. I also understand that if I want to pay an adviser charge to a new financial adviser I will need to provide Royal London with a new adviser charge instruction;
- if Royal London stops making adviser charge payments to my financial adviser for any reason, or if I instruct Royal London to discontinue paying an adviser charge to my financial adviser or if I cancel my plan within the cancellation period, I may remain liable to reimburse my financial adviser for the cost of the advice and services provided to me. I should check the terms of my agreement with my financial adviser in this event;
- if I make regular contributions to my plan and I decide to cancel my plan within the cancellation period, Royal London will refund my regular contributions including any adviser charge that has been made to my financial adviser. However, in any other circumstance, Royal London will not refund any adviser charge payment that has been made to my adviser;
- any adviser charge that I agree with my financial adviser will be in addition to any plan charges that may be required by Royal London;
- my plan documents may be sent to my financial adviser to be passed onto me and if I don't receive these, or if I have any questions regarding my plan or my plan documents, I should speak to my financial adviser or Royal London;
- 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);

## 10 Declaration continued

- the total contributions I make to all of my pension plans, will not be greater than 100% of my relevant UK earnings for the relevant tax year or £3,600 if greater. Where I am making regular or single contributions I confirm I am under the age of 75 and that either I am, or have been, resident in the UK in the current tax year, or I have relevant UK earnings, or I am a crown servant or a husband, wife or civil partner of a crown servant. As a result I am eligible for tax relief on my contributions. If I cease to be such a person I will notify Royal London immediately;
- should Royal London demutualise within a period of 3 years from the later of the date that this application form is accepted by Royal London, or the date they receive the first contribution paid under this application, I will not be entitled to any compensation for loss of membership rights in respect of the contributions covered by this application;
- Royal London will only accept a transfer from an occupational pension scheme or statutory pension scheme where:
  - the benefits have been equalised under Article 141 of the Treaty of Rome so the benefits for both men and women will be treated the same, and
  - where the transfer value from my previous pension plan is at least equal to the value of any guaranteed minimum pension (GMP) that applied to my previous plan (if applicable), I also understand that Royal London are not liable for any shortfall if the amount my previous pension provider transfers does not meet these criteria.
- Royal London will not accept a defined benefit transfer unless advice has been provided by a financial adviser that has the appropriate pension transfer advice permissions.
- if I wish to make a transfer payment, the payment must come from a Registered Pension Scheme and I have provided all of the details about this transfer payment within this application form. Any transfer payment I make will be subject to the rules of The Royal London Personal Pension Scheme (No2) and by making this transfer payment I declare the following:

### My declarations to the administrator of the scheme(s) where my transfer payment is coming from:

- I authorise and instruct you to transfer funds from the plan(s) listed in the Contributions section of this form directly to Royal London. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.
- I authorise you to release all necessary information to Royal London to enable the transfer of funds to Royal London.
- I authorise you to obtain from and release to the financial adviser named in this application form any additional information that may be required to enable the transfer of funds.
- If an employer is paying contributions to any of the plans as listed in the Contributions section of this form, I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
- Until this application form is accepted and complete, Royal London's responsibility is limited to the return of the total payment(s) to the administrator of the transferring scheme(s).
- Where the payment(s) made to Royal London represent(s) all of the funds under the plan(s) listed in the Contributions section of this form, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.
- Where the payments(s) made to Royal London represent(s) part of the funds under the plan(s) listed in the Contributions section of this form, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payments.

### My declaration to Royal London and the administrator of the scheme(s) that my transfer payment is coming from:

- I promise to accept responsibility in respect of claims, losses and expenses that Royal London and the administrator of the transferring scheme may incur as a result of any incorrect information provided by me in this application form or any failure on my part to comply with any aspect of this application.

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.

If you are under 18 (16 in Scotland) your legal guardian must sign the declaration below.

Signature

Date

**It is a serious offence to make false statements in order to obtain tax relief on contributions. The penalties are severe and could lead to prosecution.**



# 11 Customer identity verification

This section should be completed by your financial adviser.

As an FCA regulated firm, you'll need to complete this section in accordance with who this plan is being set up for. If this plan is being set up for an individual and the contributions are being paid:

- From their own bank account, or it's a pension transfer from another pension plan, then you only need to read and sign Part B.
- By another person on their behalf, then you'll need to complete our separate **Customer identity verification form (ML2)** which you can find on our website. Please note if your client lives abroad we may need more information (i.e. passport and a utility bill).
- By a company, then you'll need to complete Part A and Part B below for each company contributing to the plan.

If the contributions are being paid by more than one company, then you can either attach completed photocopies of this part of this form, or you can complete our separate **Customer identity verification form**.

Please note that you cannot use this form to verify the identity of an individual if you have relied on a permitted exemption defined within the JMLSG guidance. All signatures must be original or an electronic equivalent and If necessary, we can request a copy of the evidence used to verify the identity of your client.

## Part A: Company details

Please confirm the company type

Sole trader  Partnership  Limited liability partnership  Limited company (PLC/Ltd)   
 Charity  Church  Club  Society  Local authority  Government department

Name of company

Type of company

VAT number (if applicable)  Registration number (company or charity number)

Regulatory organisation (if applicable)

Company address

Postcode

Registered office in country of incorporation

Postcode

Name of director/owner	Position	% (if holding/owning more than 25%)	Customer verification form completed

## 11 Customer identity verification continued

### Part B: Confirmation

I confirm that:

- The client information provided within the Personal information section of this application form is correct.
- Any details provided within Part A have been obtained by me/my company and are correct.
- The evidence I have obtained to verify the identity of the customer meets the requirements defined within the current guidance for the UK Financial Sector issued by JMLSG.

<b>Full name of regulated firm</b>	<input type="text"/>						
<b>FCA reference number</b>	<input type="text"/>						
<b>Signed</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>				
<b>Position</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 12 Financial adviser's details

This section should be completed by your financial adviser.

<b>Name of adviser's firm</b>	<input type="text"/>
<b>Adviser's name</b>	<input type="text"/>
<b>Email address</b>	<input type="text"/>
<b>FCA reference number</b>	<input type="text"/>
<b>Royal London agency number*</b>	<input type="text"/>

\*This is the agency number the plan will be keyed under.

Please confirm what type of advice you are providing to your client

Independent	<input type="checkbox"/>	Restricted – Single-tied	<input type="checkbox"/>
Restricted – Whole of market	<input type="checkbox"/>	Simplified	<input type="checkbox"/>
Restricted – Multi-tied	<input type="checkbox"/>	Non-advised	<input type="checkbox"/>

Please tell us the name of the Royal London pension sales consultant you normally deal with in the box.



## Returning this form

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**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.

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## Checklist

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**Please tick to confirm what additional documentation you're enclosing with your application form.**

**Transfer discharge form or letter of authority.**

(You'll need to supply this if you're applying any transfer payments to your plan and are not using Origo. If you are using our Origo system, there is no need to include this form.)

**Money laundering – Customer identity verification form.**

(Please refer to the Customer identity verification section of this application form.)

**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.**



**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.

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 117672. It provides life assurance and pensions. Registered in England and Wales number 99064. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Marketing Limited is authorised and regulated by the Financial Conduct Authority and introduces Royal London's customers to other insurance companies. The firm is on the Financial Services Register, registration number 302391. Registered in England and Wales number 4414137. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Corporate Pension Services Limited is authorised and regulated by the Financial Conduct Authority and provides pension services. The firm is on the Financial Services Register, registration number 460304. Registered in England and Wales number 5817049. Registered office: 55 Gracechurch Street, London, EC3V 0RL.