



## EXECUTIVE PENSION PLAN

### Tax-free Cash Entitlement Form

Members of an Executive Pension Plan may be entitled to more than 25% of the plan value as a tax-free cash sum depending on individual circumstances. This form enables us to gather all the information we require to calculate the maximum tax-free cash entitlement for the member.

Please use BLOCK CAPITALS and black ink when filling in your answers. On completion of this form, please return it to: **Royal London, PO Box 413, Wilmslow, Cheshire, SK9 0EN.**

#### 1 Personal information

##### Member's details

Name

Plan number

Scheme name

#### 2 Employment details

##### Part A: Dates of service

Please provide details of all service with the employer to which the scheme in Section 1 relates. Exclude service that is not taxable under pay as you earn (PAYE) and service prior to 06 April 1973 if the member was a controlling director. If broken service exists, please show all periods of service.

From    to

Has the member at any time after 16 March 1987 and within 10 years of retirement, been a director and either on his/her own or with one or more associates owned or controlled 20% or more of the ordinary share capital of the company, either directly, indirectly or through other companies?

Yes  No

## 2 Employment details continued

### Part B: Salary and taxable benefits prior to 6 April 2006

Please give details of the total salary and taxable benefits (e.g. bonuses, company car) the member received **prior to 6 April 2006** or if earlier, the date of leaving service and/or the scheme, in the table below. Note: for controlling directors we require a minimum of the best three consecutive years **prior to 6 April 2006** or if earlier, the date of leaving service and/or the scheme. Benefits that are taxable under PAYE may be included.

Year	Salary	Taxable benefits

Please continue on a separate sheet, complete and attach it to this form.

Tick this box if you are attaching additional sheets (these should be signed and dated).

## 3 Other pension benefits

### Part A:

Is the member entitled to benefits from other schemes? Yes  Please complete the rest of this section.  
 (In respect of this employment and/or any previous employment) No  Please go to Section 4.

If there is more than one additional scheme, please photocopy this page, complete and attach it to this form. Tick this box if you are attaching additional sheets (these should be signed and dated).

### Scheme details

**Type of scheme** (tick one box)  Final Salary  Money Purchase  
 Section 32 Buy Out  Other Please specify

**Employer**

**Scheme name**

**Provider's name & address**

**Postcode**

**Plan number**  **Date of joining**

**Value of benefits at 6 April 2006** £

### Part B: Benefits payable at retirement

Please provide details of all benefits payable at the member's retirement date from other schemes provided by their current employer and/or any previous employer, in the table below.

	Pension amount	Tax-free cash taken
Scheme of current employer		
Scheme of current employer		
Other benefits e.g. Personal Pension		

## 4 Privacy notice

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### 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.

## 5 Declaration

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We certify that we have read every question and answer in detail and the information that we have supplied on behalf of the member is true to the best of our knowledge and belief.

We understand that the information we have supplied will be used to calculate the benefits under the member's plan.

If further tax becomes payable because the information provided in this form is proven to be incorrect then we understand that the member will be wholly and personally liable for any tax charge or penalty as may be imposed by HM Revenue & Customs.

### Signed for and on behalf of the Trustees

<b>Signed</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>
<b>Date</b>	<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"/>	<b>Position</b>	<input type="text"/>
<b>Signed</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>
<b>Date</b>	<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"/>	<b>Position</b>	<input type="text"/>



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

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