



## GROUP PERSONAL PENSION PLAN EMPLOYEE AUTHORISATION FORM

You'll need to complete this authorisation form if you'd like to join your employer's group personal pension plan. This plan is offered by Royal London and forms part of The Royal London Personal Pension Scheme (No2).

- Please use **BLOCK CAPITALS** when completing this form.
- You'll need to return your completed form to your employer.

### Your details

Name of your employer's group personal pension plan

Title Mr  Mrs  Miss  Ms  Other (please specify)

Forename(s)

Surname

Address

Postcode

Date of birth         Marital status

National Insurance 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.

### Your contributions

Please tell us how much you're going to regularly contribute to your plan each month.  % of pensionable salary

If you're over 55 and have taken retirement savings from another pension plan, you need to tell us as this may trigger the money purchase annual allowance (MPAA).

If you've previously triggered the money purchase annual allowance (MPAA) with us or any provider please insert the date the first payment was made.

You can find out more information about the MPAA within the key features document for your employer's group personal pension plan.

## Your retirement savings

You can start taking your retirement savings from age 55 even if you're still working. Please tell us what age you want to start taking your retirement savings.

Age

## Your investment choice

Your contributions will be invested in the plan investment choice unless you choose alternative investments in the table below. You can review and change your investment choice at any time.

Name of Fund / Lifestyle Strategy / Governed Portfolio	Percentage (%)
<b>Total</b>	<b>100%</b>

If you invest in a Lifestyle Strategy or a Governed Portfolio you must invest 100% in that strategy or portfolio.

If you invest in funds which you want to rebalance, please tick one box below to tell us the rebalancing frequency.

Monthly       Quarterly       Half-yearly       Yearly

You can get more information about the investment options available to you in our [Pension investment options guide](#), which you can download from [yourplan.royallondon.com](http://yourplan.royallondon.com)

## Your death benefits

If you die before taking all the retirement savings from your plan, the value of your plan will be paid out in accordance with the rules of The Royal London Personal Pension Scheme (No2).

Royal London (the administrator of the Scheme) will use its discretion to decide who should receive the value of your plan. You should complete the table below to nominate who you would like Royal London to consider paying the value of your plan to and you can change this nomination at any time by writing to Royal London. Royal London will take account of your nomination, but won't be bound by it. By distributing the value of your plan in this way, this is normally paid free of inheritance tax.

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

Name and relationship	Proportion of fund (%)
<b>Total</b>	<b>100%</b>

There are other ways in which the value of your plan can be paid out, however, these may result in the payment being subject to inheritance tax. You may wish to discuss the other options with your financial adviser. Should you wish to choose another option, you must inform Royal London in writing.

## 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 and 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 my 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.

### 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**.

## Your declaration

Please read the declaration and then sign and date this form. If there's anything that you don't understand, you should speak to a financial adviser or Royal London.

I authorise my employer to:

- include me in their group personal pension plan;
- deduct contributions from my salary as instructed by me; and
- provide Royal London with information about me which is necessary to administer my plan, including relevant personal information. I confirm that I've read and understood the Privacy notice on the previous page.

I agree that in order to administer my plan, Royal London can:

- act upon reasonable instructions they receive on my behalf from my employer, any adviser appointed by my employer or my adviser and won't be responsible for any consequences of doing so; and
- disclose any necessary information to my adviser or any adviser appointed by my employer.

I understand that:

- I can join my employer's group personal pension plan without receiving financial advice or paying an adviser charge;
- if I want to receive financial advice regarding my plan and I agree a separate adviser charge with my financial adviser, I'll need to complete a separate adviser charge instruction form;
- my plan will be administered by Royal London as part of The Royal London Personal Pension Scheme (No2) and that my retirement savings will be held by Royal London, the Scheme Trustee, on my behalf;
- details regarding my eligibility to join the scheme will be sent to me. If I'm not eligible, or if any of the information about me is incorrect, I'll notify Royal London immediately;
- it's a serious offence to make false statements to obtain tax relief on contributions and the penalties for doing so are severe and may lead to prosecution;
- 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;
- my plan documents may be sent to my financial adviser, or to any financial adviser appointed by my employer to be passed on to me;
- should Royal London demutualise within a period of three years from when they accept this application or receive the first contribution I won't be entitled to any compensation for loss of membership rights in respect of the contributions covered by this application;
- I'll be bound by the rules of The Royal London Personal Pension Scheme (No2) and the plan terms detailed in the **Group Personal Pension Plan booklet** and I agree to this. I understand that I'll receive a copy of the Plan booklet when my plan is set up however I can request a copy of the rules or Plan booklet at any time. If I don't understand any of the terms I'll contact a financial adviser or Royal London;
- I'll be responsible for any losses 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 provided by me or on my behalf either in this form or with respect to any benefits from my plan. I understand that this will only apply to information provided on my behalf, if I've been made aware that this information has been provided.

I've read this declaration and confirm that the information I've provided in this form is correct and I wish to join my employer's group personal pension plan which forms part of The Royal London Personal Pension Scheme (No2).

**Signature**

**Date**

Please tick this box if you're signing this form as the legal guardian on behalf of the applicant.

We're happy to provide your documents in a different format, such as Braille, large print or audio, just ask us when you get in touch.  
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 1 17672. It provides life assurance and pensions. Registered in England and Wales, company 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 company number 4414137. Registered office: 55 Gracechurch Street, London, EC3V 0RL. RL Corporate Pension Services Limited, registered in England and Wales, company number 05817049. Registered office is at 55 Gracechurch Street, London EC3V 0RL.