



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'd 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)**.
- You should answer each question fully and accurately with your financial adviser. You should remember that your financial 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, please call us on **0345 60 50 050** (Mon – Fri, 8am – 6pm).
- **If you're taking a taxable income payment for the first time or requesting a tax-free cash payment, your financial adviser should have given you an illustration to show the impact of taking an income on the rest of your pension savings. We'll ask you to confirm that you've received this in section 2 of this form. If you don't confirm that you've received an illustration, we'll be unable to process your application.**
- It's important that you discuss your options with your financial adviser before making a decision. If you decide to fully withdraw your pension savings 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 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 plan booklet detailing the terms and conditions of your plan. If you'd 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.

Full name

Plan number

Contact phone 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 to you. Please tick this box if you don't want to receive this information.

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

If you're taking a taxable income payment for the first time or requesting a tax-free cash payment, you'll need to confirm that you've received an illustration to show the impact of taking an income on the rest of your pension savings.

Have you received an illustration?

Yes No

If you don't confirm that you've received an illustration, we'll be unable to process your application. If you haven't received an illustration please call us on **0345 60 50 050** and we'll send one to you.

3 Standard Lifetime Allowance

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

 %

If you took any of your pension 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.

4 Income Release details

You'll need to complete this section to let us know how you'd like to take your pension savings from your plan.

Please read the options below and then complete the relevant Part(s). If you'd 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'd 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'd 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.)

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.

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

4 Income Release details continued

Part D: You'll need to complete this part if you'd 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.)

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If you're taking regular taxable payments from your plan, you can print your payslips online. If you'd like additional payslips, please tick this box

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'd like to fully withdraw your pension savings from your plan, please tick this box.

Please note, depending on whether you've 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.

5 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, a Lifestyle Strategy (our Governed Range), 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're not already invested in our Governed Range and you'd like to invest your pension savings in this option, you'll need to complete a separate Change of investment application form (32A28).

If you'd 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.

6 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	<input type="text"/>
Account name	<input type="text"/>
Account number	<input type="text"/>
Sort code	<input type="text"/>
Roll number	<input type="text"/>

If you'd 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.

7 How we'll use your personal information

This section should be read by all applicants.

We'll use the information you've provided in this form to help you access additional money from your pension plan with us.

We'll also share your information with selected third party companies such as service providers, regulators and research companies. Your information may be used to allow us to complete regulatory checks and to help us provide a better service for our customers.

If you'd like to know more about how we use your information, including your rights, our lawful basis, who else we may share it with and how long we keep it for, please take a look at our privacy notice at royallondon.com/privacynotice.

If you'd rather to receive this information in another format, for example a recorded version, please call us on **0800 0853252**.

8 Financial adviser's details

This section should be completed by your financial adviser.

Please tick this box if you have **not** provided regulated advice to your client named in section 2 about them taking their pension savings as detailed in section 4.

Please note that if you haven't 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.

You should complete the following questions if your client is taking a taxable income for the first time or requesting a tax-free cash payment.

Have you provided your client with an illustration? Yes No

If yes, what system did you use? Royal London online service other

If you don't confirm that you've provided an illustration, we'll be unable to process your client's application. If you haven't provided your client with an illustration please call us on **0345 60 50 050** and we'll send one to you.

Signature

Date

Name of adviser's firm

Adviser's name

Telephone number

Email address

FCA reference number

Royal London agency number

9 Declaration

You should read and sign this section. If there's anything that you don't 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 in section 4 of this application form, then I'll pay any tax or penalty that may be imposed by HM Revenue & Customs, or I'll reimburse Royal London for any tax penalty they may incur.

I understand that:

- the terms of my plan are detailed within my 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 pension savings from my plan, I can't change my mind once the payment has been made;
- if I haven't already triggered the money purchase annual allowance (MPAA), I will do so if:
 - I fully withdraw my pension savings 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 won't 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've provided in this application form is true to the best of my knowledge and belief, I also confirm that I've 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're 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
royallondon.com

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.