



BENEFICIARY INCOME RELEASE

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 Pension 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 Beneficiary Income Release Plan. **Please note that this is a flexi-access Income Release plan.**
- Your plan can only accept a transfer payment which represents an amount designated by you under another registered pension scheme for Beneficiary Income Release. No other contributions or transfer payments can be made into your plan.
- If we receive the transfer payment before we're satisfied that we've all the information we need to apply it, we won't invest the transfer payment for the first 30 days. If after 30 days we have not received all the information we need to apply it, we'll invest the transfer payment 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 45 155** (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.
- 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 Beneficiary Income Release 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.
- Your completed form should be sent to us at **PO Box 413, Wilmslow, Cheshire SK9 0EN**. If you're returning your form in an A4 window envelope, then you should read the additional instructions on the back page of the form.

2 Checklist

This section should be completed to tell us the relevant documentation you're enclosing with your application form.

Illustration showing the details and the terms you wish to proceed on.

Alternatively, please tell us the illustration reference number in the box provided.

Transfer discharge form or letter of authority.

(You'll need to supply this if the transfer payment detailed in section 5 is not being paid from another Royal London plan.)

Money laundering – Confirmation of verification of identity certificate (CVIC).

(Please refer to section 15.)

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 and pay any income payments without any delay.

3 Personal information

This section should be completed by all applicants.

Title

Mr Mrs Miss Ms Other (please specify)

Forename(s)

Surname

Date of birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Sex

Male Female

Marital status

National Insurance number

| | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

What's your chosen pension age?

This is the age you may want to consider alternative pension benefit options for example, buy a secure income for life (often called an 'annuity'). If you're unsure or you've not yet decided please use age 75. If left blank we'll use age 75. This is the age we will project to on any plan illustrations or other relevant documents we send you.

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

Name of legal guardian

(if you're under age 18, or under 16 in Scotland)

Address of legal guardian

Postcode

4 Employment details

This section should be completed by all applicants.

Which statement below describes you best? Please tick one box only.

Employed Self-employed Other (please specify)

5 Transfer payment

This section should be completed by all applicants.

| | | | |
|--|----------------------|----------------|------------------------|
| Name of the transferring scheme | <input type="text"/> | | |
| Provider's name and address | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | Postcode | <input type="text"/> |
| Provider's telephone number | <input type="text"/> | | |
| Plan number of the transferring scheme | <input type="text"/> | Transfer value | <input type="text"/> £ |

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

If you do not tell us where to invest the transfer payment, we may invest it in the RLP Deposit fund.

Our Investment Advisory Committee will regularly review our lifestyle strategies, including our Governed Range, 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 Range 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 funds 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 'Rebalancing' columns in the table on the next page.

Monthly Quarterly Half-yearly Yearly

If you do not want your funds to rebalance, you should only complete the 'Fund name' and the 'TV %' columns in the table on the next page. Please make sure the figures add up to 100%.

6 Investment choice continued

| Fund name | Rebalancing % | TV % |
|--------------|---------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | 100% | 100% |

If you'd 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.

Part B: Governed Range

If you'd like to invest in **one** of our Governed Portfolios, or Governed Retirement Income Portfolios, please tick your chosen investment choice.

If you'd like to invest in **one** of our Governed Portfolios, then please tick the relevant box below:

| Portfolio name | Risk attitude | Investment period | Please tick one |
|-----------------------------|---|-------------------------|--------------------------|
| Governed Portfolio 1 | Cautious | Long (12.5 years +) | <input type="checkbox"/> |
| Governed Portfolio 2 | Cautious | Medium (7.5-12.5 years) | <input type="checkbox"/> |
| Governed Portfolio 3 | Cautious/Moderately Cautious | Short (<7.5 years) | <input type="checkbox"/> |
| Governed Portfolio 4 | Moderately Cautious/Balanced | Long (12.5 years +) | <input type="checkbox"/> |
| Governed Portfolio 5 | Moderately Cautious/Balanced/ Moderately Adventurous | Medium (7.5-12.5 years) | <input type="checkbox"/> |
| Governed Portfolio 6 | Balanced/Moderately Adventurous | Short (<7.5 years) | <input type="checkbox"/> |
| Governed Portfolio 7 | Moderately Adventurous/ Adventurous | Long (12.5 years +) | <input type="checkbox"/> |
| Governed Portfolio 8 | Adventurous | Medium (7.5-12.5 years) | <input type="checkbox"/> |
| Governed Portfolio 9 | Adventurous | Short (<7.5 years) | <input type="checkbox"/> |

Option 2

If you'd like to invest in **one** of our Governed Retirement Income Portfolios, then please tick the relevant box below:

- 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 or Governed Retirement Income Portfolio is the RLP Global Managed fund. If you would like to select alternative equity funds then please complete the table on the next page. The percentage split must add up to 100%.

6 Investment choice continued

| Fund name | Percentage (%) |
|-------------------------|----------------|
| Example – RLP UK Equity | 100% |
| | |
| | |
| | |
| | |
| Total | 100% |

If you'd 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'd 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
- Target annuity
- Target drawdown

Please tick to confirm your risk profile.



- Balanced
- Cautious
- Moderately Cautious
- Moderately Adventurous
- Adventurous

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



- Lifestyle Strategy
- Tracker lifestyle strategy
- Active lifestyle strategy

* 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 chosen pension age and we will gradually switch your investment between these portfolios as you approach your chosen pension age.

Please tick **one** Governed Portfolio for each term to retirement. If you have:

- more than 10 years to chosen pension age you should tick one portfolio in each of the 15 years, 10 years and 5 years sections.
- between 5 and 10 years to chosen pension age you only need to tick one portfolio in each of the 10 years and 5 years sections.
- 5 years or less to chosen pension age you only need to tick one portfolio in the 5 years section.

| Term to retirement | Portfolio name | Please tick |
|--------------------------------|--|--------------------------|
| 15 years to chosen pension age | Governed Portfolio 1 Cautious | <input type="checkbox"/> |
| | Governed Portfolio 4 Moderately Cautious/Balanced | <input type="checkbox"/> |
| | Governed Portfolio 7 Moderately Adventurous/Adventurous | <input type="checkbox"/> |
| 10 years to chosen pension age | Governed Portfolio 2 Cautious | <input type="checkbox"/> |
| | Governed Portfolio 5 Moderately Cautious/Balanced/Moderately Adventurous | <input type="checkbox"/> |
| | Governed Portfolio 8 Adventurous | <input type="checkbox"/> |
| 5 years to chosen pension age | Governed Portfolio 3 Cautious/Moderately Cautious | <input type="checkbox"/> |
| | Governed Portfolio 6 Balanced/Moderately Adventurous | <input type="checkbox"/> |
| | Governed Portfolio 9 Adventurous | <input type="checkbox"/> |

If you're targeting cash or an annuity, and you would prefer to remain in your chosen five year portfolio until your chosen pension 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 pension 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 complete this section to tell us how your retirement savings should be paid out in the event of your death.

If you die before taking all the retirement savings under your plan, the value of your plan will be paid out in accordance with the rules of The Royal London Personal Pension Scheme (No2). The ways in which your beneficiaries can choose to receive these benefits will be explained to them at the time.

It's important that you regularly review who you've nominated to receive the retirement savings from your 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.

Completing this section

Firstly you'll need to decide how you want your retirement savings 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 retirement savings 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 retirement savings 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 retirement savings we pay won't normally 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 retirement savings to whoever you have directed us to pay these to. If you choose this option, any retirement savings 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 retirement savings 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 retirement savings to be paid to on your death – you can't choose who any remaining retirement savings may be paid to when those beneficiaries subsequently die.

Choosing your option

Please tick one box below to confirm how you would like your retirement savings 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 your retirement savings in the event of your death. Please make sure your 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 |
| | | | Yes/No |
| Total | | 100% | N/A |

If you'd like to list more names than there's space for, please tick the box and provide the details on a separate piece of paper which should be signed, dated and attached to this form.

8 Income Release details

You'll need to complete this section if you'd like to take a one-off or regular income payment(s) from your plan when it starts.

The tax treatment of any income payments you take from your plan depends on whether the person you inherited the fund from was aged 75 or over when they died:

- If the deceased was under age 75 then the income payments will normally be tax-free.
- If the deceased was age 75 or over then the income payments will be subject to your marginal rate of income tax.

Please tick the relevant box(es) below. Would you like to:

- Take a one-off income payment from your plan? Please complete Part A
- Take regular income payments from your plan? Please complete Part B

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

How much would you like?

(Please tell us the amount you would like before we deduct tax, if applicable).

£

Part B: You'll need to complete this part if you would like to take regular income payments from your plan.

How much regular income would you like to receive each year?

(Please tell us the amount you would like before we deduct tax, if applicable).

£

How frequently would you like to receive your regular income? Please tick **one** box only.

Monthly Quarterly Half-yearly Yearly

On what date of the month would you like to receive your regular income?

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

Would you like your regular income amount to increase? Please tick **one** box only:

No increase Increase by RPI Increase by fixed amount

If your regular income is to increase by a fixed amount, please tell us how much?

% (Max 10%)

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

9 Income payments fund choice

You'll need to complete this section if you'd like to take income payments from your plan when it starts.

If you've chosen to invest your plan in our Governed Range (including a GRIP) or a Lifestyle Strategy, or you've chosen for your plan to automatically rebalance, we'll automatically deduct your income payments proportionately from your plan. Tick this box if this applies to you.

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

Income Tap

Please note that when you 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 income is to be paid from the Income Tap, how many months' income payments would you like to invest in the Income Tap. (3-60 months)

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.

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 income payments and if it needs to be topped up, you can move money proportionately from your plan into your Income Tap.

10 Bank details

You'll need to complete this section with your bank details if you'd like to take income payments from your plan when it starts.

If you'd like your income payments to be paid overseas, you'll need to tell us and we'll make all payments via cheque.

| | | | |
|--|----------------------|------------------|----------------------|
| 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"/> | | |

11 Privacy notice

This section should be read by all applicants.

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.

11 Privacy notice continued

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. 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 or by writing to **Royal London, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF**.

12 Financial adviser's details

This section should be completed by your financial adviser.

Name of adviser's firm

Adviser's name

Telephone number

Email address

FCA reference number

Royal London agency number

Please confirm what type of advice you're providing to your client

Independent

Restricted – Single-tied

Restricted – Whole of market

Simplified

Restricted – Multi-tied

Non-advised

13 Adviser charge instruction

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.

13 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 the plan. Please complete the table by circling your answers where appropriate or by writing in the details you've agreed.

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 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.
- 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 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.

Note 3 – 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 4 – 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 5 – 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 6 – 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.

13 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 ongoing AC payments being made for? (see note 3) | After how many months are the ongoing AC payments to start from? (see note 4) | Are the AC payments increasing each year? If so, how are they increasing? (see note 5) | When are the AC payments increasing from? (see note 6) |
| Initial adviser charge details – Percentage of contribution or monetary amount | | | | | | | |
| Initial | Transfer payment | % or £ | N/A | N/A | N/A | N/A | N/A |
| Ongoing adviser charge details – Percentage of fund | | | | | | | |
| Ongoing | Transfer payment | % | Monthly | N/A | N/A | N/A | N/A |
| Ongoing adviser charge details – Monetary amount | | | | | | | |
| Ongoing | Transfer payment | £ | M / Q H - Y / Y | Full term or No. of payments | Y / N Y / N % | RPI AWE Fixed | Month |

14 Declaration and application

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 that this is my application for a Pension Portfolio Plan which I understand will be administered by Royal London.

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 to Royal London as described in the 'Privacy notice' section;
- deduct any adviser charges that are detailed in section 13 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 agree that:

- if I decide to cancel my plan within the cancellation period, I'll immediately pay back to Royal London any income payments I have received from my plan;
- should tax become payable because I haven't provided the correct information within 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 such tax or penalty that they may incur.

I accept that:

- by applying for my plan, I'm applying for membership of The Royal London Personal Pension Scheme (No2) which is managed and administered by Royal London. I accept that my plan will be administered in accordance with the rules of that scheme and I can ask for a copy of the rules at any time;
- the information detailed within this form will be used to structure my investments and provide retirement savings under my plan;
- the terms of my plan are detailed within the **Pension Portfolio Beneficiary Income Release Core Investments Plan booklet** and although I'll receive a copy of the Plan booklet when my plan is set up, I can also request a copy at any time;
- 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 section 13 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 won't 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 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'll 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 decide to cancel my plan within the cancellation period, Royal London won't 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 on to 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 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);
- the transfer payment must come from a Registered Pension Scheme and I've 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:

14 Declaration and application continued

My declarations to the current provider(s) where my transfer payment is coming from:

- I authorise, instruct and apply to the current provider(s) to transfer sums and assets from the plan(s) as listed in the Contributions section directly to Royal London and to provide any instructions and/or discharge required by any relevant third party to do so.
- I authorise Royal London, the current provider(s), any contributing employer and any financial adviser named in this application to obtain from each other, and release each other, any information that may be required to enable the transfer of sums and assets to Royal London.
- Until this application is accepted and complete, Royal London's responsibility is limited to the return of the total payment(s) to the current provider(s).
- When payment is made to Royal London as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in the Contributions section where the whole plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.

My declaration to Royal London and the current provider(s) that my transfer payment is coming from:

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Royal London and the current provider(s) may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.

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.

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

Signature

Date

15 Customer identity verification

This section should be completed by your financial adviser.

As an FCA regulated firm, you'll need to read and sign this section to confirm that you've verified your client's identity in line with the UK Money Laundering Regulations and that your client is setting up their plan as a result of them being a beneficiary and transferring the benefits from another regulated pension to Royal London.

Please note that you can't use this form to verify your clients' identity if you've 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 your client.

Confirmation

I confirm that:

- (a) the client information provided within section 3 of this application is correct
- (b) the evidence I have obtained to verify the identity of the client meets the requirements of the EU Anti Money Laundering legislation, and
- (c) this meets or exceeds the requirements guidance for standard evidence within the guidance for the UK Financial Sector issued by JMLSG
- (d) copies of the underlying evidence taken in relation to the verification of the client's identity will, in the event of any enquiry from you (or from UK law enforcement agencies, regulators under court order or relevant mutual assistance procedure), be made available.

Full name of regulated firm

FCA reference number

Signed

Name

Position

Date

Returning this form

Royal London
PO Box 413
Wilmslow
Cheshire
SK9 0EN

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.

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