



Pension Portfolio

Simplified Application Form

We're delighted you're thinking of taking out a personal pension plan with Royal London (we call ours 'Pension Portfolio'). You'll need to complete this application form to apply for your plan with us.

Please read this section carefully before completing this application 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 complete this form if you're applying for a Pension Portfolio Plan and only making a single transfer payment into it at the start.
- 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'll find instructions for returning this form, along with the necessary documentation, on the back page.

1 | Financial adviser's details

This section should be completed by your financial adviser.

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

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

What type of advice are you 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"/>

Royal London sales consultant name	<input type="text"/>
------------------------------------	----------------------

1 | Financial adviser's details (continued)

If there's a transfer and conversion of valuable benefits, sometimes known as 'safeguarded benefits', for example, a defined benefit transfer, as part of this application please confirm below that your firm has the appropriate permission.

On behalf of the adviser firm above I confirm that we have the 'advising on pension transfers and pension opt outs' permission and the advice was provided or checked by a Pension Transfer Specialist.

Name

Signed

Date

2 | About you

This section should be completed by all applicants.

Title Mr Mrs Miss Ms Other (please specify)

First name(s)

Surname

Marital status

Employment status Employed Self-employed Other (please specify)

Date of birth

Sex Male Female

National Insurance number

What's your chosen pension age or date? Age Or Date

This is the date/age when you expect to access your pension savings for the first time. If the box is left blank, we'll use age 75. If you'd like to change this in the future, just get in touch.

Home address

Postcode

Previous home address

(If you've been at your current address for less than three years)

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

3 | Money purchase annual allowance (MPAA)

This section should be completed if you've triggered the MPAA.

If you've triggered the MPAA by flexibly accessing your pensions savings with us or any other provider please insert the date the first payment was made.

You can find out more information about the MPAA within your **Core Investments Key Features**.

4 | Money in

Please complete this section with the details of the transfer payment you want to make into your plan.

If we receive a transfer payment before we're satisfied that we have all the information we need to apply it, we won't invest your 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 your transfer payment in our default investment option.

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 157 of the Treaty on the Functioning of the European Union.

Does this represent the full transfer value in the transferring scheme?

Yes No

Transfer value

Plan number of transferring scheme

Provider's name

Scheme name

Provider's address

Postcode

Provider's email address

Provider's telephone number

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 on the first page of this application form).

Yes No

Is your transfer payment coming from a Defined Benefits scheme (sometimes known as a Final Salary scheme)?

Yes No

Is your transfer payment being transferred as part of a block transfer?

If 'Yes', please complete our Block Transfer Form.

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 | Your beneficiaries

Please read this section carefully before choosing your option.

If you were to die at any time, we'd look to pass on any money you have in your plan. To help us do this, you need to follow these two simple steps.

Step 1 – Tell us how you'd like the money to be paid

You have two options over how you'd like us to pay any money in your plan on your death. Here we've set out the main differences between both – all you need to do is pick the option that feels right for you.

	Option 1 – At our discretion	Option 2 – At your direction
How would the money be paid on your death?	While we'd look to follow your exact wishes, we'd have the option to adjust who receives the money on your death if we felt it was appropriate to do so. For example, if your personal circumstances had changed since you last updated your death benefit nomination.	We're legally obliged to follow your exact wishes, even if your circumstances have changed at the time of your death.
Can my spouse choose to give the money to our children rather than take the savings themselves?	Yes, but we can only offer beneficiary drawdown as an option to people who are either dependants of yours or who you have named on the form below. So if your children aren't dependent on you, you'll have to name them below. You don't need to give them a proportion, but naming them allows them to have more flexibility when they come to taking your pension savings.	No
Would the money normally be subject to inheritance tax?	No	Yes
Can I change who I've nominated to receive the money if I die?	Yes, at any time.	Yes, at any time.
Can I change how I'd like the money paid if I die?	No – you can't change to Option 2.	Yes – you can change to Option 1 at any time.
Please tell us which option you'd like to choose	<input type="checkbox"/>	<input type="checkbox"/>

Step 2 – Tell us who your nominated beneficiaries are

Using the boxes below, tell us who you'd like to receive any money in your plan on your death – and in what proportion.

Full name	Connection to me	Proportion (%)
Total	N/A	100%

Need more space? Please tick the box and provide any extra nominations or additional information on a separate piece of paper. This should be signed, dated and attached to this form.

When we're notified of your death, we'll explain to your beneficiaries the different ways in which your pension savings can be paid to them. We only use their information to pay the pensions savings in the event of your death. Please make sure your beneficiaries are aware of how we use their information. Remember that when you're choosing your nominations, you can only choose who you want your pension savings to be paid to on your death - you can't choose who any remaining money can be paid to when your beneficiaries die.

8 | How we'll use your personal information

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
- reinsurers 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. 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**.

9 | Declaration

You should read and sign this section. If there's anything 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 accept will be administered by Royal London.
- if I'm already subject to the money purchase annual allowance (MPAA), I've supplied the date the MPAA first applied to me in section 3 of this application 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 accept 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 accept that I can inform Royal London of this in writing as described in section 8 of this application form;
- deduct any adviser charges that are detailed in section 7 of this application form from my plan over the agreed period of time and pay them to my financial adviser as detailed in section 1 of this application form.

I accept that:

- by applying for my plan, I'm applying for membership of The Royal London Personal Pension Scheme (No 2) 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 these rules at any time;
- Royal London will store and use personal information about me, including sensitive information such as health details, in the way described in section 8 of this application form;
- the information detailed within this form will be used to structure my investments and provide pension savings under my plan. The terms of my plan are detailed within the plan booklet. Although I'll receive a copy of this when my plan is set up, I can ask for a copy at any time;
- 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);
- if at any point I trigger the money purchase annual allowance (MPAA) 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, then these charges will be deducted in line with the instructions supplied in section 7 of this application form; and
 - it is my financial adviser's responsibility to discuss any agreed adviser charges with me and to explain the impact they could have on my plan. Details of how these will be deducted are detailed in my plan booklet;
 - any agreed adviser charges are an agreement between me and my financial adviser and are additional to any plan charges that are applied by Royal London. Royal London won't get involved in any dispute I may have with my financial adviser regarding the adviser charges;
 - Royal London will pay any adviser charges (whether initial and/or ongoing) in accordance with the instructions I have provided, until such time as I tell Royal London otherwise;
 - 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. If I agree charges with my 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 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 won't refund any adviser charge payment that has been made to my adviser;

9 | Declaration (continued)

- my plan documents may be sent to my financial adviser to be passed onto me;
- 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 my transfer payment under this application, I won't be entitled to any compensation for loss of membership rights in respect of the transfer payment covered by the 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 157 of the Treaty on the Functioning of the European Union so the benefits for both men and women will be treated the same, and
 - 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 accept that Royal London is not liable for any shortfall if the amount my previous pension provider transfers does not meet either or both of the above criteria;

- Royal London won't 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 in section 4 of 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 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 section 4 of this application form 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 to 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 section 4 of this application form 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've read the declaration and every answer, including those answers not filled in by me, is correct.

Signature

Date

10 | 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 EU Anti Money Laundering legislation and that your client is setting up their plan by transferring the savings from another regulated pension to Royal London.

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 your client.

Declaration

I confirm that:

- (a) the client information provided within section 2 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 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.

Checklist

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're using our Origo system, there's no need to include this form.)

If you can make sure 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

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 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.