

# Aegon Self-invested Personal Pension transfer top-up form

(with adviser charges option)

Illustration number

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Please insert the illustration number. You must have been provided with an illustration from us before completing this form. If you haven't, we'll not be able to process this application. Please speak to your intermediary to request an illustration.

You should complete this form to make a transfer payment from another **registered pension scheme**, or a **recognised overseas pension scheme** to your Aegon Self-invested Personal Pension (Aegon SIPP). You must also complete a separate Aegon SIPP Transfer authority form for each transfer you're making. If you're also re-registering funds then you'll also need to complete an Aegon SIPP Re-registration form. You can find these forms at [cofunds.aegon.co.uk](https://cofunds.aegon.co.uk)

Don't complete this form if you want to make a transfer payment from an existing capped drawdown or **flexi-access drawdown**. Please download and complete the Drawdown to drawdown transfer form from [cofunds.aegon.co.uk](https://cofunds.aegon.co.uk) instead.

Please read these notes before completing this form:

## About this form

Please complete a separate copy of this form for each transfer payment being made to your Aegon SIPP. You'll need your Aegon SIPP product number which can be found on your original Confirmation of application.

Remember, your intermediary needs to complete the intermediary initial adviser charge section in each copy of this form, if you want to facilitate payment of adviser charges for these transfers.

If you want to add a transfer payment from a **Retirement Annuity Contract** that's written under trust, or a pension attachment order (also known as an earmarking order) or a bankruptcy order applies to your current pension arrangement, we may not be able to accept the transfer payment. If you think this applies to you, please speak to your intermediary and don't complete this form.

This form is split into 10 sections:


1. Personal Details
2. Transfer payments
3. Source of wealth
4. Entitlement to protection of benefits
5. Investment choice
6. Investment income options
7. Intermediary details
8. Intermediary initial adviser charge
9. Applicant's declaration
10. Notes and definitions

### Give full information

This application will form the basis of a contract with Aegon. When you answer a question, you must give all relevant information. This means that you must completely and accurately disclose all of the facts when answering each question.

### Check details already completed

If any details are already completed (based on what you've told your intermediary), please check these before you sign the declaration in section 9. If any details are incorrect or incomplete, please change them, initial the changes and let your intermediary know.

Whenever you see this icon , you may need to send us additional material with this form.

Words in **bold** are defined terms that we explain in the 'Notes and definitions' section.

Complete form in **BLOCK CAPITALS** and ballpoint pen and return it to: Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB.

## 1. Personal details

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Aegon SIPP product number

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Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)

Surname

National Insurance number

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Date of birth

D	D	M	M	Y	Y	Y	Y
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Did you get advice before completing this form?

 Yes No

## 2. Transfer Payments

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Please complete the transferring scheme details below.

Transferring provider reference/plan number

Full name of scheme administrator/current provider/insurer

Address of scheme administrator/current provider/insurer

Scheme phone number

HM Revenue & Customs (HMRC) Pension Scheme Tax Reference

What type of pension scheme are you transferring from (tick one box)?

A registered pension scheme

A recognised overseas pension scheme

Is the transferring scheme a defined benefit pension scheme, for example a final salary scheme, or does the transferring scheme include Guaranteed Annuity Rates or any other safeguarded benefits that provide a guarantee or promise such as a Guaranteed Minimum Pension or guaranteed growth rates?

No  Yes

If you've answered Yes to the above question, did a Financial Conduct Authority (FCA) authorised financial adviser recommend that you transfer from this pension scheme?

No  Yes

Estimated transfer amount

Does this represent the full value of the transferring plan?

No  Yes

Is this a **block transfer**?

No  Yes

## 2. Transfer Payments – continued

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Does any part of the transfer payment represent a pension credit in terms of Section 29 of the Welfare Reform and Pensions Act 1999 that you received as part of a pension sharing order on divorce?

No  Yes

If Yes – does any part of that pension credit relate to funds your ex-spouse/ex-civil partner had already taken benefits from?

No  Yes – please tell us the amount in the box below

Amount

## 3. Money Laundering

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We need to know where your funds have come from.

- Your source of wealth is how you got the money to invest. For example, from regular savings from your salary, selling a property or an inheritance payment.
- Your source of funds is the funds used for this investment, for example, a transfer from a **registered pension scheme**. Where the source is your personal contributions please provide the details of the bank account that your money to invest comes from.

Source of wealth

Source of funds

## 4. Entitlement to protection of benefits (if applicable)

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You need to complete this section if you have enhanced protection or fixed protection.

You can find more information about enhanced protection and fixed protection at [www.aegon.co.uk/lifetimeallowance](http://www.aegon.co.uk/lifetimeallowance)

If you have enhanced protection or fixed protection, the transfer you're making needs to be a **permitted transfer** otherwise you'll lose your protection, is this a **permitted transfer**?


Yes

No

## 5. Investment choice

Please provide us with details of how you'd like to invest any cash received from the transfer(s). Any assets re-registered to us by the transferring scheme will remain invested and you don't need to complete this section.

Select **one** option:

- i.  Use my current default investment strategy.
- ii.  Invest in the funds in the table below. If you need to add additional funds please provide the information on a separate sheet of paper in the format below, sign and date it and attach it to this form. 

Enter the full fund name(s) required and percentage you'd like to invest in each one, in the table below. Please make sure you enter the exact fund name and SEDOL code.

Full investment manager name, fund name and share class	SEDOL code (this is shown in your Key Investor Information Documents (KIIDs))	% to be invested
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
SIPP cash facility	N/A	%
<b>Total</b>	N/A	<b>100%</b>

The investment choices you make can be applied to all future investment choices in your Aegon SIPP. If you want to do this please tick the box below, otherwise the investment choices you've made in the table above will apply only to the transfer payment in this additional application.

- Use the investment choices above as my new default investment strategy.

If you also want to set-up rebalancing, please speak to your intermediary who can arrange this for you.

## 6. Investment income options

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If you have income generating investments, this section lets you choose how any income distributions paid from those investments should be dealt with when we receive them from the investment provider. We'll apply your selection to all income generating investments you hold within the product detailed in section 1.

Please tick one of the following options:

- a. **Reinvest in fund.** Reinvest any income received back into the same fund.
- b. **Leave in cash** – pay any income into the Aegon SIPP cash facility.

## 7. Intermediary details (for intermediaries only)

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Intermediary name

Firm name

## 8. Intermediary initial adviser charge (for intermediaries only)

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This instruction must be completed if you've agreed with your client to have your fees deducted from your client's Aegon SIPP. Where Value Added Tax (VAT) is to be added we'll use the rate in place at the date of calculation of the charge amount.

### Initial adviser charge on transfer payment

Enter the amount or percentage to be deducted.  
Tick one option only.

- Amount
- Percentage

of the transfer payment

Should this initial adviser charge be subject to VAT?

- No
- Yes - if you've selected 'Amount' above, we'll add VAT to this. If you've selected 'Percentage', we'll calculate the initial adviser charge then add the VAT to it.

## 9. Applicant's declaration

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### In this declaration:

'I', 'me' or 'my' means the person named in section 1 of this additional application form;

'Aegon' means Scottish Equitable plc as provider of the Aegon SIPP and scheme administrator of the Aegon Self Invested Personal Pension Scheme (the 'Scheme'), and

'You' means the trustees and/or scheme administrators of the transferring scheme named in section 2.

### I declare that:

- 9.1 I apply to make a transfer payment to my Aegon SIPP.
- 9.2 I confirm that this additional application form relates to the Scheme to which my Aegon SIPP in section 1 relates, and I agree that this application, and any supplementary application forms, will be the basis of the contract between me and Aegon.
- 9.3 The information supplied in this application, and any supplementary forms or declarations related to it, including transactional data, whether in my handwriting or not, is true and complete to the best of my (and my appointed intermediary) knowledge and belief. I am aware that it is a serious offence to knowingly provide false or misleading information on the application form.
- 9.4 I confirm that, if I have not received face to-face advice from an appointed intermediary in connection with this application, I have received and had the opportunity to read the key features document, illustration, key investor information document(s), the Aegon Platform terms and conditions and the additional Aegon SIPP terms and conditions that are relevant to this application.
- 9.5 The transfer payment will be placed in the Aegon SIPP cash facility. Thereafter, investments will be purchased in accordance with the investment instruction given in section 5.
- 9.6 I am aware that where Enhanced Protection, Fixed Protection, Fixed Protection 2014 or Fixed Protection 2016 applies, that protection will be lost where any transfer to the Aegon SIPP is not a **permitted transfer** as defined in paragraph 12(7) of Schedule 36 of the Finance Act 2004.
- 9.7 I am aware that where I had an entitlement to certain protections, guarantees or other benefits under the transferring pension scheme, those entitlements will be lost on transfer except where I have a protected entitlement to a low pension age or tax-free cash of more than 25% of the fund, and the transfer meets the conditions of a **block transfer**.
- 9.8 Where the transfer is from an existing Aegon scheme or policy and the source is a personal pension plan, stakeholder plan, **retirement annuity contract**, or a plan or contract issued or assigned in my name, I renounce all claims and demands under such a plan which relates to the transfer payment. Where the transfer payment represents all of the funds, I deliver the plan for cancellation.
- 9.9 Where the source of the transfer is a **retirement annuity contract**, that contract is not written under trust.
- 9.10 I agree to:
- Aegon obtaining details from any pension scheme, arrangement or contract of which I am, or have been, a Member and authorise the giving of any such details to Aegon, and
  - Aegon requesting the transfer of my entitlement to benefits from the scheme named in section 2 of this form, and
  - the transfer payment from the transferring scheme being paid into the Scheme to provide benefits for me.
- 9.11 In this clause, 'you' means the trustees and/or scheme administrators of the transferring scheme named in section 2. Declaration to you:
- I authorise and instruct you to transfer funds from the plan(s) as listed in section 2, directly to Aegon. Where you've asked me to give you any original policy document(s) in return for the transfer of funds and I'm unable to do so, I promise that I'll be responsible for any losses and/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 given by me, or on my behalf, either in this form or with respect to benefits from the plan(s).

## 9. Applicant's declaration – continued

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- b. I authorise you to release all necessary information to Aegon to enable the transfer of funds to Aegon.
- c. I authorise you to obtain from and release to the intermediary any additional information that may be required to enable the transfer of funds.
- d. If an employer is paying contributions to the plan(s) listed in section 2, I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
- e. Until this application is accepted and complete, Aegon's responsibility is limited to the return of the total payment(s) to you.
- f. Where the payment(s) made to Aegon represent(s) all of the funds under the plan(s) listed in section 2, then payment made as instructed will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed in section 2.
- g. Where the payment(s) made to Aegon represent(s) part of the funds under the plan(s) listed in section 2, then payment made as instructed will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

Declaration to Aegon and you:

- h. I promise to accept responsibility in respect of any claims, losses and expenses that Aegon and you may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

### 9.12 Consent to adviser charges

I have agreed with my intermediary to pay the adviser charges as set out in section 8 of the application form. I authorise Aegon to deduct the adviser charge(s). I authorise Aegon to facilitate the onward payment of the amount deducted to my intermediary. I acknowledge that in performing this role Aegon will be acting as agent for the intermediary for the sole purpose or transferring the amount equal to the adviser charge that has to be deducted and paid under section 8 of the application form. I agree that once the adviser charge has been deducted from the Aegon SIPP, Aegon cannot return it to me and I will have to discuss any refund of adviser charges direct with my intermediary.

I confirm that I have received an illustration showing the impact of the charges.

This declaration applies to each and every contract or arrangement that I have applied for.

Date

D	D	M	M	2	0	Y	Y
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Print name of applicant

Signature

X		X
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## 10. Notes and definitions

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### Transfer payment

The amount entered will be the amount at or about the date you complete this form. The actual transfer payment will be the amount paid when the transfer is made.

The amount of transfer payment will include any amount in respect of a pension credit (if applicable).

### Investment choice

If you make a clear and complete investment choice, we'll invest the transfer payment in accordance with that choice. If you don't make a clear and complete investment choice, we'll add the transfer payment to the cash facility of the Aegon SIPP. For advice as to whether an investment is suitable for you, please speak to your intermediary.

### Definitions

We've not covered standard lifetime allowance, and the various protections that could apply in detail in this form, but you can find more about these at [www.aegon.co.uk/lifetimeallowance](http://www.aegon.co.uk/lifetimeallowance)

### Block transfer

A transfer into this receiving scheme can be a block transfer if:

- a. all of the benefits for at least two members of the transferring scheme are being transferred at the same time to this receiving scheme;
- b. the transferring member hasn't been a member of this receiving scheme for more than 12 months at the time the transfer is made.

A block transfer allows a member to retain, under the receiving scheme, an entitlement they had at 5 April 2006 to:

- tax-free cash of more than 25% of the fund value, and/or
- take benefits at an age lower than the normal minimum pension age i.e. they have a protected pension age.

The member will lose their protection to more than 25% tax-free cash and/or a protected low pension age if the transfer is not part of a block transfer.

### Flexi-access drawdown

A drawdown arrangement which lets you take as much or as little income (which may be subject to tax) from the arrangement as you wish.

### Permitted transfer

For the purposes of retaining enhanced protection or fixed protection for this transfer this means:

- all or part of the sums and assets or pension rights transferred to form all or part of the assets of one or more money purchase **registered pension schemes**, and
- where defined benefit or cash balance pension rights are being transferred to a money purchase arrangement, the value of the sums and assets received by the money purchase arrangement are actuarially equivalent to the rights being transferred.

To avoid doubt the Aegon Self-invested Personal Pension Scheme is a money purchase **registered pension scheme**.

### Recognised overseas pension scheme

A pension scheme which is established in a country or territory listed in the Pension Schemes (Categories of Country and Requirements for Overseas Pension Schemes and Recognised Overseas Pension Schemes) Regulations 2006.

An overseas pension scheme may also be a recognised overseas pension scheme if it is a description prescribed in those regulations, or if it satisfies any requirement in those regulations.

### Registered pension scheme

A pension scheme which is registered with HMRC under Chapter 2 Part 4 of the Finance Act 2004.

### Retirement Annuity Contract

This is an annuity contract between an insurance company or friendly society and a self-employed individual, or a person in non pensionable employment, which was established before 1 July 1988 and was approved under Chapter III Part XIV of the Income and Corporation Taxes Act 1988. Alternatively known as a section 226 policy.



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