



For customers | Aegon Platform

# Aegon SIPP regular contribution form

Illustration number

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This must be completed to enable us to process your application – if this is blank it will result in your application being rejected. Please speak to your adviser to request an illustration.

Use this form to set up a new regular contribution, amend the amount or cancel an existing regular contribution for your Aegon Self-invested Personal Pension (Aegon SIPP) on the Aegon Platform. A record of payments due form should also be completed and returned along with this form when your employer is making a contribution or deducting your contribution from your net pay and passing it on to us. This can be found at [cofunds.aegon.co.uk](https://cofunds.aegon.co.uk)

If you or a third party are increasing your contribution, amending and/or changing bank details, please download an Aegon SIPP direct debit instruction from [cofunds.aegon.co.uk](https://cofunds.aegon.co.uk)

Please read these notes before completing this form:

## About this form

This form is split into 12 sections:

1. Customer Details
2. Employment status
3. Payment details
4. Money purchase annual allowance
5. Regular contributions
6. Source of wealth
7. Investment choice
8. Investment income options
9. Adviser details
10. Applicant's declaration
11. Adviser declaration
12. 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 adviser), please check these before you sign the declaration. If any details are incorrect or incomplete, please change them, initial the changes and let your adviser 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.

Please complete this form by typing in the boxes, including the signature box(es) and email it to:

**[aegoncofundsadministration@aegon.co.uk](mailto:aegoncofundsadministration@aegon.co.uk)**

Our email system and the way we deal with data internally is secure. However we're unable to ensure the security of emails before they reach us. Please consider this when sending us sensitive information.

# 1. Customer details

Aegon SIPP product number

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

Full forename(s)

Surname

National Insurance Number

Date of birth

D

D

M

M

Y

Y

Y

Y

If your address has changed please complete a Change of customer details form.

Please confirm you are a **relevant UK individual** in the current tax year. (See notes in section 12).

Yes – I’m a **relevant UK individual**

No – I’m not eligible to contribute to an Aegon SIPP and Aegon can’t accept these contributions.

Did you get advice before completing this form?

Yes

No

# 2. Employment status

Status/employment (tick one option):

Employed

Self-employed

Unemployed

A pensioner

In full time education

Caring for one or more children aged under 16

Caring for a person aged 16 or over

Other - give details

Employer’s name (if applicable)

Employer’s address (if applicable)

Postcode

### 3. Payment details

You only need to complete this section if the contribution is being made by your employer or a third party.

**Third party's details**

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

Full forename(s)

Surname

Address

Postcode

Date of birth

D	D	M	M	Y	Y	Y	Y
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Relationship to applicant

**Employer's details**

Employer's name

Employer's address

Postcode

### 4. Money purchase annual allowance (MPAA)

We need to capture details from you if you have previously triggered the **MPAA**. Please refer to the notes in section 12 for more information on the **MPAA**.

Have you triggered the **MPAA** by flexibly accessing any other pensions either with us or another provider?

☐ Yes

☐ No

If Yes please tell us the date from which the **MPAA** applied to you:

D	D	M	M	Y	Y	Y	Y
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## 5. Regular contributions

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By completing this section you are setting up new regular contributions to your Aegon SIPP, changing the amount of an existing regular contribution or cancelling an existing regular contribution for your Aegon SIPP.

You should complete section 5.1 and 5.2 where you wish to set up a new regular contribution or change the amount of an existing regular contribution. If you want to cancel an existing regular contribution paid by you or a third party on your behalf complete section 5.1. You'll need to complete separate forms for you and every third party who will be paying a regular contribution into your Aegon SIPP.

If you or a third party need to set up a new regular contribution or if you're increasing your contributions and/or changing bank details, please download an Aegon SIPP direct debit instruction from the Aegon website.

You should complete section 5.3 where you wish to set up a new regular contribution or change the amount of an existing regular contribution paid by your employer.

The instructions you give in sections 5.1, 5.2 and/or 5.3 will replace any previous instructions and will be the new amount we collect from the start date you choose below.

Please refer to the notes in section 12 for information about the amount that can be contributed.

Please contact us if you're living overseas, as there are restrictions on contributing to your pension.

### 5.1 I want to:

- ☐ Start a regular contribution
- ☐ Change an existing regular contribution
- ☐ Cancel an existing regular contribution

### 5.2 Regular contribution details

New full net amount

Start date

**We must receive this form 17 working days before your chosen start date, otherwise your first collection will be the month after.**

### 5.3 Regular employer contributions

This section lets you start or change an existing regular contribution. The new instruction will replace any previous instruction. Your employer will need to download and complete the record of payments due form on our website.

New gross amount

We must receive this form 17 working days before the start date of your amended contributions otherwise your first collection will be the month after.

Start date (for new regular contribution only)

## 6. Source of wealth

Only complete this section for regular contributions over £2,000.

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. 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

## 7. Investment choice

Please provide us with details of how you would like to invest your regular contributions.

Select **one** option

☐ Use my current default regular investment strategy.

☐ Invest in the funds in the table below.

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 amount</b>	N/A	<b>100%</b>

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

☐ If you need to add additional funds, please provide the information on a separate sheet of paper in the format above, sign and date it and attach it to this form. ☒

## 8. 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:

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

If no selection is confirmed in this section then we will update the product to reinvest income back into the same fund.

## 9. Adviser details (for advisers only)

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9.1	Adviser name	Firm name
	<input type="text"/>	<input type="text"/>

If you'd like to take an ad hoc adviser charge for this transaction, or amend your client's ongoing adviser charge or service charge, use your Aegon Platform account.

## 10. Customer declaration

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### IMPORTANT NOTE

The information given in this application is needed for income tax purposes and may be inspected by UK tax authorities. If false information is given, the tax authorities may prosecute, which could lead to severe penalties.

In this declaration:

- ‘I’ and ‘me’ means the person named in section 1 of this supplementary application;
- ‘Aegon’ means Scottish Equitable plc as the provider and scheme administrator of the Scheme;
- ‘the Scheme’ means the Aegon Self Invested Personal Pension Scheme, and
- ‘the Plan’ means my Aegon SIPP, the details of which are set out in section 1 of this additional application form.

**10.1** I confirm this additional application form relates to the Scheme to which the Plan in section 1 relates.

**10.2** I agree I will pay the amount of contributions specified in section 5 of this additional application form or, with my knowledge, someone else will pay them on my behalf. I confirm that if I am employed:

- a. my employer will pay the amount of employer contributions set out in this additional application form, and
- b. where my contributions are to be taken straight from my salary, I authorise my employer to do this.

**10.3** I agree as follows:

- a. the regular contributions to the Plan I have agreed to make (including where the contributions will be made on my behalf), in this additional application form will be invested in accordance with my instructions to Aegon (as set out in section 7 of this additional application form);

b. where I have indicated in section 7 of this additional application form that I wish to set up a default investment strategy, all regular contributions and any other future contributions to the Plan will be invested in accordance with the default investment strategy until I advise Aegon otherwise;

c. where I have not provided a clear instruction to Aegon in section 7 of this additional application form, Aegon will apply the regular contributions to the cash facility of the Plan until clear instructions can be obtained from me.

d. Aegon will apply my investment income instructions in accordance with section 8 of this additional application form, and where I have not provided an instruction I acknowledge that Aegon will apply the default position, which is to reinvest the income.

**10.4** I consent to Aegon or Aegon’s representative obtaining from me or any other person or body to whom an authorised payment under the conditions of the Scheme(s) is to be made, any evidence and information they need for the purpose.

**10.5** I declare that the total contributions in a tax year, to any and all **registered pension schemes** to which I am entitled to tax relief under Section 188 of the Finance Act 2004, will not be more than the **basic amount** (which is currently £3,600) or my **relevant UK earnings** in that tax year, whichever is higher.

**10.6** I declare that the information given in this form, and in particular the declaration and consent given at clause 10.5, is to the best of my knowledge and belief, correct and complete.

# 10. Customer declaration – continued

- 10.7 I undertake to inform Aegon if an event occurs that means I am no longer entitled to tax relief on my contributions under Section 188 of the Finance Act 2004, or where the total contributions I have paid in a tax year exceed the higher of the **basic amount** or my **relevant UK earnings**. I will inform Aegon about this by 5 April in the tax year in which the event occurs or 30 days after the event occurs, whichever is later.
- 10.8 I agree that this additional application form and every answer or statement (if any) made, or to be made, by me to you or to any other person acting for you (in conjunction with the information given in this form) shall alter the basis of the contracts between me and you consisting in arrangements under the Scheme.
- 10.9 I agree that Aegon or Aegon’s representatives may approach the Scheme administrators or the providers of any other **registered pension scheme** that I am contributing to or have contributed to in the past, to obtain any information Aegon considers is necessary to administer my arrangements under the Scheme(s).
- 10.10 I note that deliberate or careless failure to answer any questions correctly and completely to the best of my knowledge and belief, may result in benefits not being payable.

- 10.11 I declare that I or any person acting on my behalf am not using any amount of tax-free cash sum that I have previously received from the Scheme or any other pension scheme in a way that would breach the recycling rule. However, I agree that, in the event of any contribution which does constitute a breach and consequently means Aegon becomes liable for a Scheme sanction charge and penalties and/or interest to HM Revenue and Customs (HMRC), I will be liable to pay to Aegon a sum equal to the amount of that Scheme sanction charge, any penalties and interest charged by HMRC and any interest charged by Aegon.

You should sign and date this form by typing your full name in the signature box below and typing the date in the date box. Your typed name in the signature box will be your signature. When you sign the form, by typing your name in this box, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Date

D	D	M	M	Y	Y	Y	Y
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Signature (type name here)

X
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# 11. Adviser declaration

Where you have completed this form on behalf of the customer named in section 1, when you sign the form, by typing your name in this box, you are making the declarations and confirming that the customer wishes to proceed with the instructions in this form.

By signing this form, by typing your name in the box below, you make the following additional declarations:

You declare that:

- to the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete;
- you have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when requested may result in Aegon being unable to proceed with the instructions; and

- you have discussed the form with the customer and they are aware of its content, they agree to the declarations and agree to you submitting this application on their behalf.
- you hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of my failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Date

D	D	M	M	2	0	Y	Y
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Adviser Signature (type name here)

X

## 12. Notes

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### Section 1

You must be a **relevant UK individual** to pay personal contributions to a Personal Pension plan with us. If you're not a **relevant UK individual**, please contact an adviser to find out about alternative plans.

### Contributions

All personal contributions will be collected net of basic rate tax. We'll collect 20% tax relief from HMRC. So if you contribute £80 a month, £100 will be automatically invested. If you pay tax at a higher rate than 20%, you'll need to claim any additional tax relief due to you on your self-assessment form or by contacting HMRC. The value of any tax relief depends on your individual circumstances.

Personal contributions include any contributions made on your behalf by a third party, other than your employer.

The maximum gross (net contribution plus the 20% basic rate tax relief added) personal contribution that can be paid in a tax year is the greater of the **basic amount** (currently £3,600) and your **relevant UK earnings**. Personal contributions made to any other **registered pension scheme** in the same tax year will also have to be taken into account.

For information about **relevant UK individual**, please read the definition on page 12.

### Annual allowance

The government sets an upper limit, or annual allowance, on the amount that can be contributed into your pension plan each year without incurring a tax charge. The annual allowance is measured across all registered pension plans you may have. Please speak to an adviser for more information. The current annual allowance is £60,000.

This may change in future years. For more information visit [www.gov.uk/tax-on-your-private-pension](https://www.gov.uk/tax-on-your-private-pension)

### Money purchase annual allowance (MPAA)

The amount that can be paid by or for you into money purchase arrangements without a tax charge arising may be restricted to the money purchase annual allowance, which is currently £10,000. The restriction applies if you had a flexible drawdown plan at any time before 6 April 2015. It also applies if you take (or have already taken) certain types of pension benefit, including an uncrystallised funds pension lump sum or income from a flexi-access drawdown plan. If you think this may affect you, please contact an adviser who may charge for this.

### Tapered annual allowance

From 6 April 2023 a tapered annual allowance applies to higher earners. If you have an adjusted income greater than £260,000, and your threshold income is greater than £200,000, then your annual allowance is reduced. For every £2 of adjusted income over £260,000, your annual allowance will be reduced by £1, subject to a remaining annual allowance of not less than £10,000. In other words, anyone subject to the taper whose adjusted income is £360,000 and over will have an annual allowance of £10,000. If you're also subject to the money purchase annual allowance rules, special rules will apply. If you think you're affected by this you should speak to an adviser.

This information is based on our understanding of current taxation law and HMRC practice, which may change, and the impact on you will depend on your personal circumstances.

### Investment choice

If you make a clear and complete investment choice, we'll invest the contribution(s) in accordance with that choice. If you don't make a clear and complete investment choice, we'll add the regular contributions to the cash facility of the Plan.

For advice as to whether a fund is suitable for you, please speak to your adviser.

## 12. Notes – continued

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**Basic amount** – is the amount you can contribute in any tax year to all **registered pension schemes**, without having **relevant UK earnings** of more than the basic amount. The current basic amount is £3,600. This figure may change in future years.

**Registered pension scheme** – is a pension scheme that's registered with HMRC under Chapter 2, Part 4 of the Finance Act 2004.

**Relevant UK earnings** – are defined in section 189 of the Finance Act 2004 and includes:

- income from employment;
- income from carrying on or exercising a trade, profession or vocation (whether individually or as a partner acting personally in a partnership), and
- patent income of an individual in respect of inventions.

Income tax isn't charged on relevant UK earnings if, according to arrangements under section 788 of the Income and Corporation Taxes Act 1988 (double taxation agreements), they aren't taxable in the UK.

**Relevant UK individual** – is an individual who, in a tax year meets one of the following conditions:

- has **relevant UK earnings** that are income tax chargeable for that year;
- is resident in the UK at some time in that year;
- was resident in the UK at some time during the five tax years immediately before that year, and when they became a member of the pension scheme, or
- has general earnings from being employed by the Crown overseas that are subject to UK tax, or is the spouse or registered civil partner of someone who has these (as explained in section 28 of the Income Tax (Earnings and Pensions) Act 2003).

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio CD version of this document, please call 0345 604 4001 (call charges will vary) or visit [aegon.co.uk/support](https://aegon.co.uk/support)



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