

# COFUNDS PENSION ACCOUNT ADDITIONAL CONTRIBUTION FORM

for existing clients

Also available on the Aegon website:

**Cofunds Pension Account Investment by Direct Debit form** -  
instruction to your Bank or Building Society to pay Direct Debits.

This form is to be used to make single contributions and start or amend regular contributions into a Cofunds Pension Account.



If you wish to amend the funds your existing regular investment is currently in you should complete a **recurring switch from cash form**. If you have not yet told us the funds you want to invest in or if you already have a product level default investment strategy please complete an **investment strategy instruction** to amend your fund choices.



Please complete this form and return it to:  
**Aegon Cofunds Administration, PO Box 17491, Edinburgh,  
EH12 1PB**

## Section 1

### Client details

#### 1A. Existing client details

Product number

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

Full forename(s)

Surname

Date of birth   /   /

National Insurance  
Number   /        /

I don't have a National  
Insurance Number

When completing date  
fields please use the usual  
**DD/MM/YYYY** format.

#### 1B. Money Purchase Annual Allowance (MPAA)

Please confirm whether you have triggered the MPAA:

I have not triggered the MPAA

I have triggered the MPAA

The MPAA from 6 April  
2017 is £4,000.

Date of MPAA trigger   /   /

Scheme where trigger occurred

## Section 2

### Funding the pension (tick all that apply)

Who's funding the pension?  Client  Employer (please complete Section 2B)  Third party (please complete Section 2C)

	Personal (net) <sup>1</sup>	Employer (gross)	Third party (net) <sup>1</sup>
Single contributions (Cheque)	£	£	£
Single contributions Aegon General Investment Account cash facility	£	N/A	N/A
Total regular contributions, including existing contributions	£	£	£

Cheques must be made  
payable to **Cofunds Limited**.  
For a Building Society  
cheque or banker's draft  
your name must appear on  
the front of the cheque, or  
on the back of the cheque  
accompanied by the Building  
Society's or Bank's official  
stamp and signature.

Please download and complete a **Cofunds Pension Account Investment by Direct Debit form** from the Aegon website for each regular contribution. If there is not sufficient time to set up the Direct Debit instruction, payments will commence the following month.

<sup>1</sup> Net contributions are subject to tax relief which can take between 6 and 11 weeks to reach the product cash facility. To invest these payments, when received, please complete section 3A.

Aegon must receive this  
form and the completed  
Direct Debit instruction 9  
working days before the  
collection date.

## Section 2

## Funding the pension – continued

### 2A. Regular contribution details (if required)

The details entered on this form will apply until further notice. Regular contributions can only be taken monthly on the first day of every month.

First collection month  /

### 2B. Employer details (if required)

Type of employer  
 Public company (quoted)  Public company (unquoted)  Private limited company  Partnership   
 Charity  Club  Society  Trust

Employer name

Registered address

Postcode

Registered number (if applicable)

Operating address

Postcode

Relevant company registry or regulated market listing authority

#### Names of directors, or equivalent (and dates of birth, if known)

Full name

Date of birth (if known)  /  /

Full name

Date of birth (if known)  /  /

Full name

Date of birth (if known)  /  /

#### Names of principal beneficial owners with a shareholding of over 25% (and dates of birth, if known)

Full name

Date of birth (if known)  /  /

Full name

Date of birth (if known)  /  /

Full name

Date of birth (if known)  /  /

### 2C. Third party details (if required)

Customer number (if applicable)  3

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

Full forename(s)

Surname

Permanent residential address

Postcode

Relationship to applicant

Date of birth  /  /  Male  Female

**i**  
 If this section is completed then the employer must be verified in Section 4A and sign Section 5C if making regular contributions and not previously verified. Otherwise, we only require the employer's name and registered address.

**i**  
 This section cannot be used to verify the identity of any customer that falls into one of the following categories:

- those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification;
- those who have been subject to Simplified Due Diligence under the Money Laundering Regulations; or
- those whose identity has been verified using the source of funds as evidence.

**i**  
 Relevant company registry includes other registers, such as those maintained by charity commissions (or equivalent) or chambers of commerce.

**i**  
 If there are no principal beneficial owners with a shareholding of over 25%, please provide the names (and dates of birth, if known) of those individuals with a majority shareholding of 25% or less.

**i**  
 If this section is completed then the third party must be verified in Section 4A if not previously verified.

**i**  
 If the individual has changed address in the last three months please provide their previous address and postcode on a separate sheet of paper securely stapled to this form.

### Section 3

## New regular contribution instruction

#### 3A. Increasing total regular net contributions to cover tax relief

Personal and third party contributions are subject to tax relief. If you would like to increase the below RII to include the tax relief once received, please enter the new total RII amount below including the tax relief.

New total RII amount:  £

**i**  
Tax relief on regular personal contributions can take 6-11 weeks to reach a product cash facility.

### Section 4

#### Adviser details (for adviser use only)

Intermediary name

Firm name

#### 4A. Confirmation of Verification of Identity (CVI)

I/We confirm that the names, addresses and dates of birth contained in this application for the **client, employer and third party payer** (if relevant) have been verified by me/us, and that the evidence I/we obtained:

Meets the standard evidence in the Joint Money Laundering Steering Group guidance for the UK financial services sector	<input checked="" type="checkbox"/>
Exceeds the standard evidence - where the client is a Politically Exposed Person (written details of the further verification evidence taken are attached to this application)	<input checked="" type="checkbox"/>

I/We also confirm that:

The money for investment is being drawn from an account in the name of the applicant given in Section 1A, the employer detailed in Section 2B or the third party payer detailed in Section 2C.	<input checked="" type="checkbox"/>
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#### 4B. Authorisation

I/We also confirm that:

I/we have my/our client's authority to set up this RII and that I/we have supplied the relevant product Key Features/Fund specific information and/or Key Investor Information Documents relating to my/our client's investment (if applicable).	<input checked="" type="checkbox"/>
I/we have provided my/our client with the details of the fees appropriate to their investment (if applicable).	<input checked="" type="checkbox"/>

Signed

Date  /  /

Name

FCA Reference Number (**Firm**)

Position

## Section 5

## Declarations and contribution authority

### 5A. I declare that

If the total contributions (personal, third party and employer) to my Cofunds Pension Account in the current tax year exceed the Annual Allowance, I confirm that I have sufficient unused Annual Allowance to carry forward from the previous three tax years. I understand that my Cofunds Pension Account is a money purchase scheme. If I have triggered the money purchase annual allowance and contribute more than £4,000 to my Cofunds Pension Account, I recognise that I will incur a tax charge and that I cannot use carry forward to mitigate this charge.

I have viewed the relevant product Key Features and fund specific information and/or Key Investor Information Documents (KIIDs) relating to my investment.

### 5B. I acknowledge that

The Aegon Platform terms and conditions are the standard terms upon which Aegon intends to rely, and it is important that I read the terms before agreeing to be bound by them. If there is any term or point I do not understand or do not wish to be bound by, I understand that I can request further information before signing this application.

There are fees (the Aegon Platform annual charge) for the use of Aegon's services. I authorise Aegon to collect these fees from my product cash facility. If there is insufficient money in my account, I authorise Aegon to sell enough of my platform assets to pay these fees in accordance with the Aegon Platform terms and conditions.

### 5C. Employer's Contribution Authority

**This is only required if you are providing regular contributions.**

I understand that I am obliged by the Pensions Regulator to provide a new Cofunds Pension Account Additional Contribution Form for any amendments to regular contributions into my employee's Cofunds Pension Account or if any employer or employee details change. By signing below I confirm I understand and accept the declaration above.

You have a duty to pay employee contributions to us by the 'payment due date'. This is the 19th of the month following the date of the deduction from pay. For example, a contribution deducted from pay on 5 May must be received by us no later than 19 June. We have a duty to report the late payment of any contribution that is of material significance to the Pensions Regulator.

### 5D. Notes

All relievable personal contributions must be made net of basic rate tax, which Suffolk Life will reclaim from HM Revenue & Customs and add to your Cofunds Pension Account. This can take up to 11 weeks.

Relevant UK individuals can contribute up to the higher of £3,600 or 100% of their relevant UK taxable earnings whilst benefiting from tax relief.

Non-relevant UK individuals who have been resident or had earnings chargeable to UK income tax in the last five years are entitled to contribute but will only receive tax relief on contributions up to £3,600 gross (£2,880 net). Non-relevant UK individuals are entitled to contribute but will not be entitled to any tax relief on contributions.

The annual allowance at 6 April 2017 is £40,000. If your income, including the value of any pension contributions, is over £150,000, your annual allowance may be reduced. Please speak to your adviser for further information. The money purchase annual allowance from 6 April 2017 is £4,000.

Your gross personal contributions in a tax year must not normally be more than your annual earnings and the total contributions (i.e. personal, third party and employer) must not normally be more than the annual allowance. If you exceed the annual allowance, you may be able to carry forward any unused Annual Allowance from up to three previous tax years. You will need to have been a member of a registered pension scheme in a tax year that you are carrying forward any unused Annual Allowance. It will be your responsibility to calculate the amount available to carry forward and Suffolk Life will apply for tax relief on the full amount of any personal contributions made by you or any other third party.

Contributions that are in excess of relevant UK earnings do not receive tax relief and do not count towards the Annual Allowance for the tax year in question.

Once you have triggered the money purchase annual allowance, contributions to your money purchase pension schemes must not exceed £4,000 per tax year. If you do exceed the money purchase annual allowance, you cannot carry forward unused allowance from previous tax years to mitigate the resulting tax charge. It will be your responsibility to determine whether you have exceeded the money purchase annual allowance.

Contributions cannot be made past your 75th birthday.

If you make contributions you will lose any enhanced or fixed protection you may have or apply for.

Contributions cannot be refunded without being unauthorised payments unless the contribution falls within HMRC's "genuine errors" guidelines or they are in excess of your relevant UK taxable earnings.

The tax treatment outlined in this document are based on our understanding of current tax law and may be subject to change. The tax treatment depends on your individual circumstances and may be subject to change in the future.

#### Electronic transfers

Personal and employer regular contributions cannot be accepted electronically into the Cofunds Pension Account and should be made by Direct Debit. For single contributions, please contact us to confirm the bank details to which payments should be sent. Cofunds require confirmation of the bank details from which payments will be made before contributions can be processed.

If this form is for regular contributions or has a fee entered, we require a client signature below. If this form is **only** for single contributions and no fees have been entered a client signature is not required, if Section 4B is signed by the adviser.

Client signature  Date  /  /

Client name

Please read Section 5C. An employer making regular contributions must complete and sign below.

Employer signature  Date  /  /

Name of signatory  Position in company

The Cofunds Pension Account is provided by Suffolk Life Pensions Limited (Suffolk Life) 153 Princes Street, Ipswich, Suffolk IP1 1QJ. Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Conduct Authority (FCA). FCA registration number 116298.

All assets held in the Cofunds Pension Account are legally owned by Suffolk Life Trustees Limited and are held on the Aegon Platform provided by Cofunds Limited (Cofunds). Registered address: Level 43, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB. Registered in England and Wales No. 3965289. Authorised and regulated by the Financial Conduct Authority (FCA) under FCA Registration No. 194734.

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