



Supplement

for Self Invested Personal Pensions (SIPPs) provided by Curtis Banks (excluding the Cofunds Pension Account)

Introduction

You have a personal pension arrangement (the '**SIPP**') provided by Curtis Banks (the '**Scheme Administrator**'). For accounts held within the Suffolk Life Self-Invested Personal Pension the **Scheme Administrator** is Suffolk Life Annuities Limited, for all other accounts the **Scheme Administrator** is Suffolk Life Pensions Limited.

A separate contract exists between **you** and the **Scheme Administrator**, setting out the terms of the **SIPP**. More information about the **SIPP** is contained in the **SIPP** key features document, personalised illustration, fees and charges schedule and other relevant documentation provided by the **Scheme Administrator** and available through **your intermediary**.

Acting on behalf of **your SIPP**, **you** engage **us** to provide a platform service for buying, selling and holding certain **investments**. The platform service is provided through a **pension account**, which **we** open in **your** name for **your SIPP**.

The terms upon which **we** provide the **pension account** are set out in the Aegon Platform **terms and conditions** (the '**general terms**'), as amended by this **supplement**. Copies of this **supplement** and of the **general terms** are available on **our** website.

The **general terms** are supplemented and amended as set out below. These supplements and amendments take precedence over any conflicting term in the **general terms**, which otherwise apply in full to **your pension account**.

Definitions

1. The words and phrases in **bold** are terms defined in condition 2 of Part 1 of the **general terms**. They apply to this **supplement** except where specifically defined otherwise in this **supplement** or below.
2. **Scheme Administrator** and **SIPP** have the meanings defined in the introduction.
3. References to **Cofunds Pension Account** or **CPA** should read as references to the **Pension Account**.
4. **Pension Account** - means a pension account provided by **us** that allows **you**, in relation to your **SIPP**, to:
 - buy, sell and hold **investments**, and
 - pay fees and charges (as more fully described in condition 5.3 of Part 1 of the **general terms**).
5. References to **Curtis Banks** providing the **CPA** should be read as references to the **Curtis Banks** providing the **SIPP**.
6. References to **Curtis Banks** separate **CPA** terms and conditions booklet should be read as references to the **Curtis Banks** separate **SIPP** terms and conditions document. **Curtis Banks**, rather than **us**, is responsible for making this available to **you** when **you** take out the **SIPP**.
7. References to paying money or proceeds from **your CPA** on closure to another **registered pension scheme** should be read as references to paying the money or proceeds from **your Pension Account** to **your SIPP**.

Legal ownership

8. For accounts held within the Suffolk Life Self-Invested Personal Pension Suffolk Life Annuities is the legal owner of any assets and any funds held within the Pension Account, which they hold for your benefit under the rules of the SIPP.
9. For all other accounts held within a Curtis Banks product the trustee of the SIPP is the legal owner of the assets and any funds held within the Pension Account, which they hold in trust for your benefit under the rules of the SIPP.

Operation of your SIPP

10. The **Scheme Administrator** is the point of contact for all queries relating to the operation of **your SIPP** and the benefits payable under it. Their address is contained in the **SIPP** terms and conditions document. In particular, requests for the following actions or information must be submitted directly to the **Scheme Administrator**, not **us**:
 - adding new contributions to **your SIPP**;
 - transferring benefits into and out of the **SIPP**, and
 - taking **income** and benefits from **your SIPP**.
11. The **Scheme Administrator** is responsible for accepting requests for these actions, rather than **us**. The **Scheme Administrator's** conditions for accepting the requests and applications are set out in its separate **SIPP** terms and conditions document and the relevant key features and associated documentation.
12. Requests should be submitted by **your intermediary** or (if **you** no longer have an **intermediary**) **you**.

SIPP product charge

13. The charges payable and methods of deduction in respect of the **SIPP** are described in the **Scheme Administrator's** separate **SIPP** terms and conditions document and the relevant key features and associated documentation.

Operation of your pension account

14. We are the point of contact for all queries about and instructions for holding, buying and selling **investments** using **the Service** for the **pension account** and **our** charges for the **pension account**. Depending on the nature of the enquiry, **we** may from time to time refer **your intermediary** to the **Scheme Administrator**.
15. The **general terms** explain that a limited range of **investments** is available to **you** under the **pension account**. **Your SIPP** may allow other **investments**. If so, those other **investments** cannot be held in the **pension account**. Separate arrangements must be made for buying and holding these other **investments**.
16. New cash coming into the **pension account** (that is not proceeds from the sale of **investments**) must come via the **Scheme Administrator's SIPP** bank account. All cash paid out of the **pension account** (that is not used for purchasing **investments**) must be transferred directly into the **Scheme Administrator's SIPP** bank account. Requests should be submitted by **your intermediary** or (if **you** no longer have an **intermediary**) **you**.

Valuation

17. If **you** require a valuation of **your pension account**, please contact **your intermediary**.
18. At least once every 12 months **we** will send **you** a statement showing the status of **your investments** held within **your pension account**. This information relates to the statement date and all transactions since the previous statement date including **investment**, interest, **income**, **our annual charge** and **any adviser charge** or **service charge** that has been facilitated through the **pension account**. Valuations are based on the bid price as at the date shown on **your** statement. A copy will be made available to **your intermediary**. The statements and any online valuation provided by **us** include details of the **investments** in **your pension account** but do not include details of any other assets held in **your SIPP**. The **Scheme Administrator** can supply details about these other assets, on request.

Death

19. If **you** die while **you** have the **pension account** **your** personal representatives should notify the **Scheme Administrator** at the address contained in the **SIPP** term and conditions document.
20. On being told of **your** death, **we** cancel all pending trades and stop reinvesting income. Instead **we** keep income in the **cash facility** of **your pension account** until **we** receive further instructions from the **Scheme Administrator**.
21. The **annual charge** will continue to be charged as long as funds are held in **your pension account**.

If you no longer have an intermediary

22. If **you** no longer have an **intermediary**, or appoint a new one, **we** notify the **Scheme Administrator** of the change on **your** behalf. If **you** no longer have an **intermediary** additional charges may apply to **your SIPP** in accordance with the **SIPP's** terms and conditions.

Third party rights

23. Only **we**, **you** and the **Scheme Administrator** can enforce the **terms and conditions**. The rights of any other person under the Contracts (Rights of Third Parties) Act 1999 to enforce any provision of the **terms and conditions** are excluded.



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