



# Supplement

## for Self Invested Personal Pensions (SIPPs) provided by Suffolk Life (excluding the Cofunds Pension Account)

### Introduction

You have a personal pension arrangement (the 'SIPP') provided by Suffolk Life (the 'Scheme Administrator'). For accounts held within the Suffolk Life MasterSIPP and the Suffolk Life SmartSIPP the **Scheme Administrator** is Suffolk Life Pensions Limited, for accounts held within the Suffolk Life Self-Invested Personal Pension the **Scheme Administrator** is Suffolk Life Annuities 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 **Suffolk Life** providing the **CPA** should be read as references to the **Suffolk Life** providing the **SIPP**.
6. References to **Suffolk Life's** separate **CPA** terms and conditions booklet should be read as references to the **Suffolk Life's** separate **SIPP** terms and conditions document. **Suffolk Life**, 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 MasterSIPP and the Suffolk Life SmartSIPP 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**.
9. For accounts held within the Suffolk Life Self-Invested Personal Pension Suffolk Life Annuities is the legal owner of the assets and any funds held within the **Pension Account**, which they hold 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.

