

Uncrystallised funds pension lump sum

Payment instruction

Why do I need to fill in this form?

This form instructs us to pay some or all of your pension fund, under your Aegon Self-invested Personal Pension (Aegon SIPP) with us, to you as an **uncrystallised funds pension lump sum** (the '**lump sum**'), if you meet the conditions described on page 2.



This form should take about 25 minutes to complete and you'll have to complete 11 sections. Words in **bold** are described in more detail in the definitions section at the end of this form.

You should complete this form if...



- you'd like to take part of the value of your Aegon SIPP as a **lump sum**. This will be the value stated in section 2 less tax; or
- you'd like to take the full value of your Aegon SIPP as a **lump sum**. This will be the value of your investments at the time they are sold together with any amount built-up in the cash facility less tax.

Before completing this instruction, please read the conditions on page 2 to make sure you're eligible for this option.

- ! Be aware that this option has no cancellation rights – once we've made the payment to you, it can't be reversed and paid back to us.

You shouldn't complete this form if...



- your pension comes from a pension credit you received following a divorce, where your ex spouse or civil partner has already taken their benefits; or
- you don't meet the conditions on page 2.

Uncrystallised funds pension lump sum conditions

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

To take your pension fund as a **lump sum**, the following conditions must be met:

- the **lump sum** must be paid from a money purchase arrangement;
- you must have reached the normal minimum pension age, currently 55 (or your protected pension age, if you have one) or the **ill-health condition** is met;
- part or all of your lifetime allowance must be available (where a **lump sum** is being paid before you're 75, you must have enough lifetime allowance left to cover the whole amount of the **lump sum**);
- the **lump sum** must be provided from **uncrystallised funds**;
- if you have a lifetime allowance enhancement factor your available tax-free cash must be at least 25% of the amount to be paid as a **lump sum**, and
- you must not have enhanced protection or primary protection with **registered tax-free cash**, immediately before the **lump sum** is paid.

Tax

- Where the **lump sum** is paid before you reach age 75, 25% is tax-free and the balance is taxed as pension income where it falls within your lifetime allowance.
- Where the **lump sum** is paid after you reach age 75, provided you have enough lifetime allowance left to cover the **lump sum**, 25% is tax-free, and the balance is taxed as pension income. Where you don't have enough lifetime allowance, 25% of the **lump sum** within your available lifetime allowance is tax-free, with the balance being taxed as pension income.

If you complete this form you're acknowledging that:

- taking a **lump sum** from your Aegon SIPP will trigger the **money purchase annual allowance** (if you've not already done so).
- if you have a right to tax-free cash of over 25%, you'll only receive 25% of the **lump sum** tax-free.

This information is based on our understanding of current taxation law and HM Revenue & Customs (HMRC) practice which may change. The amount of tax you pay will depend on your individual circumstances.

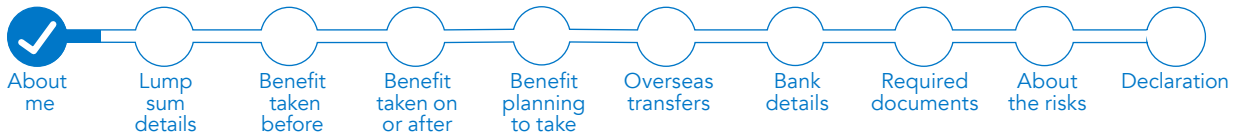
How to complete this form

- In BLOCK CAPITALS using a ballpoint pen.
- Check which documents you must send with your form to prove your identity on page 7.
- Find definitions for highlighted terms on page 11.
- Find impartial guidance and information on your options at retirement at pensionwise.gov.uk
- You may also want to seek regulated financial advice before completing this payment instruction.

Return your completed form and identity documentation to:

Aegon Cofunds Administration
PO Box 17491
Edinburgh
EH12 1PB





1 About me

Title (Mr/Mrs/Miss/Ms/Other – please specify)

Full forename(s)

Aegon SIPP product number

Surname

Contact phone number

Date of birth (dd/mm/yyyy)

Email

Do you have a protected pension age?

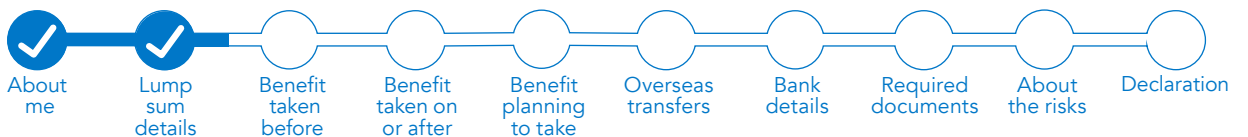
No Yes, it's

We may use your email or phone number to contact you about your instruction.

Do you have fixed or individual protection?

No
 Yes - please supply a copy of the appropriate certificate received from HMRC or, where no certificate has been received, provide the reference number you were given by HMRC.

Reference number (if applicable)

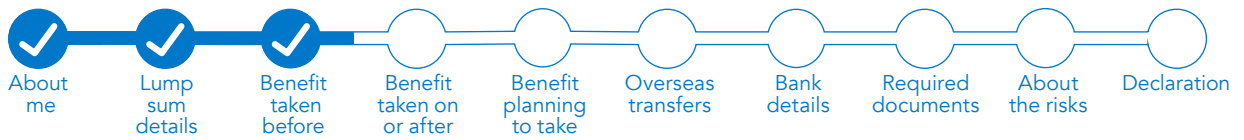


2 Lump sum details

You must make sure that there's enough cash available in the cash facility before payment of the **lump sum** is made.

Do you want to take a full or partial payment?

Full payment
 Partial payment – amount before tax £



3 Benefits taken before 6 April 2006

3.1 Do you have any annuities and/or pensions in payment before 6 April 2006?

- No – go to 3.2
- Yes, provide the yearly amount of pre-6 April 2006 pension in the table below. If this is your first **Benefit crystallisation event (BCE)** since 6th April 2006 then the date of events you show in the table is the date you complete and sign this form.

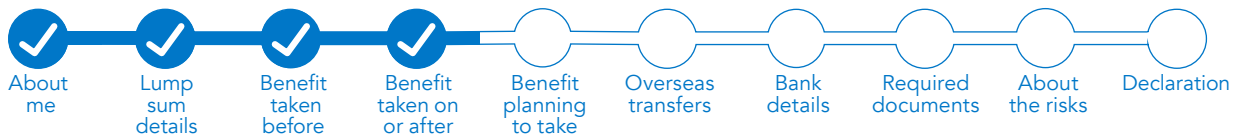
Pension provider	Yearly amount at date of first BCE on or after 6/4/2006 (£)	Date of first BCE on or after 6/4/2006 (dd/mm/yyyy)

Please see the table below for more information on the yearly amount you should give us.

At the time of the first BCE on or after 6/4/2006, the pre-6/4/2006 pension/annuity was:	Amount to be entered	Date of first BCE
Lifetime annuity or scheme pension	Gross yearly pension in payment at time of the first BCE on/after 6 April 2006.	This will be a date on or after 6 April 2006.
Capped drawdown	The maximum permitted yearly drawdown pension in force at the time of the first BCE on or after 6 April 2006.	This will be a date on or after 6 April 2006.
Flexible drawdown or Flexi-access drawdown that had, on 5 April 2015, been a flexible drawdown arrangement	The maximum permitted yearly drawdown pension that would have applied to the arrangement in the year it became a flexible drawdown arrangement had the arrangement been a capped drawdown arrangement instead of a flexible drawdown arrangement.	This will be a date on or after 6 April 2011. This will be a date on or after 6 April 2015.
Flexi-access drawdown that had been converted from a capped drawdown arrangement	The maximum permitted yearly pension that applied to the arrangement in the year in which it became a flexi-access drawdown arrangement (so while it was a capped drawdown arrangement).	This will be a date on or after 6 April 2015.

3.2 If you took a pension commencement lump sum before 6 April 2006 and put off receiving payment of the pension until after 5 April 2006, please tell us the amount you received:

Amount of pension commencement lump sum (£)	Date received (dd/mm/yyyy)



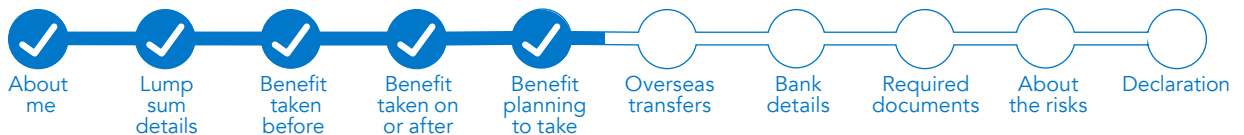
4 Benefits taken on or after 6 April 2006

Have you taken any benefits from a **registered pension scheme** on or after 6 April 2006?

- No – go to section 5
- Yes – for each **BCE** give the percentage of the standard lifetime allowance used up by that event (as advised by the scheme administrator and/or the insurance company providing the lump sum, pension or annuity). Don't include transfers to a **qualifying recognised overseas pension scheme** as these are covered in section 6.

If you've been granted primary protection, please also insert the amount crystallised.

Scheme name	% of standard lifetime allowance	Amount crystallised (Primary protection holders only) (£)	Date (dd/mm/yyyy)



5 Benefits you're planning to take from other pension plans

Will you be taking benefits from any other pension plans between now and the date of the event under your Aegon SIPP?

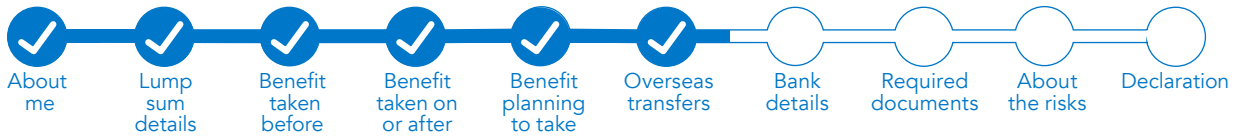
- No – go to section 6
- Yes – complete the table below:

Scheme name	Proposed BCE date (dd/mm/yyyy)	Amount crystallised (Primary protection holders only) (£)	% of standard lifetime allowance to be used
1.			
2.			
3.			
4.			

We need to know the amount of standard lifetime allowance that you've used.

We'll include the value of any benefits being taken before the **lump sum** is paid and exclude any taken after. Where other benefits are taken at the same time as the event under your Aegon SIPP, please tick below to show if these should be included in or excluded from our calculations.

- Scheme 1 Include Exclude
- Scheme 2 Include Exclude
- Scheme 3 Include Exclude
- Scheme 4 Include Exclude

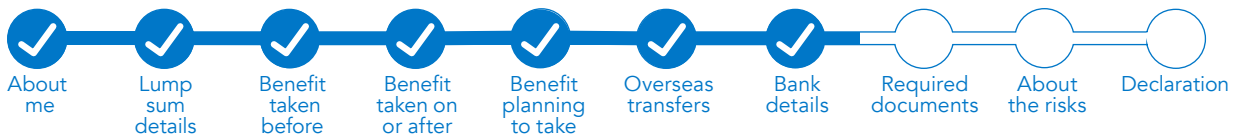


6 Overseas transfers

Have you completed any overseas transfers on or after 6 April 2006 to **qualifying recognised overseas pension schemes** or will you make any before the date that we pay your first benefit?

- No – go to section 7
- Yes – please give details in the table below:

Overseas pension scheme name	Date of transfer (dd/mm/yyyy)	Transfer amount (£)	% of standard lifetime allowance used by this transfer



7 Bank details

We can only pay benefits directly to a UK bank or building society. If you're unable to set up a UK bank or building society account, please contact us.

If this is the first time that you've given us these bank details, please attach a **certified copy** of your bank statement for this account. **See page 7** for more information.

Please give us your bank details for the account you want us to pay the **lump sum** to. It must be a personal account in your name or where you are a joint account holder

Bank/Building society name

Address

Postcode

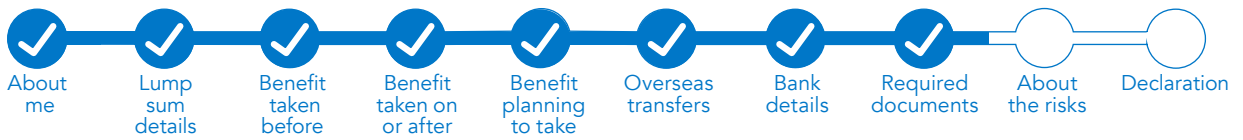
Sort code

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Account number

Name of account holder(s)

Roll number (for building society accounts only)



8 Required documents

We must confirm your identity when you take your pension benefits – **we can't process your payment instruction without doing this**. That's why we ask you to send us certain documents.

! Please send us certified copies of your documents not originals.

We require two items to confirm your identity. Please tick the documents that you're sending us.

A postal bank statement or a bank statement obtained from your branch for the account we're paying benefits to. The bank statement must show your home address and have been received in the last 12 months. (The postal statement must have been sent to your home address. The bank statement obtained from your branch must show it was printed or stamped in branch.)



One of the following items (please tick your choice)

<input type="checkbox"/> Current passport	<input type="checkbox"/> National identity card
<input type="checkbox"/> Current photo card driving licence (full or provisional)	<input type="checkbox"/> Identity card issued by the Electoral Office for Northern Ireland

If you can't provide one of the four items shown in the box above, then we require one document from list A and one from list B.

<p>List A (tick one)</p> <p><input type="checkbox"/> Current (old pre-photo card style) full UK driving licence</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Proof of benefit entitlement in the last 12 months</p> <p><input type="checkbox"/> HMRC tax notification quoting National Insurance number sent to your home address</p>	<p>List B (tick one)</p> <p><input type="checkbox"/> Current council tax demand letter or statement received in the last 12 months</p> <p><input type="checkbox"/> Credit card statement received in the last 12 months</p> <p><input type="checkbox"/> Mortgage statement received in the last 12 months</p> <p><input type="checkbox"/> Local authority rent card or tenancy agreement</p>
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? Who can certify a document and how do they do it?

Copies of documents can be certified by one of the following people:

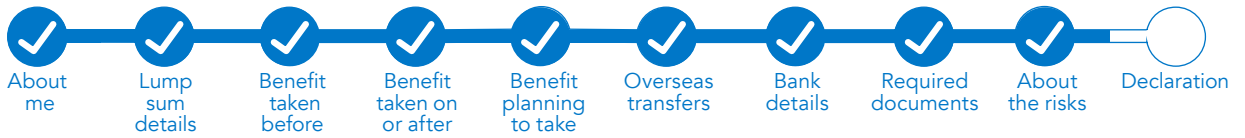
Although the people shown on the list are permitted to provide this service, not all will choose to do so and those who do may charge for this service.

- doctors/dentists
- ministers of religion
- social workers
- teachers
- credit union employees
- Post Office official (through the Post Office's certification service)
- accountants
- bank/building society employees
- barristers/solicitors/paralegals
- councillors
- financial advisers
- justice of the peace
- serving police officer
- member of Parliament

The person certifying your document should write the following on the copy document:



- their name in block capitals;
- the name of the company they work for and their occupation;
- the statement 'I certify this to be a true likeness of the original', and
- their signature and date.



9 About the risks

! We can't progress your claim unless this section is completed.

Before you make a decision about taking your benefits, it's important to understand the main risks related to withdrawing money from your Aegon SIPP. If you have any questions, please contact your intermediary.

9.1 Have you received guidance from Pension Wise?

Yes No

! There's a risk you may choose an option that doesn't suit your needs. Accessing your pension savings is an important decision and we would always recommend that you seek guidance.

9.2 Have you received advice from an adviser?

Yes No

! We recommend that you seek advice from a financial adviser if you aren't sure if this is the right option for you.

9.3 Are you aware that taking some or all of your pension fund as a **lump sum** will use up benefits under your Aegon SIPP and you'll get reduced payments or, if you take all of your pension fund as a **lump sum**, no further payments from your Aegon SIPP?

Yes No

! Taking part of your Aegon SIPP as a **lump sum** means that the benefits being paid at a later date will be reduced as your pension pot will be reduced.
Taking a full **lump sum** from your Aegon SIPP means that no further benefits can be paid from it at a later date when you may require it, you should consider the impact this will have on your retirement plans.

9.4 Are you aware that any guarantees attached to your Aegon SIPP would be lost?

Yes No

! There's a risk that you'll lose your right to any guarantee which may reduce the level of income you receive in retirement. You should make sure that you understand the conditions of any guarantee before making a decision.

9.5 Are you aware that you'll pay tax if you take a **lump sum** from your pension savings and this may take you into a higher tax bracket?

Yes No

! There's a risk that after tax is deducted you may not get as much as you were expecting. The amount you withdraw and any other income that you receive may result in you paying higher rate tax or even owing additional tax.

9 About the risks – continued

9.6 Are you confident that withdrawing money out of your Aegon SIPP will still let you have your desired lifestyle in retirement?

Yes No

! There's a risk you may run out of money, so you must make sure that you invest wisely or budget effectively. You should also consider any state pension you may be entitled to – you can find details of this at gov.uk/new-state-pension

9.7 Are you aware of the impact withdrawing money from your Aegon SIPP may have on any outstanding debts?

Yes No

! If you owe money there's a risk that your lender may be entitled to your pension savings when you take it as income.

9.8 Are you aware that pension scams are on the increase following the pension freedoms?

Yes No

! There's a risk you may be targeted by individuals and groups operating investment scams. These can look and sound believable, often promising low risk, high return options. If you've any doubts you should seek financial advice from a regulated financial adviser before committing. For more information on this visit: scamsmart.fca.org.uk

9.9 Are you aware that taking cash from your Aegon SIPP may impact means tested benefits?

Yes No

! There's a risk that taking your income may result in the loss of any means tested benefits you currently receive or may be eligible for at some point in the future.

9.10 Have you investigated fully any charges associated with any planned investment?

Yes No

! There's a risk that any charges payable on future investments may be more than those you're currently paying on your pension savings.

10 Declaration

In this declaration 'I' means the individual detailed in section 1 and 'you' means Scottish Equitable plc as the scheme administrator of the Aegon Self Invested Personal Pension Scheme (the 'Scheme').

- 10.1** I instruct you to pay to me the amount set out in section 2 of this additional application form, less tax, to me as a **lump sum** from my Aegon SIPP.
- 10.2** At the time of the payment, I will have reached my normal minimum pension age, currently 55 (or my protected pension age, if I have one) or the **ill-health condition** is met.
- 10.3** Where I am under the age of 75 when the **lump sum** is paid, I declare that I have enough lifetime allowance left to cover the **lump sum**.
- 10.4** I declare that I do not have enhanced or primary protection with **registered tax-free cash** immediately before the **lump sum** is paid.
- 10.5** Where I am over age 75 when the **lump sum** is paid, I declare that all or part of my lifetime allowance is available.
- 10.6** Where I have an enhancement factor my available lump sum allowance is at least 25% of the amount to be paid as a **lump sum**.
- 10.7** I agree that if, for any reason, all or part of the cash-in/surrender value shown on the quote for my Aegon SIPP detailed in section 1 of this additional application form is more than my available lifetime allowance and this results in you being liable for a lifetime allowance charge (or an increase in the lifetime allowance charge) and penalties and/or interest to HMRC, that I will be responsible for and liable to pay to you, a sum equal to the amount of that lifetime allowance charge (or for any

increase in that lifetime allowance charge) and any penalties and interest charged by HMRC and any **interest** charged by the scheme administrator.

- 10.8** I acknowledge that you will rely on this declaration, and confirm that if a **lump sum** payment made to me in connection with this request results in you becoming liable for a scheme sanction charge and penalties and/or interest to HMRC, that I will be responsible for and liable to you, a sum equal to the amount of that scheme sanction charge, any penalties and interest charged by HMRC and any **interest** charged by you.
- 10.9** I agree that any sum due may be deducted from any arrangements for or in respect of me under the Scheme.
- 10.10** I acknowledge that taking a **lump sum** from my Aegon SIPP will trigger the **money purchase annual allowance** if I have not already triggered it and I wish to proceed with the option to take a **lump sum**.
- 10.11** I acknowledge that if I have ordinary tax-free cash or registered tax free of more than 25%, I will only receive 25% of the **lump sum** tax free and I wish to proceed with the option to take a **lump sum**.
- 10.12** I confirm that I have read the appropriate risk warnings related to my answers given in section 9 of this additional application form and wish to proceed with the option of taking a **lump sum**.

Date

D	D	M	M	Y	Y	Y	Y
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Customer signature

X	X
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Before returning this form to us, please check:

- You've included the required certified copies of documents.
- You've completed all of section 9 and read the risk warnings.
- You've signed and dated the Declaration above.



11 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 aegon.co.uk/lifetimeallowance

Benefit crystallisation event (BCE) – Your pension funds must be tested against your available lifetime allowance if there's a BCE. A BCE includes the following:

- using funds in a money purchase arrangement to provide drawdown pension (capped or flexi-access);
- becoming entitled to a lifetime annuity under a money purchase arrangement;
- reaching age 75 with funds in drawdown pension (capped or flexi-access) under a money purchase arrangement;
- reaching age 75 with remaining unused funds under a money purchase arrangement; or
- becoming entitled to an **uncrystallised funds pension lump sum**, before reaching age 75.

Certified copy – This is a copy of a document which has been 'certified' by a certain person that it's a true copy of the original. Please make sure you attach the correct certified documents to avoid delays in processing your instruction. For a full list of people who can certify your documents, and what they need to do, see section 8.

Ill-health condition – This is met if we've received satisfactory medical evidence from a registered medical practitioner that you're (and will continue to be) incapable of carrying on your occupation because of physical or mental impairment and you've actually stopped working in your occupation.

Interest – Will be added on a daily basis to any amount due to the scheme administrator for any scheme sanction charge. It will be calculated on a daily basis from the date the first payment was due at the Royal Bank of Scotland plc base rate plus 5%.

Money purchase annual allowance – 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 from 6 April 2017 is £4,000. 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.

Special rules apply in the year that the money purchase annual allowance rules first apply to you, please speak to a financial adviser for more information.

Qualifying recognised overseas pension scheme – This is a **recognised overseas pension scheme** that meets conditions set by HMRC so that it can take a transfer payment from a **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's of a description prescribed in those regulations, or if it satisfies any requirement in those regulations.

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

11 Definitions – continued

Registered tax-free cash – If your total tax-free cash entitlement as at 5 April 2006 was more than £375,000, you could have registered to protect the uncrystallised part of this tax-free cash entitlement at the same time as registering for primary protection and/or enhanced protection. Your registered tax-free cash amount, or percentage, will be shown on your primary protection or enhanced protection certificate.

Uncrystallised funds pension lump sum – this is a lump sum paid to you from a money purchase arrangement on or after 6 April 2015 which meets certain conditions. Your pension provider or scheme administrator will have made you aware of any payment to you that's an uncrystallised funds pension lump sum.

If you have any questions, call us on 0345 604 4001



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