

1. Personal details

Title

First name

Middle name(s)

Surname

Date of birth / /

Your username ¹

National Insurance number

2. Account details

Employment status ²

Intended retirement age years

OR

Intended retirement date / /

Income from your investments

Some investments generate income in the form of dividends, distributions or interest. You need to specify how you would like this income to be treated.

Please note that any interest you generate on 'Income' Fixed Term Deposits cannot be automatically reinvested.

What would you like us to do with this income?

Keep in my capital account

3. Money Purchase Annual Allowance (MPAA) ³

Are you subject to the Money Purchase Annual Allowance Rules? Yes No

If yes, please indicate the source of MPAA trigger

Uncrystallised Funds pension lump sum payment

Flexi-Access Drawdown Income withdrawal

Standalone lump sum

Unknown

From what date are you subject to the MPAA? / /

Before deciding how to invest, you need to choose the appropriate account(s) to hold your investments in. Each account type has different tax benefits and implications.

You may hold only one SIPP or ISA, but as many Investment Accounts as you need.

¹ Your online username can be found in the top right hand corner of your online portal screen i.e. ASmith123

² Please insert appropriate option:

- Employed
- Self-employed
- Unemployed
- Pensioner
- In full-time education
- Caring for one or more children under the age of 16
- Caring for a person aged 16 or over
- Other (please specify)

³ The Money Purchase Annual Allowance (MPAA) will apply to you if you have accessed your pension in one of the ways shown. The effect is that any contributions to Money Purchase arrangements are limited to £4,000 per Pension Input Period (PIP).

4. Protection details

Which protection are you entitled to? **4**

Protection type	Entitled	If yes PCLS Entitlement	HMRC Reference	Other details
Enhanced Protection	<input type="checkbox"/> Yes	%		
Primary Protection	<input type="checkbox"/> Yes	£		Enhancement Factor:
Fixed Protection 2012	<input type="checkbox"/> Yes			
Fixed Protection 2014	<input type="checkbox"/> Yes			
Individual Protection 2014	<input type="checkbox"/> Yes			Amount £
Fixed Protection 2016	<input type="checkbox"/> Yes			
Individual Protection 2016	<input type="checkbox"/> Yes			Amount £

4 Please note that we will require a copy of your HMRC protection certificate/confirmation before any benefits can be paid.

5 You can nominate beneficiaries of death benefits arising under your SIPP in the event of your death which you want the Trustees to consider before making any payment. Please note that the Trustees will have the discretion in deciding who to pay the death benefits.

If at any time you wish to change the nominated beneficiaries of death benefits arising under your Close SIPP, complete a Close SIPP Beneficiary Nomination form found in your online library.

6 All of these should add up to 100%.

5. SIPP Beneficiaries **5**

Beneficiary Type Individual Discretionary Trust Charity

Beneficiary 1

Title

First name(s)

Surname

Date of birth D D / M M / Y Y Y Y

Relationship to you

Permanent residential address

Postcode

Proportion of benefit **6** %

Beneficiary 2

Title	<input type="text"/>
First name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Relationship to you	<input type="text"/>
Permanent residential address	<input type="text"/>
	Postcode <input type="text"/>
Proportion of benefit 6	<input type="text"/> %

Tick here if you have nominated additional and/or alternative beneficiaries using the 'Close SIPP Beneficiary Nomination Form'

Please only complete section 6 if you wish to transfer benefits from an existing pension arrangement into your Close SIPP. If you are not transferring investments, please leave blank.

6. Transfer details

Full name of current provider	<input type="text"/>		
Full name of current pension scheme	<input type="text"/>		
Account/Policy number	<input type="text"/>		
Estimated transfer value	£ <input type="text"/>		
Please indicate whether this is a full or partial transfer	<input type="checkbox"/> Full	<input type="checkbox"/> Partial	
Is this an Occupational Pension Scheme transfer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are assets to be transferred in-specie? 7	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the transfer include a crystallised element? 8	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/>
If yes, please indicate the drawdown type	<input type="checkbox"/> Capped	<input type="checkbox"/> Flexi-Access	
Are you currently taking an income from your existing arrangement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the scheme invested in Pathway Investments? 8	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If you wish to take an income from these funds following the transfer, please complete our Close SIPP Drawdown Amendment Form.

As the transfer process involves us working with your previous provider, it can take several weeks to complete. To avoid any unnecessary delays, please ensure that all the relevant details are completed on the form and the declaration has been signed before returning the form.

Please note that we are unable to accept transfers from Defined Benefit schemes or Qualifying Recognised Overseas Pension Schemes into the Close SIPP.

Charges

Close Brothers Asset Management will not charge you for making a transfer. However, where you are transferring investments from another provider, they may levy a charge for this.

Where you are investing in funds a platform fee is typically payable to Close Brothers Asset Management and will be calculated at the highest possible rate, excluding any promotional discount for illustrative purposes. An annual administration fee applies to the Close SIPP. Details of our charges can be found in our Key Features and Charges document.

What happens now?

1. Complete this form (if you intend to transfer in multiple investments from several different providers, you will need to complete a separate form for each transfer) and post to our FREEPOST address: **Freeport CBAM ONLINE INVESTOR SUPPORT**
2. Upon receipt of your form we will submit the request to your current provider.
3. Your current provider will then process your request. Cash transfers should be quicker than in-specie transfers (where it could typically take up to six weeks to complete). If assets are to be transferred in-specie, please complete a separate SIPP Transfer Form.
4. We will add your transferred investments or cash to your account. When completed, you'll be able to view these investments online.

7 Please note that only investments which are available within the Close SIPP can be transferred in-specie from your current arrangement. As part of the transfer process, investments which are not available will be sold and transferred as cash. Should the share class of your investment not be available on our platform, we may still be able to accept the transfer and will contact you to outline your options. You can search for your current holdings online to confirm that they are supported by our services.

Please also note that any cash held within your transferring plan will be transferred to Close Brothers regardless of the estimated amount entered here.

8 If yes, please provide the value of the crystallised fund in the box provided.

Transferring Stock

Stock name	Sedol/ISIN	Approximate number of units	Approximate value
Total			

9 Pathway Investments are funds which are designed to match specific investment objectives. Any such investments within your scheme will be labelled as Pathway Investments.

10 Please note Close Brothers does not offer pathway investment and so we will be unable to proceed with your transfer request if you have chosen to use Investment Pathways. Other providers do offer Investment Pathways and you may benefit from shopping around. We recommend that you discuss your options with a regulated financial adviser. If you do not have a financial adviser, or do not wish to take financial advice, you can use the Money and Pensions Service's Drawdown Comparator which is available at www.moneyadvice.service.org.uk/

Investment Pathways **9** Please complete this section if your transfer includes a crystallised element

How do you intend to select the investments for your plan?

Use Investment Pathways **10**

If you intend to use Investment Pathways please select the pathway which corresponds most closely to your intentions:

- 1. I have no plans to touch my money in the next five years
- 2. I plan to use my money to set up a guaranteed income (annuity) within the next five years
- 3. I plan to start taking my money as a long-term income within the next five years
- 4. I plan to take out all my money within the next five years

Select investments without using Investment Pathways

Remain invested with your current assets

Your SIPP illustration

Once your transfer application has been received and processed we will generate a personalised SIPP illustration in your online Document library. This illustration shows a potential outcome for your investment in the Close SIPP based on certain assumptions for investment returns and annuity rates. It is not a guarantee of what you will actually receive in the future and such forecasts are not a reliable indicator of future performance.

7. Important information

At the point you fund your SIPP we will create a personalised SIPP illustration based on your details and we will upload this to your online Document library.

Close Brothers has given no advice as to the suitability of the requested transfer(s) detailed in Section 6 or this product for your needs.

You should note that some pension arrangements may offer valuable benefits such as a Guaranteed Minimum Pension (GMP), Reference Scheme Test (RST) benefits or Guaranteed Annuity Rates (GARs). In addition some pension arrangements may allow you to draw benefits from them earlier than the standard minimum pension age or they could have an entitlement to a higher amount of pension commencement lump sum (PCLS) when benefits are drawn.

If you were to transfer from a pension arrangement that has any of these benefits then they would be lost on transfer into your Close SIPP. You may wish to check if the pension arrangement that you are considering transferring provides any of these benefits.

By reading and accepting the information and declaration below you confirm acceptance that you are solely responsible for your investment decisions, for the suitability of the transfer, for the product you have selected and that you understand the risks to your capital that are involved. We have no responsibility for determining the suitability of investments, unless we agree otherwise with you. We will also not assess the appropriateness of your investments. The consequence of this is that you will not benefit from the protections afforded by the FCA rules on assessing appropriateness.

If you are unsure about the suitability of the product/investment for your needs, the suitability of transferring, or if you are in any doubt about buying or selling shares, or anything else regarding investing, we recommend that you seek professional financial advice.

By reading and accepting the information and declaration below you confirm acceptance that you are solely responsible for your investment decisions, and for the suitability of the product you have selected. As such you understand you will not share in the full protection offered by FSCS in respect of receiving incorrect or misleading advice.

This service is provided, and will be carried out, in line with our Terms and Conditions. The Terms and Conditions, charges and other relevant information are available at all times in the your online Documents Library. For your own benefit and protection, please ensure you read and agree to them. If there is anything you do not understand please call us to request clarification.

8. Declarations

- I hereby apply for membership of the Close SIPP and agree to be bound by the Trust Deed and Rules of the Close SIPP (as amended from time to time)
- I am aware my SIPP illustration will be available in my online Document library
- I undertake to provide to the scheme administrator any other information which it may need in connection with my membership of the Close SIPP from time to time
- I understand that my interest in the Scheme shall not exceed the value of net assets held in my Member Fund (as defined in the Rules)
- I understand that I am not entitled to any payment from the Scheme that would be an unauthorised payment under the Finance Act 2004
- I understand that I shall not do, or omit to do, anything if it would or might result in the administrator of the Scheme becoming liable to pay a scheme sanction charge or a de-registration charge under the Finance Act 2004
- I am aware that if I have elected for either enhanced or fixed protection, this protection will be lost when any contributions, whether employer or personal, are made to the Scheme by me or on my behalf
- I confirm that I am a "relevant UK individual" within the meaning of section 189 of the Finance Act 2004 and that I have taken tax advice if I am unsure of my status
- I confirm that the total contributions to any registered pension schemes in respect of which I am entitled to tax relief under section 188 of the Finance Act 2004 will not exceed the higher of:
 - (a) the basic amount (being £3,600 gross at the time of application); and
 - (b) my relevant UK earnings, within the meaning of section 189 of that Act for that tax year
- I authorise, instruct and apply to my current provider to transfer sums and assets from the plan(s) as listed in section 6 of this application form directly to Close Asset Management Limited and to provide any instructions and/or discharge required by any relevant third party to do so.
- I authorise Close Asset Management Limited, my current provider, any contributing Employer and any financial intermediary named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to Close Asset Management Limited.
- Until this application is accepted and complete, Close Asset Management Limited's responsibility is limited to the return of the total payment(s) to my current provider(s).
- When payment is made to Close Asset Management Limited as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section 6 of this application form where the whole of the plan(s) are transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) are transferring.

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Close Asset Management Limited and my current provider may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.
- I undertake to give you notice in your capacity as the scheme administrator if an event occurs, as a result of which I will no longer be entitled to relief for my contributions pursuant to section 188 of the Finance Act 2004, no later than:
 - (a) 5th April in the tax year of assessment in which the event occurs; and
 - (b) the date which is 30 days after the occurrence of that event
- I undertake to give you notice in your capacity as the scheme administrator if any of my personal details change in the future within 30 days of any such change
- I consent to the processing by the scheme trustee and the scheme administrator of my personal data in accordance with the Data Protection Act 2018, and as set out in the Terms & Conditions

N.B. You will be able to invest in your SIPP once it has opened.

I declare that the information in this application is correct to the best of my knowledge and belief. I have read and agreed to any Declaration, Terms & Conditions and Key Features and Charges Schedules made available to me and agree to be bound by their terms and conditions; and if applicable, I wish to proceed and submit this transfer application and any associated transactions. These documents can also be found in my online Document Library at any time.

Signature

Print name (BLOCK CAPITALS)

Date

D	D	/	M	M	/	Y	Y	Y	Y
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**Please return all forms to our FREEPOST address:
Freepost CBAM ONLINE INVESTOR SUPPORT**

Don't let a scammer enjoy your retirement



Find out how pension scams work, how to avoid them and what to do if you suspect a scam.



Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scammers design attractive offers to persuade you to transfer your pension pot to them or to release funds from it. It is then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

Scam tactics include:



- contact out of the blue



- promises of high / guaranteed returns



- free pension reviews



- access to your pension before age 55



- pressure to act quickly

If you suspect a scam, report it

- Report to the Financial Conduct Authority (FCA) by contacting their Consumer Helpline on [0800 111 6768](tel:08001116768) or using the reporting form at www.fca.org.uk
- Report to Action Fraud on [0300 123 2040](tel:03001232040) or at www.actionfraud.police.uk
- If you're in the middle of a transfer, [contact your provider immediately](#) and then get in touch with MoneyHelper at: www.moneyhelper.org.uk

Four simple steps to protect yourself from pension scams

1

Reject unexpected offers

If you're contacted out of the blue about your pension, chances are it's high risk or a scam. Be wary of free pension review offers. A free offer out of the blue from a company you have not dealt with before is probably a scam. Fortunately, research shows that 95% of unexpected pension offers are rejected.*

2

Check who you're dealing with

Check the [Financial Services Register \(https://register.fca.org.uk\)](https://register.fca.org.uk) to make sure that anyone offering you advice or other financial services is FCA-authorized.

If you don't use an FCA-authorized firm, you also won't have access to the Financial Ombudsman Service or the Financial Services Compensation Scheme. So you're unlikely to get your money back if things go wrong. If the firm is on the FCA Register, you should call the Consumer Helpline on 0800 111 6768 to check the firm is permitted to give pension advice. Beware of fraudsters pretending to be from a firm authorised by the FCA, as it could be what we call a 'clone firm'. Use the contact details provided on the FCA Register, not the details they give you.

3

Don't be rushed or pressured

Take your time to make all the checks you need – even if this means turning down an 'amazing deal'. Be wary of promised returns that sound too good to be true and don't be rushed or pressured into making a decision.

4

Get impartial information and advice

[MoneyHelper \(www.moneyhelper.org.uk\)](http://www.moneyhelper.org.uk) – Provides free independent and impartial information and guidance.

[Pension Wise](http://www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise) – If you're over 50 and have a defined contribution (DC) pension, Pension Wise offers pre-booked appointments to talk through your retirement options at: www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise

[Financial advisers](#) – It's important you make the best decision for your own personal circumstances, so you should seriously consider using the services of a financial adviser. If you do opt for an adviser, be sure to use one that is regulated by the FCA and never take investment advice from the company that contacted you or an adviser they suggest, as this may be part of the scam.

Be ScamSmart with your pension. Check who you are dealing with.