



IPM PERSONAL PENSION SCHEME

1 MEMBER'S PERSONAL DETAILS

Title Surname

Forenames in full

Address

 Postcode

Telephone Home Telephone Business

Mobile Email

Marital status Date of birth

NI number

2 LEGAL GUARDIAN'S DETAILS

If the member is aged under 18, this section must be completed also.

Title Surname

Forenames in full

Address

Telephone Home Telephone Business

Fax Mobile

Date of birth

3 IDENTITY VERIFICATION Please see notes (1)

The Bank of Scotland requires IPM to verify the identity of the applicant in accordance with their own interpretation of the Money Laundering Regulations. If you are submitting this application via your IFA, they may submit an intermediary certificate and a copy of one document from each of group 1 and 2 below.

For all cases we will require the completion and return of our Private Individual Verification of Identity form, which is separate to this application. Where contributions are being made by an employer, we will require the completion of our Corporate and Other Non-Personal Verification of Identity Form.

Group 1	<input type="radio"/> Passport	<input type="radio"/> Driving licence	<input type="radio"/> Pension or child benefit book
Group 2	<input type="radio"/> Utilities bill	<input type="radio"/> Council tax demand	<input type="radio"/> Bank or building society statement

4 STATUS

(a)

Are you:

<input type="radio"/> Employed (please go to 'b')	<input type="radio"/> Self-employed
<input type="radio"/> Pensioner currently receiving a pension subject to tax	<input type="radio"/> Child under 16 years of age
<input type="radio"/> A child under age 16	<input type="radio"/> Caring for a person over 16
<input type="radio"/> In full time education	<input type="radio"/> Unemployed
<input type="radio"/> Other (please specify)	

Please see notes (2)

(b)

Employer's name

Employer's address

Postcode

Company Registration No.

(c)

What is your occupation

Nature of business

Gross annual income (including salary, pension, investment income) £

Source of wealth Income Savings Inheritance Sale of property

Other (please specify)

5 CONTRIBUTIONS

If your personal contribution into the IPM Personal Pension Scheme is above the basic amount (£3,600 for tax year 2006/7) you need to ensure that it does not exceed the lesser of 100% of your relevant UK earnings or the annual allowance. Any greater personal amounts may not attract income tax relief unless you have any carry forward of unused relief from previous tax years (please refer to your independent financial adviser for further information). Please indicate below the contribution from you and / or your employer.

Personal contributions:

(All personal contributions are paid net of basic rate tax and the tax is reclaimed by IPM from the HMRC on your behalf)

Amount of net single contribution £

Amount of net regular monthly contribution £

Date of start of monthly contributions

Employer contributions: (All employer contributions are paid gross)

Amount of gross single contribution £

Amount of gross regular monthly contribution £

Date of start of monthly contributions

N.B. If you have registered for Enhanced Protection the payment of a contribution means that this protection will be lost

IPM cannot give you advice regarding the level or suitability of receiving contributions into the IPM Personal Pension Scheme. Please refer to your independent financial adviser.

6 DEATH BENEFIT

If you are looking to transfer protected rights benefits to your SIPP you will need to complete our 'Expression of Wish for Protected Rights Benefits' form. Please see notes (3)

Name Relationship

Address

Postcode

Proportion %

Name Relationship

Address

Postcode

Proportion %

Name Relationship

Address

Postcode

Proportion %

7 TRANSFER DETAILS

TRANSFER 1

Name of transferring scheme administrator:

Address

Postcode

Telephone Number

Policy No.

Full title of transferring scheme

Type of scheme being transferred

Amount of transfer payment

Does the transfer contain protected rights benefits?

Yes No

Is the transfer in specie?

Yes No

Have you received any benefits from the fund being transferred?

Yes No

(If yes you will need to complete the Transfer in Drawdown Form)

Do you intend to draw benefits immediately from this scheme?

Yes No

(If yes, please enclose your birth certificate and, if you are a married woman, your marriage certificate. A separate Benefits Payment Form will be sent to you by the administrator for completion and return).

TRANSFER 2

Name of transferring scheme administrator:

Address

Postcode

Telephone Number

Policy No.

Full title of transferring scheme

HMRC registration number

Amount of transfer payment

Does the transfer contain protected rights benefits?

Yes No

Is the transfer in specie?

Yes No

Have you received any benefits from the fund being transferred?

Yes No

(If yes you will need to complete the Unsecured Pension Application Form)

Do you intend to draw benefits immediately from this scheme?

Yes No

(If yes, please enclose your birth certificate and, if you are a married woman, your marriage certificate. A separate Benefits Payment Form will be sent to you by the administrator for completion and return).

For transfers in-specie we have an additional form which gives IPM details of the assets to be transferred. Please contact IPM if this is not included in your application pack. If you would like to transfer more than two policies to your SIPP, please photocopy this page.

8 INDEPENDENT FINANCIAL ADVISER

Name of firm

Address

Postcode

Telephone

Contact name FSA Number

If any fees/commissions are to be paid from the pension fund, how will the amount be calculated?

By fixed monetary amount: Initial payment £ Annual payment £

By percentage of the fund value: Initial payment % Annual payment %

(Please note, a fee invoice will be required from the IFA in respect of each payment due from the trustee).

9 INVESTMENT ADMINISTRATOR

An Investment Administrator must be appointed to execute the investment decisions and report periodically on the investments held for your benefit. Please supply details:

Name

Address

Postcode

Telephone

Contact name FSA Number

Please see notes (4)

10 INVESTMENT ADVISOR

You may also choose to appoint an Investment Advisor from whom the trustee can take investment instructions :

Name

Address

Postcode

Telephone

Contact name **FSA Number**

Please see notes (5)

11 DATA PROTECTION ACT 1998 (DPA)

The Data Controller in relation to any personal information you supply is I.P.M. SIPP Administration Limited, for the purpose of this act. This information may be used for the purposes of administration and regulatory compliance of products and services provided by the Group and its associated companies.

12 MEMBERS DECLARATION

The applicant (or Legal Guardian, where the applicant is under the age of 18) must read and sign this declaration.

I hereby apply to become a member of the IPM Personal Pension Scheme (the Scheme) and agree to be bound by the scheme rules that may be amended from time to time.

I hereby declare that I will not attempt to draw any benefit from the scheme except in accordance with the rules of the scheme

Where I am making contributions to the scheme I declare:

- I am under 75 years of age and a Relevant UK Individual (having the meaning given by Section 189 Finance Act 2004)
 - The total contributions I am paying to all registered pension schemes (having the meaning given by Section 150 Finance Act 2004) in respect of which I am entitled to tax relief (having the meaning given by Section 188 Finance Act 2004) will not exceed the higher of:
 - (a) the basic amount (£3,600 for the tax year 2006/7)
- or
- (b) 100% of my relevant UK earnings (having the meaning given by Section 189 Finance Act 2004) for that tax year
-
- I will, within 30 days or by 5th April in the relevant year of assessment (whichever is the later), inform the scheme administrator in writing if any of the following events occur:
 - I cease to be a UK resident
 - I cease to be a Relevant UK Individual
 - I cease to have relevant UK earnings
 - I cease to be eligible for relief on member contributions under Section 188 Finance Act 2004

I hereby declare that to the best of my knowledge and belief the details given in relation to the payment of contributions is correct and complete.

In respect of a transfer, I request that the scheme administrator of the transferring scheme applies the whole of my available transfer value from that arrangement. I understand that following the application of the transfer value, neither I, or my spouse or dependants will have any further entitlement under the transferring scheme. I acknowledge and agree that a copy of this request and discharge shall be deemed binding as though it were the original. I authorise the Trustee, Scheme Administrator or Insurers of the transferring scheme to provide any information, which I.P.M. SIPP Administration Limited may request in relation to any benefits provided for me.

I authorise and request that the Scheme Trustee accepts a transfer value into the Scheme on my behalf and any part thereof that is identified as protected rights is paid into a separate arrangement under the Scheme for protected rights only.

In return for the services to be provided by the Trustee and Administrator, I agree to pay charges set out in the charging structure schedule current at the date of this application and those charges detailed as payable to my Independent Financial Adviser, if any, as stated in this application form. I authorise I.P.M. SIPP Administration Limited to pay such charges from the bank account held for my benefit and to realise investments attributable to me in order to pay such charges and to settle any third party charges payable in respect of investment transactions to the extent that such charges have otherwise been paid within seven days of falling due.

I agree to the scheme administrator deducting any amount from the fund held for my benefit in order to pay any charge, including any scheme sanction charge, levied by HM Revenue and Customs. In the event that there are insufficient funds held for my benefit I agree to personally pay to the scheme administrator any amount required to pay for such charges.

To the best of my knowledge and belief the details given on this application are correct and complete.

Where this application is being made on behalf of an applicant who is under the age of 18, the Legal Guardian signing the application also declares that:

- I am making this application on behalf of the applicant detailed in section 1 of this application form
- I understand that I am responsible for the SIPP as if I were the member and will continue to be so until the applicants 18th birthday
- I understand that contributions paid to the scheme may only be returned to the applicant in the form of benefits payable under the rules of the scheme (i.e. after the applicant attains age 55 except in the case of earlier ill health).

Signature

Date

To be signed by the Legal Guardian where the applicant is under the age of 18.

Please note that it is a serious offence to make false statements, the penalties for which can be severe and may lead to prosecution.

Please return the completed form to: **I.P.M. SIPP Administration Limited, Cambridge House, Campus Six, Caxton Way, Stevenage, Hertfordshire, SG1 2XD**

Please make any cheques payable to "I.P.M. Personal Pension Trustees Ltd. re:[your name]".

13 NOTES

1. Identity Verification

If you submit the application directly you are required to send two photocopies of documents from each group which have been certified by an independent third party (solicitor, bank manager, Doctor). Utilities bills may be no more than three months old and we are unable to accept mobile phone bills or statements downloaded from the internet. In some cases, IPM may perform an electronic search on an individual. Please note this is not a credit check but merely a verification of identity.

2. Status

Employed

- Chargeable to tax under Chapter 2, Part 2, ITEPA 2003 for the income tax year of assessment concerned in respect of employment income as defined in the act.

Pensioner

- Chargeable to tax under Part 9, ITEPA 2003 for the income tax year of assessment concerned in respect of a pension.

Self-employed

- Chargeable to tax under Chapter 2, Part 2, Income Tax (Trading and other Income) Act 2005 for the income tax year of assessment concerned in respect of annual profits or gains arising or accruing from any trade, professional or vocation carried on by the individual.

3. Death Benefit

Please name those whom you would like to receive a lump sum from the proceeds of the plan in the event of your death. This nomination will not legally bind the Trustee but they will take it into account when deciding how to pay benefits. You may change this nomination at any time by advising the Trustee in writing. You may nominate any number of beneficiaries but please ensure that the proportions add up to 100%.

The differences in how protected rights funds are dealt with on your death are as follows:

- if you are survived by a qualifying spouse or civil partner, he/she is entitled to a pension from the protected rights funds;
- if there is no qualifying spouse or civil partner, the protected rights funds must be paid out as a lump sum in accordance with your directions, i.e. your directions are binding. If you do not give any directions, or they can not be followed, the funds will be paid to your estate.

Please also note that any lump sum death benefit paid from the protected rights is not subject to trustee discretion, it is likely that it will be aggregated with your estate for inheritance tax purposes, i.e. there is a greater risk of IHT being payable. This is laid down in the legislation and is not within the control of the Scheme Trustee.

4. Investment Administrator

The Investment Administrator puts into effect the investment decisions and maintains the investment records. The agreement is primarily between I.P.M. SIPP Administration Limited and the Investment Administrator because the assets of the personal pension scheme are of course, legally owned by the Trustee. However, we request the member to countersign the agreement so that he is aware of the nature of the terms under which the Investment Administrator operates.

5. Investment Advisor

This document provides the Trustee with the necessary authority to take instructions regarding the investment of the assets including the transfer of cash. It is not required if the member is giving instructions personally to I.P.M.

I.P.M. SIPP Administration Limited has been appointed as Scheme Administrator of the Scheme and agrees to administer the Scheme in accordance with the Trust Deed and Rules of the Scheme.

I.P.M. SIPP Administration Limited is not authorised to give any financial or investment advice. When completing this application to join the IPM Personal Pension Scheme, IPM strongly recommends that you take independent financial advice. IPM cannot make any comments of the suitability of this Scheme for you.

I.P.M. SIPP Administration Limited is Authorised and Regulated by the Financial Services Authority.



I.P.M. SIPP Administration Limited • Cambridge House, Campus Six, Caxton Way, Stevenage, Hertfordshire, SG1 2XD

Tel: 0845 130 3443 • Fax: 0845 230 3443 • Email: info@ipm-pensions.co.uk • Web: www.ipm-pensions.co.uk