



### IPM PERSONAL PENSION SCHEME

Before completing this form you should take independent financial advice regarding income drawdown or the purchase of an annuity. Please see notes on the final page 'How to complete the Benefit Payment Request form'

#### 1 PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms):  Surname:

Forenames in full:

Date of birth:

Permanent residential address:

Post code:  Country:

Membership No:  Email:

Have you ever been declared bankrupt?  Yes  No If yes, please confirm what date

Are you currently subject to divorce proceedings?  Yes  No

#### 2 MY BANK ACCOUNT DETAILS

Please provide details of your bank/building society account that you wish your pension commencement lump sum and / or income to be made to. Please check with your bank/building society that Faster Payments and CHAPS payments can be accepted into this account.

Bank name:

Bank address:

Post code:

Sort code:  Account No:

Account name:

If this is the first time IPM are to make a payment to the above account we will require an original bank statement for this account, or a certified copy of a bank statement for this account, that is no older than three months from the date of this application. Without this, we will not be able to make a payment.

### 3 FINANCIAL ADVICE

Have you taken guidance on Retirement benefits from Pension Wise?  Yes  No

Have you received financial advice from an FCA regulated financial adviser recommending that you proceed with your drawdown request?  Yes  No

**If no, please proceed to section 4**

If yes please arrange for your financial adviser to complete the following declaration and then proceed to section 5.

**Company Name:**  **FCA Registration No:**

**Address:**

**Telephone No:**

**Signature:**  **Date:**

**Full Name:**

### 4 ABOUT YOU

When considering taking retirement benefits it is important that you seek professional advice as we cannot provide you with pension advice. However before we proceed with your benefit request the Financial Conduct Authority (FCA) insist that we must establish whether there are any aspects of your personal situation which we need to give special consideration to. Upon return of the completed form we will assess your responses and issue a letter containing risk warnings which we deem suitable. Please would you therefore answer the following questions:

1. Have you considered the different options that are available when you come to take retirement benefits?  Yes  No
2. Have you sought tax advice regarding taking retirement benefits?  Yes  No
3. Do you wish to take benefits for any other reason than providing you with an income in retirement?  Yes  No
4. Do you have other pension savings outside the IPM Personal Pension Scheme?  Yes  No
5. Have you considered and taken independent advice regarding the purchase of an annuity?  Yes  No
6. Are you in ill health?  Yes  No
7. Do you have financial dependents?  Yes  No
8. Do you plan on making any further savings for retirement?  Yes  No
9. Are you in receipt of any state benefits (Not including pension benefits)?  Yes  No

## 5 LIFETIME ALLOWANCE

Is this the first time you have elected to take benefits from any pension fund since 6 April 2006?

Yes No

If 'YES' please go to 5a, if 'No' please go to 5b.

### 5a. PRE A-DAY BENEFITS

At 5 April 2006 were you taking any benefits (for example income withdrawals/scheme pension) from pension funds?

Yes No

If 'YES' please provide details, if 'No' please go to 5c.

Name of pension scheme	Name of scheme administrator	Current maximum annual rate of income
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<b>Total maximum gross annual rate of income</b>		£ <input type="text"/>

Please forward a copy of documentation from the scheme administrator confirming the current maximum annual rate of income.

### 5b. POST A-DAY BENEFITS

If you have already taken benefits from other pension funds (excluding IPM SIPP funds) since 6 April 2006 please complete the following:

Name of pension scheme	Name of scheme administrator	Date of Benefit Crystallisation Event (BCE)	% of your Lifetime Allowance used by BCE
<input type="text"/>	<input type="text"/>	<input type="text"/>	% <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	% <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	% <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	% <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	% <input type="text"/>
<b>Total used to date</b>			% <input type="text"/>

Please forward a copy of the Lifetime Allowance (LTA) certificate.

### 5c. PROTECT YOUR LIFETIME ALLOWANCE

Are you entitled to any of the following types of Protection?\*

Primary Protection

Enhanced Protection

Fixed Protection

Fixed Protection 14

Individual Protection 14

International

Pension credit rights

Fixed Protection 16

Individual Protection 16

Certificate reference number

Scheme Administrator Reference

\* Please select accordingly and forward to us a copy of the certificate issued by HMRC.

## 6 BENEFIT INSTRUCTION

Please confirm the type of benefits you wish to take.

**Pension Commencement Lump Sum and entitlement to Drawdown Pension**

**Pension Commencement Lump Sum and annuity purchase.**

*Where income is to be provided by an open market option annuity we will require completion our Form of Discharge.*

**Nil Pension Commencement Lump Sum, Drawdown Pension only**

Please confirm the level of benefits you wish to take.

Pension Commencement Lump Sum

**Full Amount**

**Defined Amount** £

Income Withdrawal

**Full Amount**

**Defined Amount** £ **(Gross)**

*If you wish to draw a regular pension, please state the annual amount*

When would you like your income to commence?

**Date**

**One off amount**

**Monthly**

**Quarterly**

**Half Yearly**

**Annually**

*Regular pension payments are made to ensure the client has cleared funds on the last working day of the month. Please ensure there are sufficient funds in the trustee bank account by the time income is due to be paid.*

IPM prefer to issue payslips electronically so please ensure you have entered your email address in the 'Personal Details' section of this form. However you can elect to have your payslip by post.

**Please issue my payslips by post to my home address**

Please note, if the benefits requested in this form represent a further designation to an existing Capped Drawdown arrangement within your IPM SIPP, your plan will remain in Capped Drawdown unless you request otherwise. If you wish to convert to Flexi-access Drawdown, please tick the box below.

**Upon payment of the benefits requested, please convert any Capped Drawdown arrangement I have to Flexi-access Drawdown.**

*(We recommend that independent financial advice is sought before choosing this option, as once you have converted to Flexi-access Drawdown you will not be able to revert back to Capped Drawdown)*

### Lifetime Allowance Excess

If the amount crystallising results in the Lifetime Allowance (LTA) being exceeded, please confirm how you would like the excess amount to be treated.

**Lump Sum (paid as a lump sum to you, less 55% LTA excess charge)**

**Retained in the fund (added to drawdown fund, less 25% LTA excess charge)**

## 7 DISINVESTMENT INSTRUCTIONS

### PENSION COMMENCEMENT LUMP SUM

If there are insufficient monies in your Trustee bank account, please provide instructions detailing where your Pension Commencement Lump Sum should be disinvested from.

  

### INCOME PAYMENTS

Please provide instructions detailing where monies for the first six months / annual income payment should be disinvested from.

  

If you do not provide instructions, and there are insufficient monies in your trustee bank account, it may mean that your pension commencement lump sum and/or income payments cannot be paid on time.

You will need to check that your chosen investment adviser is able to set up the required disinvestments.

## 8 DECLARATION

The applicant must read and sign this declaration.

I request and consent to the payment of the benefits set out in the Payment Request Form. I understand and agree that:

I will be able to change the amount of income, within the limits set down by the Rules of the Scheme but if I choose to do so at any time other than the annual review date an extra charge may be levied from my fund to meet the additional administration costs.

If I select now, or at any time in the future, an amount of income which is above the Government Actuary's Department upper limit under Capped Drawdown then I will instruct I.P.M. SIPP Administration Limited (IPM) to convert my fund to Flexi-Access Drawdown.

I and my advisers are required to ensure that there are sufficient funds in my trustee bank account in order for IPM to pay my regular income.

I understand that IPM will arrange for my income to be paid to my designated account on the last working day of the month.

If appropriate IPM has my authority to check with HM Revenue & Customs the details of any certificate which I supply which enhances my Lifetime Allowance.

I understand that if I am taking a Pension Commencement Lump Sum as part of a recycling device I agree to notify IPM of this fact within 30 days of the deemed unauthorised payment arising.

I understand the difference between Income Withdrawal and Annuity Purchase and confirm that IPM has not given me any advice regarding the suitability of either option.

I understand that by starting/converting to Flexi-access Drawdown and receiving a payment I will trigger the Money Purchase Annual Allowance (MPAA). Currently the MPAA is £4,000. Any pension inputs to money purchase or cash balance schemes that exceed the MPAA could be liable to an Annual Allowance charge.

I understand that by designating funds to Drawdown, IPM will levy an Annual Drawdown Fee as set out in the Client Terms of Business.

**I can confirm that I have received and read the Pension Wise letter sent to me with this form.**

**I have read and understood the notes section of this form.**

Signature

Date

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

IPM SIPP Administration Limited agrees to act as the scheme administrator and Operator of the IPM Personal Pension Scheme and agrees to administer the scheme in accordance with the trust deed and rules.

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

## 9 CHECKLIST OF ADDITIONAL DOCUMENTATION REQUIRED

As part of the SIPP establishment process, IPM will often receive a copy of your passport certified by an FCA regulated individual as part of our money laundering procedures. Providing that the passport is unexpired as of the date of crystallisation, IPM can accept this document as evidence of your age.

In scenarios where a passport was not submitted or it has subsequently become out of date, IPM will require either of the following documents to verify your age:

**a certified copy of your unexpired passport**

**a certified copy of your birth certificate**

**an original / certified copy of bank statement where benefits are to be paid to**

If you have changed your name as a result of marriage and this differs from the identification documents you are submitting to IPM then we will also require a certified copy of your marriage certificate.

## 10 NOTES

### Requirements to pay Benefits

Before benefit payment can commence IPM requires the following:

- The full transfer value and associated transfer information
- The re-registration of any assets being transferred in specie to be complete
- Any contributions that are to be included in the Benefit Crystallisation Event
- If applicable, HMRC certificate showing any enhancement to the Standard Lifetime Allowance
- Evidence of age
- Evidence of your name and address (anti money laundering verification)
- A valuation of the assets within your SIPP from your appointed Investment Administrator as of the date of crystallisation to be produced in accordance with the Taxation of Chargeable Gains Act 1992 (TCGA92).
- Full answers to the questions in section 2 'About You'

### Pension Commencement Lump Sum

- The maximum Pension Commencement Lump Sum available will normally be up to the lower of 25% of the fund value being used, and 25% of the fund up to your lifetime allowance
- If you have Primary Protection with lump sum rights over £375,000 at 5 April 2006, the maximum available will be the remaining value of these lump sum rights which you have not yet taken as benefits
- The Pension Commencement Lump Sum has to be taken as a lump sum in advance and cannot be taken monthly
- The Pension Commencement Lump Sum is paid to your designated bank account via CHAPS which incurs a bank charge unless otherwise stated.

### Income Payments

- Income is always paid on the last working day of the month (Please note, this may vary should this fall during a holiday period)
- If you wish to start taking an income from your plan, you must notify us at least 15 working days before the end of the month prior to the date the first income payment is to be made
- If you wish to vary the amount you receive, you must notify us at least 10 working days before the end of the month prior to the date the change is to come into effect.

*Note: The 'date the change is to come into effect' is always the last working day of the month.*

### Income Reviews

Under review rules we are required to recalculate your maximum income limit under Capped Drawdown every three years from the date benefits start if you are under 75. If you are 75 or over we are required to recalculate your maximum and minimum income limit every year. At this time a valuation of the SIPP will be required, in accordance with TCGA92.

### Your Bank Account Details

The bank account to which your income and/or Pension Commencement Lump Sum is paid must be held in your name (joint accounts are acceptable). The account must be able to accept BACS and CHAPS payments.

### Valuations

- Valuations need to be produced in accordance with section 272(3) of the Taxation of Chargeable Gains Act 1992 (TCGA92). Please note that if your appointed Investment Administrator is unable to produce this required valuation, it will be sourced from a third party who will levy a fee for their service, and this will be settled from scheme funds.
- If the assets in the SIPP include commercial property for which we do not hold a current valuation, you will need to appoint a Chartered Surveyor to provide a current valuation. In order to be deemed current, the property valuation will need to be within 3 months of the date of crystallisation. Please provide IPM with the details of the surveyor you wish to be instructed on your behalf.
- If investments are currently suspended it may be necessary for IPM to be provided with more detailed information about the investment before being able to complete the calculations. This may delay the payment of any Pension Commencement Lump Sum or income to you.
- Please note that IPM can not agree to the use of an investment's acquisition cost (or Book value) where it is clear that there is a more realistic realisable value available.

**How to complete this Benefit Payment Request (BPR) form**

The Benefit Payment Request (BPR) Form needs completing every time a member wishes to start drawing benefits or additional benefits from the scheme.

The majority of the form is self explanatory, requesting personal details and the income requirements of the scheme member. However, section 5 of the form is a little more complex and deals with the information that HMRC require the scheme administrator (IPM) to collect. It basically is ensuring that the benefits payable are within the set limits and that no additional tax charge is applicable.

The pension legislation changed on 6th April 2006 "A day". At this time the concept of a Lifetime Allowance was introduced i.e. the total amount of pensions saving that an individual can amass and on which the substantial tax advantages given to pension funds will apply.

For most people the Standard Lifetime Allowance applies. The current Lifetime Allowance is £1,000,000. Provided benefits in payment do not exceed the Lifetime Allowance, no additional tax charges apply. Only for those members who have registered for some form of protection with HMRC does section 5c need completing.

The Lifetime Allowance spans all of a member's pension schemes. Therefore when benefits are drawn from the IPM scheme we are required to ask what is being drawn from other arrangements and the value of this pension (expressed as a percentage of the Lifetime Allowance). Provided the sum of all benefit in payment do not exceed the Lifetime Allowance, additional benefits can be paid by IPM without raising an additional tax charge.

Unfortunately the position where a member is already in receipt of benefits pre A day is a little complicated. At the time the benefit was drawn, the Lifetime Allowance concept did not exist, therefore the member will not have been given a certificate by that scheme administrator showing the value of the benefits (expressed as a percentage of the Lifetime Allowance). As a result, on the first BCE after A day, IPM needs to check that the additional benefits will be within the limits, by assessing the value of the pension already in payment. Please provide details of the paying scheme together with a certificate from them showing the pension in payment at A-Day.

Furthermore, even if IPM do not require a certificate from the other scheme administrator(s) the scheme member will need to notify them that they have now started to draw benefits from IPM. This is because the legislation requires them to produce a certificate, showing the value of the benefits they are paying, expressed as a percentage of the Lifetime Allowance, as at the first BCE (the first date the member draws additional benefits) after A day. This certificate must be given to and retained by the scheme member and produced to any scheme administrator from whom a request for pension benefits is subsequently requested.

Failure to produce a Lifetime Allowance Certificate from all schemes from which a member is receiving benefits will delay the payment of any additional pension benefits.

Once a member is in receipt of a Flexi-access pension payment they immediately become subject to the Money Purchase Annual Allowance rules. This means they will have an Annual Allowance of £4,000 for Money Purchase pension savings, with effect from the date which the benefits are flexibly accessed. If this happens and the member is also a member of any other pension schemes under which they are an 'accruing member' then they must within 91 days of receiving the Flexi-access Drawdown pension payment, report to each scheme administrator that they have flexibly accessed their benefits and the date they did so.

An 'accruing member' is

- an active member of the scheme on that day as a result of there being arrangements for the accrual of benefits under a cash balance arrangement or hybrid arrangement or
- a relevant contribution is made under the scheme on that day

**Finally, the FCA are concerned that every individual is provided with suitable risk warnings, depending on their individual circumstances. The FCA require IPM to retain evidence of the warnings issued. In this connection no benefits can be paid until IPM has been provided with the information it needs to give these appropriate warnings.**

**Data Protection**

As Data Controller responsible for determining why and how personal data is processed, I.P.M. SIPP Administration Limited is obligated under the General Data Protection Regulation (GDPR) to ensure that all processing of personal data is done so lawfully, fairly and transparently.

It is important you understand the purposes for which IPM collects personal information about you in order for you to have full control over what happens to your personal data. Please ensure that you have read our Privacy Notice (which is available for download on our website or which can be sent to you on request) which explains the lawful basis on which IPM processes your personal data and provides details on your rights as a data subject, the identity of the Data Protection Officer for IPM and information about the UK supervisory authority for data protection. If you have any queries about the information contained in the Privacy Notice, or anything relating to data protection in general, please contact the IPM Data Protection Officer.

I.P.M. SIPP Administration Limited is authorised and regulated by the Financial Conduct Authority (FCA).

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Dear Saver,

The government is removing the restrictions on what you can do with your pension savings. From April 2015 you will have the freedom to choose the option that's right for you.

To receive free, impartial guidance from the government, go to [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk)

Pension Wise is a new government service that will offer you:

- **tailored guidance** (online, over the telephone or face to face) to explain what options you have and help you think about how to make the best use of your pension savings;
- information about the **tax implications** of different options and other important things you should think about; and
- tips on getting the best deal, including how to **shop around**.

Choosing what to do with your pension savings is an important financial decision; you can often get more for your money by shopping around.

In this pack you'll find important details about your pension. Use them – and Pension Wise – to help you make the decision that's right for you.

Yours faithfully,

**The Pension Wise team**