

Wensley Mackay  
Personal Pension

**Self Invested Personal Pension  
Application Form**

Wensley Mackay

\* \* \* \* \*

We are required by HM Revenue & Customs to state that it is a serious offence to make false statements or false claims – the penalties are severe and could lead to prosecution.

## A PERSONAL DETAILS

The information supplied will be held in the strictest confidence and is subject to the provisions of Data Protection legislation

Title (Mr/Mrs/Ms/Miss/Other)	<input type="text"/>	Surname	<input type="text"/>
Forename(s)	<input type="text"/>		
Date of Birth	<input type="text"/>	Occupation	<input type="text"/>
National Insurance Number	<input type="text"/>	Gender	<input type="text"/>
Permanent Residential Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
		Postcode	<input type="text"/>

*If you have lived at your permanent residential address for less than three years, please provide your previous permanent residential address*

Previous Permanent Residential Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postcode

Home Telephone Number	<input type="text"/>	Office Telephone Number	<input type="text"/>
E-mail Address	<input type="text"/>	Mobile Telephone Number	<input type="text"/>
Marital Status	<input type="text"/>	Spouse's/Partner's Name	<input type="text"/>
Spouse's/Partner's D.O.B	<input type="text"/>	Selected Retirement Age	<input type="text"/>

*Note: If applicant is under the age of 18 the above details must also be provided for the Legal Guardian*

## B RESERVE TRUSTEE

If you wish to appoint a Reserve Trustee to act in the event of your death, please complete this section. There is no requirement to appoint a Reserve Trustee.

Title ( <i>Mr/Mrs/Ms/Miss/Other</i> )	<input type="text"/>	Surname	<input type="text"/>
Forename(s)	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	Postcode		

## C APPLICANT'S STATUS

Please advise which category is applicable to the applicant (if more than one, indicate the category that is most applicable).

**Employed**

Chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) for the income tax year of assessment concerned in respect of employment income as defined in the Act.

**Retired**

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

**Self Employed**

Chargeable to tax under Chapter 2 of Part 2 of the 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, profession or vocation carried on by the individual.

**Child**

The applicant is under the age of 16

**Other**

Please indicate which of the following categories is most applicable:-

- i) Caring for one or more children under the age of 16
- ii) Caring for a person aged 16 or over
- iii) In full time education
- iv) Unemployed
- v) Other

If other please specify

### Employer/Self Employment Information

Name of Employer/  
Trading Name

Address

Post Code

Give details of the Inspector of Taxes dealing  
with your tax affairs

Tax District

Ref. No.

### D CURRENT EARNINGS

Please give details of current earnings on which your contributions will be based

£

p.a.

### E CONTRIBUTIONS

#### Personal Contributions

Please enter the net contributions  
you wish to pay

Single £  
(net)

Payment Date

Regular £  
(net)

Commencement  
Date

Frequency:

Annual

Monthly

#### Employer Contributions

Please enter the gross contributions  
your employer has agreed to pay

Single £  
(gross)

Payment Date

Regular £  
(gross)

Commencement  
Date

Frequency:

Annual

Monthly

I have attached a confirmation of the proposed contribution on the employer's letterhead

**Please send confirmation of the contributions on the employer's letterhead.**

**Note: You may wish to take advice regarding contribution limitations imposed by the Annual Allowance**

**F EXISTING PENSION DETAILS**

**Pension Scheme Details**

Please provide the following details about your existing pension schemes.

Scheme Name	Policy Number	*To be Transferred In		Fund Value	
		Yes	No	Non-Protected Rights	Protected Rights
1.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	£	£
2.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	£	£
3.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	£	£
4.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	£	£
5.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	£	£
6.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	£	£

**PLEASE NOTE: Wensley Mackay is not able to accept new Contracted-Out Contributions.**  
We will only accept transfers of Protected Rights from existing pension schemes.

We strongly advise that you seek independent financial advice prior to transferring, particularly from a Defined Benefit Scheme.

*\* A supplementary transfer-in-scheme questionnaire will be required.*

	<b>Yes</b>	<b>No</b>	
Has any benefit become payable to you from any Scheme?*	<input type="checkbox"/>	<input type="checkbox"/>	
<i>* If yes further details will be required</i>			<b>Certificate Number</b>
Have you applied for Enhanced Protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Have you applied for Primary Protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b>(If you have Enhanced Protection any contributions to this plan will void the protection)</b>			

**G INVESTMENT CHOICE**

Please indicate how you anticipated your fund being invested:

*(Please tick where appropriate)*

Cash

Equities

Collectives

Commercial Property  *If you intend to invest in commercial property immediately, please complete the "Property Purchase Questionnaire" and enclose it with this application.*

Other (please specify)

If you wish to appoint a Discretionary Portfolio Manager please supply their details:

**H ADVISER DETAILS**

Adviser Name

Adviser Firm

Address

Post Code:

Telephone Number  Fax Number

E-mail Address

FSA Number

**Fee Arrangements**

If the Adviser is to receive payments for their services from the Scheme a fee letter should be provided by the Adviser, signed by the Member to the Trustees and the Trustees invoiced accordingly.

Please tick if included

## I DECLARATION

### IMPORTANT

- It is an HMRC requirement to remind you that it is a serious offence to make false statements; the penalties are severe and could lead to prosecution.
- During the application process, we will provide you with a copy of the governing Deed and Scheme Rules. These can also be provided to you before signing this application upon your request. Please note: you are a co-Trustee of your own SIPP.
- Wensley Mackay Ltd is the Administrator of the Scheme. As a Member of the Scheme you also agree to be a Trustee of the Scheme and as such you agree that the day to day administration of the Scheme will be provided by Wensley Mackay Ltd. The Administrator of the Wensley Mackay Personal Pension administers the Scheme in accordance with the governing Deed and Rules of the Scheme.

### General Declaration and Agreement

I declare I am the person named in this application and I hereby apply to become a Member of the Wensley Mackay Personal Pension (the Scheme). I agree to be bound by the Trust Deed and Rules of the Scheme.

*I declare that:*

- (a) to the best of my knowledge and belief the information contained in this Application is correct and complete and that this declaration and any other declaration made in connection with this Application shall be the basis of the contract(s) with the Administrator and the Trustees.
- (b) contributions or other payments will not be invested until the Trustees have received cleared funds;
- (c) in return for the services to be provided by Wensley Mackay Limited, I agree to pay the charges set out in the literature issued to me prior to this application and as amended from time to time. I understand that the Administrator has the power to deduct any charges from my fund if not paid by me directly;
- (d) I will not attempt to withdraw funds held to provide benefits for me under the Scheme or the income on those funds, other than in accordance with the Rules of the Scheme. In the event that an unauthorised payment is made, I agree to the Scheme Administrator deducting the amount of any Scheme Sanction Charge, or other charges, levied by HMRC on the Scheme Administrator from the Fund held for me under the Scheme. If there are insufficient funds held for me under the Scheme, I agree to pay the Scheme Administrator the amount by which the charge exceeds the value of my Fund under the Scheme.

*I authorise:*

- (e) the Trustees to realise investments under the Scheme attributable to me in order to pay its annual charges and transactions. In particular, I agree that any legal fees incurred by the Trustees or the Administrator in relation to any action taken by the Trustees in connection with investments held on my behalf under the Scheme will be paid from my arrangements under the Scheme.
- (f) in the event that an unauthorised payment is deemed to have been made I agree to Wensley Mackay Ltd deducting any tax charges, including Scheme Sanction Charges, levied on the Scheme Administrator from the funds held within the Scheme. If there are insufficient funds held within the Scheme I agree to pay Wensley Mackay Ltd the shortfall.

*I hereby apply:*

- (g) to become a Member of the Wensley Mackay Personal Pension and agree to be bound by the governing Deed and Rules.

### Declaration where contributions are to be paid

If contributions are to be paid, I declare that:

1. I am under age 75 and am a relevant UK Individual (see Note 1)
2. The total of the member contributions paid to this Scheme and to other registered pension schemes, on which I am entitled to tax relief, under section 188 of Finance Act 2004, will not exceed, in any tax year, the higher of:
  - a) the basic amount (£3,600 for the tax year 2009/10); or
  - b) 100% of my relevant UK earnings (see Note 2) in that tax year;
3. I will give notice to the Scheme Administrator if an event occurs, as a result of which I will no longer be entitled to relief on member contributions, under section 188 of Finance Act 2004. I confirm I will give this notice by the later of:
  - a) 5<sup>th</sup> April in the year of assessment in which the event occurs; and
  - b) the date which is 30 days after the occurrence of the event;
4. The total contributions being paid to this Scheme, together with any paid to other pension schemes to be made by me or on my behalf do not exceed the Contribution Annual Allowance.

5. The declaration in (2) is correct to the best of my knowledge and belief.

I agree to give written notice to the Administrator if any of the following occur:-

- I cease to become a UK resident;
- I become a member of another pension scheme;
- My employment status changes;
- I cease to meet the criteria set out the declarations above;
- I crystallise benefits from another pension scheme

#### **Note 1**

An individual is a relevant UK individual for a tax year if they:

1. have relevant UK earnings (see note 2) chargeable to income tax for that tax year; or
2. are resident in the UK at some time during that tax year; or
3. were resident in the UK at some time during the five tax years immediately before the tax year in question and they were also resident in the UK when they joined the pension scheme; or
4. have for that tax year general earnings from overseas Crown employment subject to UK tax (as defined by section 28 of the Income Tax (Earnings and Pensions) Act 2003 (ITEPA)); or
5. are the spouse of an individual who has for the tax year general earnings from overseas Crown employment subject to UK tax (as defined by section 28 of ITEPA).

For individuals within 2 to 5 above, who do not have relevant UK earnings, the maximum member contribution is the basic amount (£3,600 for the 2009/10 tax year).

#### **Note 2**

Relevant UK earnings are:

1. employment income such as salary, wages, bonus, overtime, commissions chargeable to tax under section 7 (2) Income Tax (Earnings & Pensions) Act 2003 (ITEPA); or
2. income derived from the carrying on or exercise of a trade, profession or vocation (whether individually or as a partner acting personally in a partnership) chargeable under Part 2 Income Tax (Trading and Other Income) Act 2005; or
3. income arising from patent rights and treated as earned income under section 833 (5B) Income and Corporation Taxes Act 1988 (ICTA); or
4. general earnings from an overseas Crown Employment which are subject to tax in accordance with section 28 of ITEPA 2003.

Where relevant UK earnings are not taxable in the United Kingdom due to a double taxation agreement (section 788 of ICTA 1988) those earnings are not regarded as chargeable to income tax and so will not count towards the annual limit for relief.

### **Transfer Payments**

Request to transfer

- I request that the administrator of the transferring plan applies the whole of my available transfer value from that arrangement.
- I understand that, following the application of the transfer value, neither I nor my spouse or dependants will have any further entitlement under the transferring plan.
- I authorise the trustees, administrator or insurers of the transferring plan to provide Wensley Mackay Limited with any information it may request in relation to any benefits provided for me.

### **General declaration relating to Unsecured Pension and Alternatively Secured Pension (Drawdown)**

- I understand that where I instruct Wensley Mackay Limited to pay any monies (tax free cash and/or income payments) and then subsequently change my mind and cancel the plan (where a cancellation right exists), I will pay back in full any such payments received from the Scheme. In addition I will also pay Wensley Mackay Limited's reasonable administration and/or legal costs in recovering this money.
- I understand that I will be able to review the amount of income withdrawals, within the limits set down by the Rules of the Scheme, but if I do so an extra charge may be levied from my fund by cancellation of units or encashment of other investments to meet the additional administration costs.
- I understand that if I select an initial amount of income which is above the HMRC upper limit, then the Scheme Administrator will pay income equal to the upper limit.
- I understand that if, at any time in the future, my selected amount of income falls outside the limits, the Scheme Administrator will pay an income equal to the appropriate limit. Unless otherwise requested in writing the normal retirement age for the plan will be 75. (This does not preclude taking benefits earlier without penalty).

**Data Protection**

I confirm that:

- I understand Wensley Mackay Limited, or any third party as they may appoint acting on their behalf, will process and hold on computer or otherwise information obtained about me as a result of this Application.
- I hereby give my consent to Wensley Mackay Limited , or any third party as they may appoint acting on their behalf, obtaining, recording and holding this information and other such personal data as is reasonably required to administer the Scheme and my own benefits.
- I also give consent to Wensley Mackay Limited disclosing to a third party such basic information about me as may be required by that third party to enable them to trace my whereabouts in the future should Wensley Mackay Limited be unable to do so and require their assistance.
- I understand that I have the right to ask for a copy of the personal data held in respect of me in return for the payment of a small fee and to require the correction of any inaccuracies in that data.
- Where I have disclosed the personal data relating to other living individuals, I am also deemed, as agent, on behalf of those individuals to have:-
  - given consent on their behalf; and
  - Informed them of the identity of the data controllers, and the purposes for which their personal data will be processed.

**Money Laundering**

Wensley Mackay Ltd will request documentation sufficient to prove identity under the JMLSG guidelines. An additional verification will be made via Experian e-identity check.

Unless you inform Wensley Mackay Limited to the contrary, Wensley Mackay Limited may disclose your personal information to associated companies. Wensley Mackay Limited, or an associate company, may inform you, from time to time, of other products and services supplied by them or associated companies, which may be of interest to you.

If you do not wish to receive such information, please tick the box below:

**I confirm that, to the best of my knowledge and belief, the details given on this Application Form are correct and complete. If you are proposing to join the Scheme in your own capacity as an adult please complete Box A below. However, if you are signing the form in your capacity as legal guardian on behalf of an applicant who is under the age of 16, or 18 if not in employment, please complete Box B below.**

**BOX A**

<b>SIGNED BY THE APPLICANT:</b>	<b>DATE:</b>
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**BOX B (Only complete if applicant is a minor)**

FULL NAME AND PERMANENT RESIDENTIAL ADDRESS OF LEGAL GUARDIAN MAKING PROPOSAL ON BEHALF OF THE MINOR NAMED IN SECTION 1 OF THIS APPLICATION.

NAME:  
PERMANENT RESIDENTIAL ADDRESS  
  
Post Code  
  
DATE

**Note:** I hereby note and agree that, in my capacity as legal guardian for the purposes of making this application I shall remain legally responsible for this Contract as if I were a member of the Scheme until the minor reaches the age of 16, or 18 if not in employment, and also note and agree that I shall be responsible for ensuring that the maximum permitted contribution limits to the Scheme in respect of the minor are not exceeded.

I also declare that I understand that the contributions being paid to the Scheme in respect of the minor may only be returned to the member in the form of benefits payable under the rules of the Scheme (i.e. after the member attains the age of 55, except in the case of "incapacity" which satisfies HMRC requirements).

**Note: Only original Applications that have been fully completed, signed and dated can be processed. The completed Application should be returned to:- Wensley Mackay Limited, 12 Market Place, Cockermouth, CA13 9NQ**

Updated April 2011