

# Data Capture Form with Declaration Notice

Online New Business

Capital Investment Bond or Distribution Bond

## Who this form is for

Any reference to 'Standard Life' or 'the Company' means 'Standard Life Assurance Limited'.

This form is for financial advisers to gather details to submit online (at [www.adviserzone.com](http://www.adviserzone.com)) for applications for either Capital Investment Bonds or Distribution Bonds from Standard Life.

## Filling in this form

1. Gather all the details required to submit your client's application form.
2. Use the Declaration Notice section on page eight and nine of this document to capture the signatures required for the online application.
3. Send the completed Declaration Notice to Standard Life together with payment, once the online bond application has been submitted.
4. Do not return the Data Capture section of this form to Standard Life.

## Eligibility

**Before you fill in this form, please check that you can apply online.  
If you can't answer yes to all the questions below, then please apply by completing an application form (such as Capital Investment Bond Application (CIB30)) instead.**

You must be able to answer 'Yes' to all the following statements. If you cannot answer yes to all questions, please apply on paper.

- There are no more than two lives assured or bond owners.
- The applicants live in the United Kingdom, Channel Isles or Isle of Man and you are authorised under the relevant regulatory bodies to advise the applicants.
- Payment will be by cheque or banker's draft only.
- This application is not for additional investments.
- This application is not to be written under trust.
- This option is not using the Phased Investment option.
- The bond owner is not a business or company.



## Part 3 Details of the life/lives assured

### Life A

Title (Mr/Mrs/Miss/Ms/Other eg. Dr/Rev)

First names (in full)

Surname

Date of birth

DD/MM/YY

Sex

Male

Female

Country of residence

England or Wales

Northern Ireland

Scotland

Channel Islands/Isle of Man

### Life B

Title (Mr/Mrs/Miss/Ms/Other eg. Dr/Rev)

First names (in full)

Surname

Date of birth

DD/MM/YY

Sex

Male

Female

### Life A

Current address

Postcode

Telephone - **home** (inc. STD code)

Telephone - **work** (inc. STD code)

### Life B

Current address

Postcode

Telephone - **home** (inc. STD code)

Telephone - **work** (inc. STD code)



## Part 5 Insurable Interest

Please state the insurable interest between the bond owner(s) and life(lives) assured.

Valid relationships can be one of the following:

- Married
- Engaged couple
- Couple with child(ren) from the relationship
- Parent/child
- Aunt or uncle/niece or nephew
- Step parent/step child
- Civil Partnership
- Co-habiting couple
- Brother/sister
- Grandparent/grandchild
- Cousin

What is the relationship between:

**Bond Owner A** and Life A

**Bond Owner A** and Life B

**Bond Owner B** and Life A

**Bond Owner B** and Life B

## Part 6 Withdrawal/distribution payment details

Account holder(s) name(s): \_\_\_\_\_

Bank/Building Society Sort Code: \_\_\_\_\_

Bank/Building Society Account: \_\_\_\_\_

Bank/Building Society Roll Number: \_\_\_\_\_

Bank/Building Society name: \_\_\_\_\_

Bank/Building Society address: \_\_\_\_\_

Postcode

**Please note - the withdrawal start date should be entered in Part 1 on page two of this document.**

## Part 7 Source of Wealth

Due to FSA requirements, we are required to obtain information about the source of your payment before we can accept your application. Please indicate below how you acquired the money you are investing.

- |                      |                          |   |                          |                             |                          |
|----------------------|--------------------------|---|--------------------------|-----------------------------|--------------------------|
| Salary/Bonus         | <input type="checkbox"/> | Divorce settlement/dissolution of civil partnership | <input type="checkbox"/> | Gift                        | <input type="checkbox"/> |
| Compensation Payment | <input type="checkbox"/> | Lottery/betting win                                 | <input type="checkbox"/> | Policy claim/maturity       | <input type="checkbox"/> |
| Inheritance          | <input type="checkbox"/> | Sale of investments                                 | <input type="checkbox"/> | Sale of property            | <input type="checkbox"/> |
| Sale of company      | <input type="checkbox"/> | Savings   | <input type="checkbox"/> | Other (please give details) | <input type="checkbox"/> |

## Part 7 Source of Wealth (continued)

Due to FSA requirements, we are required to obtain information about your occupation and salary before we can accept your application.

Bond Owner A	Bond Owner B
Occupation <input type="text"/>	Occupation <input type="text"/>
Gross Annual Salary/Income <input type="text" value="£"/>	Gross Annual Salary/Income <input type="text" value="£"/>

## Part 8 Important Notes For Applicants

The Important Notes should be read by all applicants for the Bond

### 1. GENERAL

This online application is for Bond Owners of a UK Bond and is only for use if you are habitually resident, and your principal home is in the United Kingdom, Channel Islands or Isle of Man.

By completing the application online, you are applying to enter into a contract with Standard Life, which is made up of one or more separate policies. Each policy is evidence of a contract between you and Standard Life. The online application constitutes your offer, which, if accepted by us, will result in a binding contract. The contract will be based on, and subject to, the information contained in the application and other documents including Standard Life's standard policy provisions.

Your financial adviser is acting on your behalf by giving advice, and also in relation to the way your application is completed. By signing the Declaration Notice you confirm you understand that Standard Life, if we accept the offer, will prepare a Confirmation Schedule of the information submitted on your behalf, and will send a copy to the first applicant, so that you can check its accuracy and completeness. Further, by signing the Declaration Notice you also confirm that you understand that you have a period of 14 days from the date of posting of the copy Confirmation Schedule to check this information and advise Standard Life of any errors or omissions, otherwise Standard Life will deem it to be correct.

Details of the online application may be printed off at any time prior to the application being processed by Standard Life. After the application has been submitted a copy of the application details may be obtained online for a period of 28 days, after which period it will no longer be available online. Copies required after the 28 day period will be made available on request.

Once the application has been processed we will issue a Policy Schedule. We will be pleased to provide a copy of the policy provisions on request.

### 2. MONEY LAUNDERING

To comply with the Money Laundering Regulations 2007, we may verify your identity by carrying out an online check with a reference agency. Where an online check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings) as further proof of identity. The agency will add a note to show that an identity check was made, to your credit file, but this information will not be available to any third parties.

### 3. DATA PROTECTION

All parties named in this application have a right to know that Standard Life holds personal data about them and what purposes it will be used for. Please give them an opportunity to read this notice.

Personal information provided in connection with your application will be used by Standard Life to set up and administer the bond.

If the application does not proceed it will be held on our records for six years before it is deleted.

We will keep the information supplied confidential, and will not disclose it unless it is lawful to do so.

If a financial adviser has been appointed, we will give him information about the policy and, where appropriate, send copies of correspondence to him to enable him to give applicants advice.

We and the other members of Standard Life plc would like to contact you from time to time to keep you up to date with special offers, new products and services, newsletters and other promotions. We will never pass your details outside Standard Life plc and its subsidiaries for marketing purposes.

If you do not want to be kept informed, please tick this box.

If the applicants would like to receive a copy of the personal data we hold about them, they should write to the Data Protection Co-ordinator at our Head Office. We may charge a fee for providing the information.

# Part 9 Declaration Notice

## Part 9 Declaration Notice

### IMPORTANT NOTE:

This Declaration Notice section may be used to capture the signatures required for the online application.

Please ensure that pages eight and nine are completed and signed by your client(s) and returned to Standard Life with a cheque or bankers' draft for the investment amount.

We must receive signed confirmation from your client that they have read and understood the details of the Declaration Notice before the bond can be put in force.

As an alternative to this tear-off Declaration Notice, you can also print off a Declaration Notice in our new business application for bonds on adviserzone.

## Application Details – to be completed by the financial adviser

When you enter the application data online you will be given a policy number (eg. X123456789a). Please write this policy number here:

Policy Number X

Important Note: This number is required to match the declaration with the data submitted online. Not completing the policy number could result in a delay to the policy being put in force.

## Understanding the Declaration Notice

In this Declaration Notice:

- Any reference to 'I', 'me', 'you', or 'your' means the persons named in this Declaration Notice.
- Any reference to 'Standard Life' or 'the Company' means 'Standard Life Assurance Limited'.
- Any reference to 'financial adviser' means the financial adviser you have authorised to submit your application.

## Applicants' Declaration and Consent

I/We have:

- completed this Declaration Notice as part of my/our application for the bond.
- received and read the Key Features Document relating to my/our application.

I/We agree that the contract for the provision of the bond will be governed by, and on the basis of, the following documents:

- This Declaration Notice.
- The Confirmation Schedule (the record of my/our application).
- The Policy Schedule and the accompanying policy conditions.
- Any associated statements or questionnaires submitted in connection with my/our application.

I/We understand that:

- I/We must check all the information in the Confirmation Schedule and advise Standard Life of any errors or omissions.
- If I/we have failed to advise Standard Life of any errors or omissions in the Confirmation Schedule, the Company will have the right either to cancel the bond and return my/our investment or recalculate any investment allocations made and adjust the value of the bond accordingly.
- I/We will have a period of 14 days from the date of the Confirmation Schedule to advise Standard Life if I/we require any part of the information submitted on my/our behalf to be amended.
- I/We will have a period of 14 days from the date the Confirmation Schedule was posted to return **ALL** pages of this Declaration Notice **and a cheque for the investment amount to Standard Life**.
- Standard Life will write to tell me/us either directly, or via my financial adviser, when my/our bond is in force.
- When the contract starts, I/we will receive a Cancellation Notice which gives me/us the right to cancel the contract.

## Applicants' Declaration and Consent (cont.)

I/We agree that:

- I/We have read and understood the Data Protection Notice. I/We agree that my/our personal information (including sensitive data) may be used for the purposes described (subject to me/us exercising my/our right not to be contacted with the details of other products and services).
- The Confirmation Schedule (the record of my/our application) can be treated as the original for all purposes.

### Important notes

#### General information

The bond will not start until Standard Life has assessed and accepted your application, and payment has been made. If the applicants have a birthday while their application is being processed, the terms may differ from those originally quoted.

You are entitled to ask for a copy of our standard terms and conditions and a copy of the Confirmation Schedule at any time.

#### Your confirmation

I/We confirm that I/we will check the details of the Confirmation Schedule and:

- will notify Standard Life of any amendments or changes within 14 days of the Confirmation Schedule being issued to me/us; and
- declare to the best of my/our knowledge and belief that the answers submitted on my/our behalf in my/our application and any attached or associated statements or questionnaires are true and complete.
- By signing this Declaration Notice, I/we are allowing Standard Life to process my/our application using the information given. Standard Life may also use this information to process any claim made on this policy.
- I/We have read the sections relating to the 'Declaration and Consent' and the 'Important Notes'.

I/We understand and agree that:

- My/Our personal information may be used as described and can also be used to maintain management information for business analysis.
- By signing this Declaration Notice I/we are applying to enter into a contract with Standard Life Assurance Limited and the answers given in my/our application form the basis of this contract.
- If Standard Life discovers that I/we have failed to advise it of any errors or omissions in the Confirmation Schedule, the Company will have the right to either cancel the bond and return my/our investment or recalculate any investment allocations made and adjust the value of the bond accordingly.
- I/We must advise Standard Life of any changes that affect the answers given on my/our application within 14 days of the Confirmation Schedule being issued to me/us.

#### Instruction to pay Chargeable Fund Based Commission to my financial adviser

I/We instruct Standard Life to pay to my/our financial adviser Chargeable Fund Based Commission at a rate of    % (Maximum is 0.5%) for the payment set out in this application.

I/We understand that this rate of Chargeable Fund Based Commission will be calculated and deducted from the value of units for the payment set out in this application only. It will be paid yearly or monthly as agreed between Standard Life and my financial adviser and deducted at the same intervals in accordance with the Policy Provisions. The charge will last for the duration of my/our bond, or until such time as I/we advise Standard Life to change or cancel this charge.

I/We understand that the Chargeable Fund Based Commission is in addition to any standard charges incurred, and to any other commission paid by Standard Life to my financial adviser.

**Signature**

Date (DD/MM/YYYY)

**Signature**

Date (DD/MM/YYYY)

**Signature**

Date (DD/MM/YYYY)

**Signature**

Date (DD/MM/YYYY)

If you have agreed to pay your financial adviser Chargeable Fund Based Commission, please state the amount you have agreed to pay. If this does not apply, please leave blank.

Chargeable Fund Based Commission is only available for bonds set up on or after 29 September 2008.

Please photocopy this page if there are more than 4 bond owners.