

Compulsory Purchase Annuity Application Form



CPA30ANN 1209

When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.

By filling in this form, you are applying to enter into a contract with Standard Life. This Application form and the quotation will be the basis of the contract if your Application is accepted. Until the Application is accepted, **our liability is limited to the return of the purchase price to the person making the payment.**

The terms and conditions relating to the contract and a copy of this completed Application form will be made available on request.

If the money comes from more than one source then a separate Application will be required for each source. The only exception to this would be if the money comes from the same scheme of the employer.

If the source of money is from a 'final salary' scheme, then this will be used to provide a scheme pension. If the source is 'money purchase', this will be used to buy a Lifetime Annuity.

Who this form is for

This form is for people who want to purchase a pension from Standard Life.

Filling in this form

Before completing this form read the Key Features Document (CPA17). You'll also need a quotation from us. Your financial adviser will be able to get these for you.

Date of quote
(DD/MM/YYYY)

Chosen retirement date
(DD/MM/YYYY)

Gross pension
p.a. quoted

This form must be completed by an approved signatory for the pension scheme or policy. In completing this form and by accepting the quotation shown above, the signatory must make sure that the benefits chosen comply with the provisions of the scheme or policy.

The signatory and the financial adviser must also make sure that the benefits chosen are allowed under HM Revenue & Customs guidelines.

Separate Applications must be completed where parts of the pension are to be provided on different bases, for example part RPI-linked and part escalation. If more than one Application is being completed, please submit these at the same time.

Please complete the Appendix at the end of this form if you are a member of an occupational pension scheme and the following applies to you:

- at the date we receive payment of your purchase price the scheme rules have not been amended following the Finance Act 2004 to remove the need for restrictions to pension payments, or
- if your retirement date is before 6 April 2006.

If you are receiving advice from a financial adviser, you should remember that the adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

You must answer all questions correctly. Failure to give correct answers could invalidate the contract.

Please use black ink and BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.

Please place a cross in the box to indicate your choice, where applicable.

Part 1 – Source of money

Standard Life can only accept money from the following sources.

Please indicate the source of the money:

- **An Employer's Pension Scheme** which is a registered pension scheme or treated as a registered pension scheme under the Finance Act 2004. The purchaser should be shown as 'The Trustees of the... pension scheme'.

Please indicate whether the money represents: final salary or money purchase benefits

- **Public Sector Scheme** established under a General Act of Parliament. The purchaser should be shown as 'The Administrators of the... pension scheme'.

- **Free Standing Additional Voluntary Contributions Scheme** which is a registered pension scheme or treated as a registered pension scheme under the Finance Act 2004. The purchaser should be shown as 'The Trustees of the... FSAVC Scheme'.

- **Teachers' Voluntary Contributions Scheme** established under a General Act of Parliament. A copy of the benefit election form must be submitted with the Application. The purchaser should be shown as 'The Teachers' Superannuation Scheme'.

- **Personal Pension Scheme or Stakeholder Pension Scheme** which is a registered pension scheme or treated as a registered pension scheme under the Finance Act 2004. The purchaser should be shown as 'The Administrators of the... Pension Scheme'.

A certified copy of the deed of assignment/individual policy must be submitted with this Application.

Part 1 – Source of money (continued)

- **Section 32 buy-out policy** arising from an Occupational Pension Scheme, and treated as a registered pension scheme under the Finance Act 2004. The purchaser should be shown as the person assured detailed on that policy. If that policy was written under trust then the Trustees should be shown as the purchaser.
- **Retirement annuity contracts (also known as a S226 or S620 contract)** treated as a registered pension scheme under the Finance Act 2004. The purchaser should be shown as the individual.
- **Assigned/Individual policies** arising from an Occupational Pension Scheme, and treated as a registered pension scheme under the Finance Act 2004. The purchaser should be shown as the individual.

Please indicate whether the money represents: final salary or money purchase benefits

Part 2 – Details of existing pension plan

The minimum purchase price we can accept into a Compulsory Purchase Annuity is the higher of £5,000 or the amount which would provide a pension of £20 per payment. If your purchase price or pension is less than the minimum, Standard Life cannot accept your Application and you should not complete this form.

Full name and address of existing provider

Full name of pension scheme

Existing plan number

Approximate non-Protected Rights fund value to be paid to Standard Life

Approximate Protected Rights fund value to be paid to Standard Life

Does this represent the full value of the existing plan? Yes No

If the source of money is a final salary scheme, the part of the purchase price (excluding voluntary contributions) that relates to pensionable service:

After 5 April 1997 and before 6 April 2005 is

After 5 April 2005 is

Please state the percentage of the standard Lifetime Allowance used for this pension

Has the annuitant taken any other benefits from this scheme? Yes No

If 'Yes' please state the total percentage of standard Lifetime Allowance used for the Annuitant

If the source of money is a final salary scheme, any pension attributable to pensionable service after 5 April 1997 but before 6 April 2005 must increase each year by at least 5%. And any pension attributable to pensionable service after 5 April 2005 must increase each year by at least 2.5%. When you return this form please enclose the Annuitant's birth certificate.

Part 3 – Tax-free lump sum

Is the maximum tax-free lump sum required? If not what percentage or value is to be taken?

Please state the percentage of the Standard Lifetime Allowance taken as a lump sum

Name of bank or building society to which tax-free lump sum is to be paid

Name of account holder(s)

Account number

Sort code

Roll number (building societies only)

With some building society accounts we are required to credit the society's own bank account and they then credit your personal account. Please check with your building society to see if this is necessary. If it is then please ask them to supply the following information.

Name of bank or building society

Account number

Sort code

Any tax-free lump sum will be paid by your existing provider. We may pass them the information in Part 3 to speed up the payment of your tax-free lump sum.

The Purchaser is generally the trustees or administrator of your existing scheme. Please refer to Part 1 for guidance on how to complete this section.

Part 4 – Purchaser

Please complete the purchaser's full name and address below. Please read the guidelines in Part 1.

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

Male

Female

Surname

First Name(s) in full

Address

Postcode

If the Annuitant is a married woman, please enclose the marriage certificate. The marriage certificate is needed to link the names shown on the birth certificate with those shown on the Application. Any other change of name should be supported with the appropriate evidence, eg deed poll or adoption certificate.

Please note we will not make any pension payments until we receive the certificates.

Part 5 – Details of the Annuitant

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

Male

Female

Surname

First Name(s) in full

Marital status

Single

Married/civil partnership

Separated

Divorced/dissolved civil partnership

Widowed/surviving civil partner

National Insurance No.

Date of Birth
(DD/MM/YYYY)

Address

Postcode

Telephone Home (include area dialling code)

If the money comes from The Teachers' Voluntary Contributions Scheme, described on page 1, or if payments are not starting immediately, you must cross 'No'.

If the policy is being written in the name of the Annuitant and the Annuitant dies within the guarantee period, the remaining instalments may form part of the Annuitant's estate unless the policy is written under trust.

If the policy is not being written in the name of the Annuitant, the Trustees or Administrators of the pension scheme should tell us where to pay any remaining instalments if the Annuitant dies within the guarantee period.

Part 6 – Policyholder

Do you wish the policy to be written in the name of the Annuitant?

Yes

No

If Yes, please note that we will not be able to accept any further instructions from the trustees or administrators of the pension scheme or policy. The policy issued by Standard Life will become the property of the Annuitant.

If No, please make sure that Standard Life is notified of any changes in the Trustees' or Administrator's address or circumstances.

If your pension starts on 1 January 2009 and is paid in advance, the first payment will be made on 1 January 2009. If it is paid once a year in arrears, the first payment will be made on 1 January 2010.

If your pension is paid once a year on 1 January in arrears with the proportion option, then if you die on 15 November, we make a payment to cover the period between 1 January and 15 November. If it is paid in arrears without the proportion option, no payment is made to cover the period between 1 January and 15 November.

Part 7 – Your pension

Section A How often your pension will be paid

Using the information on your quotation, cross the appropriate box to show how often you wish your pension paid then enter the amount of pension income that will be paid each year.

Once a month Once every three months

Once every six months Once a year

Pension income per year £

Section B When you wish your pension to start

Your pension can be paid **in advance** or **in arrears**.

If you choose to have your pension paid in arrears, you can have it with or without the **proportion option**. Having it **with** the proportion option means that we make a part payment to cover the period between the date your pension was last paid and your date of death. Having it **without** the proportion option means that no payment is made to cover this period.

Please cross one of the following boxes to show how you want us to pay your pension.

In advance

In arrears with the proportion option

In arrears without the proportion option

(This is not an option if the source of money is a Protected Rights fund.)

Part 8 – Changes to your pension

If the source of money is a money purchase scheme you can ask for your pension to change each year on the same date as your pension was first paid. The change can be at a fixed rate or in line with the Retail Prices Index (RPI). If you want your pension to change each year, complete one of the following boxes.

Fixed rate – Restrictions will apply in some circumstances depending on the size of the pension fund. If you want this type of increase please tick the box and show the percentage rate you want. Then go to Part 9. %

In line with the Retail Prices Index (RPI) - Your pension will increase and decrease in line with RPI, so the level of income you receive may go down as well as up. (This is not an option if the source of money is a final salary scheme or a Protected Rights fund.)

If the source of money is a final salary scheme, any pension attributable to pensionable service after 5 April 1997 but before 6 April 2005 must increase each year by at least 5%. Any pension attributable to pensionable service after 5 April 2005 must increase each year by at least 2.5%. The maximum increase for a final salary pension is 5% per annum.

Part 9 – Guarantee period of pension

The pension will be paid during the lifetime of the Annuitant. The pension may be guaranteed to be payable for a period of up to 10 years. This means that if the Annuitant dies before the end of the guarantee period, the pension will continue to be paid on the due dates until the end of the guarantee period.

Has the pension to have a guarantee period? Yes No

If Yes, please show the number of years

The Dependant will normally be the wife/husband/civil partner of the Annuitant, although it can be any person who is considered **financially dependent** on the Annuitant. It is normally the **responsibility of the Trustees** to make sure that dependency exists and that the pension complies with the scheme rules.

If this Part is completed, we will need the birth and/or marriage/civil partnership certificates, together with the appropriate evidence to support a change of name e.g. deed poll or adoption certificate. **Please note we will not make any pension payments until we receive the certificates.**

Give the fraction of your choice, eg 'quarter'.

Part 10 – Dependant's details

This should be completed if the policy has to provide a pension for the Annuitant's Dependant on the death of the Annuitant. Any pensions provided after your death will be paid as often as your pension is paid and will change in the same way as your pension changes. The total of the pensions paid after your death to your husband, wife, civil partner and/or children can not be more than your pension.

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)		Surname	
<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>
First Name(s) in full			
<input type="text"/>			
National Insurance No.	<input type="text"/>	Date of Birth (DD/MM/YYYY)	<input type="text"/>
Relationship to Annuitant			
<input type="text"/>			
Address			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			Postcode <input type="text"/>

How much do you want the pension for your dependant to be?

- the same as your pension
- two thirds of your pension
- a half of your pension
- a third of your pension
- a of your pension

Part 11 – Dependant's pension

If the purchase price is being used to provide a dependant's pension because the scheme member has died before retirement, a guarantee period is not allowed by HM Revenue & Customs.

If a(i) or b(i) is chosen then the first payment of the Dependant's pension will be due on the date of death of the Annuitant or one frequency later if the original payments were in arrears.

If a(ii) or b(ii) is chosen then the first payment of the Dependant's pension will be due on the next payment date regardless of whether the original payments were set up in advance or in arrears.

- If the answer to the first question in Part 9 is 'Yes', please complete Part A. If the answer to the first question in Part 9 is 'No', please complete Part B.
- a) Guarantee period has been chosen**
- If you have chosen a guarantee period for your pension in Part 9, any pension paid to your dependant after you die can start on your death or at the end of the guarantee period. One of the following options is available on death. Please cross the appropriate option:
- (i) starting on the Annuitant's death
- (ii) starting on the next due date after the death of the Annuitant
- (iii) starting at the end of the guarantee period or, in the event of the Annuitant's death after the guarantee period, starting on his/her death.
- (iv) starting at the end of the guarantee period or, in the event of the Annuitant's death after the guarantee period, starting on the next due date after his/her death.
- b) No guarantee period has been chosen**
- One of the following options is available. Please cross the appropriate option:
- (i) starting on the Annuitant's death
- (ii) starting on the next due date after the death of the Annuitant

Part 12 – Details of dependent children

If a pension has to be provided for any dependent children, please complete the supplementary questionnaire numbered CPA31 and submit it with this Application.

Part 17 – Money laundering regulations

To comply with Money Laundering Regulations, we may verify your identity, by carrying out an on-line check with a reference agency. Where an on-line 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). 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. We regret that we cannot offer an alternative unless the on-line check does not confirm your identity in which case, we will carry out a manual check.

All parties on this form 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.

Part 18 – Data protection notice – *important please read*

We will collect personal information about you in order to consider your application and, if your application is successful, to provide our services to you and manage our relationship and Standard Life's business and services.

If your application does not proceed, the information will be held on our records for up to 7 years before it is deleted.

We may disclose the information collected to your professional advisers, to other Standard Life group companies, to our third party service providers and, where we consider it appropriate and lawful to do so, to other organisations.

Your information may be held or disclosed in countries outside the European Economic Area which may not have the same standard of data protection laws. Where this occurs, we will take appropriate steps to adequately protect it.

If you are an employee and your employer is making payments to your plan, we may disclose information to them about the payments they have made.

We and the other subsidiaries 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 to companies that are not subsidiaries of Standard Life plc for marketing purposes.

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

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

I have read and understood the Data Protection Notice. I agree that my personal information (including sensitive data) may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).

Part 19a – Declaration by the purchaser

1. I declare that to the best of my knowledge and belief the information given in this Application Form and quotation is true and complete.
2. I declare that the information given on this Application Form and quotation complies with the provisions of the scheme or policy from which the purchase price has arisen and with current HM Revenue & Customs guidelines.
3. I confirm that any Lifetime Allowance charge due in respect of this benefit crystallisation event has been paid to HM Revenue & Customs. I also confirm that the percentages of standard Lifetime Allowance crystallised for the annuitant and shown in Part 2 are correct and complete.

If the Appendix on the last page of this form is completed, the following points a, b and c will also apply.

- a) I confirm that I require Standard Life to monitor the pension payable so that it does not exceed the relevant HM Revenue & Customs maximum yearly pension shown in the Appendix increased each year by the increase in the Retail Prices Index or, if greater, by 3%.
- b) I understand that there is no entitlement to an amount which would exceed the relevant maximum pension.
- c) I understand that the pension will be monitored for the lifetime of the policy and that monitoring cannot be removed at a later date.

Signature of purchaser

Position of purchaser

Date (DD/MM/YYYY)

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Please delete declaration 3 if the retirement date is before 6 April 2006.

Part 19b – Declaration by annuitant

1. I declare to the best of my knowledge and belief the information given in this Application Form and quotation is correct and complete.
2. I have read and understood the Data Protection Notice. I agree that my personal information (including sensitive data) may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).

Declaration by annuitant to existing provider

3. I would like to take benefits from the plan listed in Part 2 of this application.
4. I authorise you to release all necessary information to Standard Life to enable the transfer of funds to Standard Life.
5. I authorise and instruct you to transfer the funds from the plan as listed in Part 2 of this application directly to Standard Life.
6. I authorise you to obtain from and release to the financial adviser named in the application any additional information that may be required to enable the transfer of funds.
7. Please pay me any tax-free lump sum as instructed and pay the balance of funds to Standard Life to provide me with an annuity on the basis set out in the quotation indicated in this application.
8. I confirm that, where Protected Rights are included in this purchase, this is how I wish to give effect to these Protected Rights.
9. Until this application is accepted and complete, Standard Life's responsibility is limited to the return of the total payment to the existing provider.
10. Where the payment made to Standard Life represents all of the funds under the plan listed in Part 2 of this application, then payment made as requested will discharge the existing provider of all claims and responsibilities in respect of the plan listed.
11. Where the payment made to Standard Life represents part of the funds under the plan listed in Part 2 of this application, then the existing provider will be discharged of all claims and responsibilities only in respect of the part of the plan represented by the payment.

Declaration by annuitant to Standard Life and existing provider

12. I confirm that the value of all the pensions and tax-free lump sums I have already taken combined with the benefits I am taking now are below the current Standard Lifetime Allowance threshold of £1.75 million in tax year 2009/10 and £1.8 million in 2010/11.
13. I will be solely responsible for any additional tax charges or any penalties which arise if the information provided in this application is incorrect or if I have failed to comply with any aspect of this application.
14. In addition, I promise to accept responsibility in respect of any claims, losses and expenses that Standard Life and the existing provider may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.
15. I confirm that, where I am transferring Protected Rights to take benefits immediately, I wish to transfer these from the existing provider to Standard Life. These are to be used to provide the benefits set out in this application.
16. Where I have chosen to take a tax-free lump sum, it is not my intention to make, either directly, indirectly or by someone making contributions on my behalf, a significant* increase in my total expected contributions to registered pension schemes.

Signature of annuitant

Date (DD/MM/YYYY)

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If you are unsure how to calculate the value of your benefits, please refer to your financial adviser or the existing provider.

* A significant increase is:

- Where the total tax-free lump sum you receive in the 12 month period ending on the day the tax-free lump sum from this plan is paid, exceeds 1% of the standard Lifetime Allowance, and
- More than 30% of those tax-free lump sums is used to make contributions (either directly, indirectly or by someone making contributions on your behalf, such as your employer) to one or more registered pension schemes over and above the expected level of contributions. This includes any contributions you may have made in anticipation of receiving the tax-free lump sum.

The HM Revenue & Customs maximum pension must only be in respect of the money covered by this Application. If, for example, some of the money from this source is going to another policy, the portion of the HM Revenue & Customs maximum relevant to the money going elsewhere must be excluded from this figure. Standard Life will monitor the pension payable to make sure that it does not exceed the HM Revenue & Customs maximum. We may take into consideration other relevant pension payments that the annuitant may have with Standard Life.

Discounted: any remaining instalments would be paid out at today's value.

Undiscounted: the full value of the remaining instalments would be paid.

Appendix – HM Revenue & Customs maximum pension information for occupational pension schemes only

You should only complete this section if you are a member of an occupational pension scheme and:

1. At the date we receive payment of your purchase price the scheme rules have not been amended following the Finance Act 2004 to remove the need for restrictions to pension payments, or
2. Your retirement date is before 6 April 2006

HM Revenue & Customs maximum yearly pension for the Annuitant which can be provided by this policy

£

HM Revenue & Customs maximum yearly pension for the Spouse/Civil Partner which can be provided by this policy

£

HM Revenue & Customs maximum yearly pension for an adult dependant which can be provided by this policy.

£

If point 2 applies, the following options are available if you have chosen a guarantee period (as indicated in Part 9).

On death within the guarantee period, the remaining instalments can be paid in one of the following ways. Please cross the required option.

- a) Payments will continue being made on the due dates until the end of the guarantee period.
- b) The discounted value of the remaining instalments will be paid as a lump sum.
- c) The undiscounted value of the remaining instalments will be paid as a lump sum.

If you are receiving advice from a financial adviser, please ensure your adviser completes this section, including adding their company stamp. **Your application may be delayed if this is omitted.**

Financial adviser's details	
Name	Financial Adviser Stamp
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>
Intermediary reference number	
<input type="text"/>	
Name of contact	Location
<input type="text"/>	<input type="text"/>
Basis of Sale	
Whole of Market <input type="checkbox"/>	Other <input type="checkbox"/> <input type="text"/>
If other please specify	
<input type="text"/>	
Did you give advice?	
Advice <input type="checkbox"/>	No advice <input type="checkbox"/> (eg Execution only)
Commission Basis	
Note: If you leave this box blank, we'll pay commission on the basis agreed for this scheme.	
Type of commission	% of entitlement
Initial Commission	<input type="text"/> %
Money laundering	
Money laundering form completed and attached <input type="checkbox"/>	
FSA or Authorisation number	
<input type="text"/>	