

Group Flexible Retirement Plan

Application form



FRP31s

By filling in this form you are applying to enter into a contract with Standard Life. This application will be the basis of the contract if we accept your application. We will provide you with a copy of this form, and the terms and conditions of the contract on request.

Until your application has been accepted by us, Standard Life's liability is limited to a return of the payments you have made.

Who this form is for

When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.
Complete this form if you wish to join a Group Flexible Retirement Plan.

Filling in this form

Please use **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.

- The information in this form is mainly needed for tax purposes.
- It is a serious offence to give false statements. The penalties are severe and could lead to prosecution.
- You must tell us all 'material' facts. These are facts that affect whether or not we can accept your application.
- You must tell us if any information changes before your Plan starts. If you don't, or you fail to tell us any other relevant information, it may make your Plan void.
- If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

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Personal details

Part 1a Your employment details

1. Employer's name _____

2. Employer's Address _____
_____ Postcode _____

3. Status: Employed Self-employed

Scheme number if known

Part 1b Your personal details

Please note that we cannot process your application without a valid National Insurance Number.

You can find your National Insurance Number on your payslip.

You cannot make payments if you are over age 75. (Age 75 means the day before your 75th birthday.)

*See Note B on page 8.

You do not have to retire at your Selected Pension Age, but you normally must start to take your pension benefits by age 75.

1. Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev) _____ Surname _____
2. First names (in full) _____
3. National Insurance Number _____
4. Male Female
5. Date of birth D/M/Y _____
6. Marital status
Single Married/Civil partnership* Separated
Divorced/Dissolved civil partnership* Widowed
7. Address _____

Postcode _____
8. Telephone -
Home (inc. STD code) _____ **Business** (inc. STD code) _____ **Mobile** _____
9. **Your Selected Pension Age**
Choose the age at which you want your pension to start
(between 55 and 75). Age _____

Please note that, before 6 April 2010, you can still actually take your pension benefits from age 50.

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Part 2a Eligibility

Before you can join this Plan we need to make sure that you, and your employer, qualify to make payments to the Plan and to receive tax relief on these payments.

The notes in Part 6 will help you.

Are you resident in the UK for tax purposes (see Note A)?

Yes No

If 'Yes', go to Part 2b. If 'No', please speak to a financial adviser to find out if you are eligible to join this Plan.

Part 2b Your employer's other pension schemes

This section covers any other pension schemes available through your employer. You must complete this section if you are employed.

1. Are you a member of your employer's occupational pension scheme (see Note D on page 8)? Yes No
2. Have you opted out of an occupational pension scheme or are you planning to opt out of an occupational pension scheme in favour of making payments to this plan? Yes No
3. Have you chosen not to join an occupational pension scheme which you are currently eligible to join, or which you will be able to join at the end of a specified waiting period, in favour of making payments to this plan? Yes No

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If a %, salary and amount are all shown, we will use the actual amount when processing this form.

The amount we collect from you will be less than the gross amount. The gross amount includes basic-rate tax relief, which we'll add automatically to your payments and reclaim from HM Revenue & Customs.

Payment details

Part 3a Regular payments

Give the gross amount of the first regular payment you and/or your employer will be paying.

You must give **either** the % and annual salary used to calculate the first regular payment **OR** the actual amount of the payment.

Please note that your employer will be responsible for calculating the amount of all future regular payments.

Your first gross regular payment _____% Annual Salary* £ _____

Your employer's first gross regular payment _____%

*To calculate the first payment, this annual salary figure is divided by the payment frequency given below. For example, if payments will be paid monthly, it is divided by 12.

OR

Your first gross regular payment £ _____

Your employer's first gross regular payment £ _____

Payment Method

Which date will your employer start deducting payments from your salary?

Date D/M/Y _____

Will your payments be deducted Weekly Monthly Other

If 'Weekly', which day of the week will they be deducted on? _____

If 'Monthly', which date of the month will they be deducted on? _____

If 'Other' please specify _____

If you and/or your employer are making regular payments, or a single payment has already been made to your Plan, the minimum amount is £500 gross.

If you are paying by cheque, please make the cheque payable to 'Standard Life Assurance Limited for [planholder's name]'. The cheque must be for the NET amount (ie the amount you wish to pay less basic-rate tax). Please enclose the cheque with your completed application form.

Other payment methods may be available on request.

Part 3b Single payment

Please complete this section if you or your employer wish to make a single payment to your pension plan.

Amount of single payment (min. £1,000 gross)

Your Gross Payment	Your Net Payment (Amount on cheque)	Employer Gross Payment
£ _____	£ _____	£ _____

Part 3c Money Laundering Regulations

To comply with Money Laundering Regulations 2007, 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.

Part 3d Contracting-out of the State Second Pension

We strongly recommend that you seek financial advice before deciding to contract-out. If you are considering contracting-out, you must also read the Contracting-Out Key Features Document (PPF17A), which you can request from your financial adviser.

Should you decide to contract-out of the State Second Pension (S2P) then you should complete the form (PPP39), again this should be requested via your financial adviser.

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Part 4 Your investment choice - see Notes E and F

Please choose your fund(s) from the booklet 'Your pension investment choices' (GPEN4) and complete the details in the boxes below. You can choose to invest in more than one fund, but you must ensure that the total percentage adds up to 100%.

Please note that if you choose a Lifestyle Profile you cannot combine this with any other funds. Please also note that should you switch to Group SIPP that the Lifestyle Profiles will no longer be an investment option.

IMPORTANT:

Please note that the **fund code(s)** and the **FULL fund name(s)** must be included on this form in order for us to process your application. If we do not have this information we may have to return your application. Please refer to the booklet 'Your pension investment choices' (GPEN4) for details of the funds available to you.

For more information on Lifestyle profiles, please see the leaflet 'Lifestyle profiles – Retail Pension (One) Fund' (GPEN41).

You can invest in 12 funds at any one time.

Fund Code	Fund names (in full)	Percentage
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
Total (Please ensure the total percentage adds up to 100%)		100 %

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Part 5a Data Protection Notice - Important, please read

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

If your application does not proceed it will be held on our records for 6 years before it is deleted.

We will keep the information you have supplied confidential, and will not disclose it unless it is lawful to do so. We may disclose information about you/your plan to the financial adviser for the scheme.

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 may, in future, be able to send you a yearly statement that shows both information about your state pension and the benefits you may get from this plan. To be able to do this, we would have to share the information set out in Part 1 of this form with the Department for Work and Pensions (DWP). We would not use this information for any other purpose.

If you want us to share this information with the DWP, you need take no action.

If you do not want us to share this information with the DWP please tick this box:

If you do not tick the box, you will have 30 days from the date you sign this form to change your mind before we may share information about you with the DWP. We may share information each year, as long as you are a member of this plan. If you decide later on that you do not want us to share this information with the DWP you can contact us as detailed in the "How to contact us" section of the Key Features Document.

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.

All parties named 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 5b Declarations – Important, please read carefully

Declaration by Standard Life

If Standard Life Assurance Limited accepts this Application, it hereby agrees as administrator and provider in terms of the rules of the Standard Life Self Invested Personal Pension Scheme to administer the Scheme as required by the rules.

Your declaration

- 1 I, the person named in Part 1 of this application, request that the benefits described in or arising from payments specified in the application be provided for me under the Standard Life Self Invested Personal Pension Scheme and in consideration of its acceptance I undertake to be bound in all respects by the rules of the Scheme in force from time to time.
- 2 I declare that to the best of my knowledge and belief the statements made in this application, whether in my handwriting or not, are correct and complete.
- 3 I declare that the total payments to any registered pension scheme, in respect of which I am entitled to relief under section 188 of the Finance Act 2004, will not exceed the higher of the 'basic amount' or my relevant UK earnings (see Note C), within the meaning of section 189 of that Act, for that tax year. (The 'basic amount' for the 2008-09 tax year is £3,600 gross. This may change in future tax years.)
- 4 I declare that I will tell Standard Life if an event occurs (such as those listed in my Key Features Document) as a result of which I will no longer be entitled to relief for my payments under section 188 of the Finance Act 2004. I will do so before the end of the tax year in which the event occurs, or within 30 days of the event if this is later.
- 5 If I am or become self-employed and my payments are being made from a partnership account, I confirm that I will reimburse the partnership for the amount concerned.
- 6 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).
- 7 I authorise Standard Life to disclose to my employer, if requested, any information regarding the payments and transfer values paid to my Plan, how these payments are invested and the value of my Plan.

If you do not wish your employer to have access to this information, then please write to us at: Standard Life Assurance Limited, Group Pensions, Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH.

Signature _____ Date D/M/Y _____

HM REVENUE & CUSTOMS WARNING: This application will also be used as an application for tax relief at source. If you give false information you may be prosecuted.

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Part 6 Notes for completing Application Form FRP31s

The descriptions and definitions given in these Notes are to help you complete this form and are not binding in law. The descriptions which apply are those set out in the legislation. If you are in any doubt you should contact a pensions practitioner, the Scheme Administrator, your accountant or, where appropriate, your Inspector of Taxes.

- A. If you are in any doubt as to whether or not you are 'resident in the UK' (this can also apply to a period of residency within the current tax year), you should check with your UK tax inspector.
- B. A civil partnership is a legal contract between two partners of the same sex.
- C. Relevant UK earnings means the income you receive from your employer in a tax year. This income must be taxable in the UK.
- D. An occupational pension scheme is an employer's pension scheme which promises to provide you with a pension and/or a lump sum on your retirement. It does not include:
 - (i) any personal pension scheme, or group personal pension scheme, even if your employer pays into it;
 - (ii) any stakeholder pension, or group stakeholder pension scheme, even if your employer pays into it;
 - (iii) any scheme which pays benefits only on your death;or
 - (iv) any scheme which is not registered with HM Revenue & Customs.

The scheme is not necessarily run directly by your employer. It may be a scheme for employees within a particular trade or industry run by a representative body and to which your employer pays in to.

E. Investment Choice:

- (i) A complete description of funds can be found in our leaflet 'Your pension investment choices' (GPEN4).
- (ii) If you select a Lifestyle profile, your assets will automatically be transferred, at no additional cost, into lower risk funds in the years before your Selected Pension Age. Please refer to our leaflet 'Lifestyle profiles – Retail Pension (One) Fund' (GPEN41) for more information.

- F. Unit Allocation: Payments by cheque: units for initial investment are allocated at the price ruling on the day your application and cheque are received by Standard Life. If you do not send your cheque with this completed application, units will not be allocated until your cheque has been received and your application has been accepted.

Payments by Direct Debit: units will be reserved when the application has been accepted or, if later, the date the payment is due, providing the Direct Debit Instruction has been received.

Payments by BACS (Banker's Automated Clearing System): units for the investment of a first regular payment will be allocated when the application is accepted by Standard Life or if later, the date the payment is received. Subsequent payments will normally be allocated on the date the payment is received.

Financial adviser's details

Intermediary Reference Number (maximum 25 characters)																	
Name of contact																	
Location																	
Basis of Sale	Whole of Market <input type="checkbox"/>	Other <input type="checkbox"/>															
	If 'Other' please specify: _____																
Was advice given?	Advice <input type="checkbox"/>	No Advice (eg Execution only) <input type="checkbox"/>															
Commission Basis	<p>Note: If this box is left blank, commission will be paid on the basis agreed for this scheme.</p> <table border="0"> <thead> <tr> <th>Type of commission</th> <th>Regular Payments</th> <th>Single Payments</th> </tr> </thead> <tbody> <tr> <td>Initial Commission</td> <td><input type="text" value="£ / %"/></td> <td><input type="text" value="£ / %"/></td> </tr> <tr> <td>Fund Based Commission (FBC)</td> <td><input type="text" value="%"/></td> <td><input type="text" value="%"/></td> </tr> <tr> <td>Level</td> <td><input type="text" value="%"/></td> <td></td> </tr> <tr> <td>Funded Initial Commission:</td> <td></td> <td><input type="text" value="%"/></td> </tr> </tbody> </table>		Type of commission	Regular Payments	Single Payments	Initial Commission	<input type="text" value="£ / %"/>	<input type="text" value="£ / %"/>	Fund Based Commission (FBC)	<input type="text" value="%"/>	<input type="text" value="%"/>	Level	<input type="text" value="%"/>		Funded Initial Commission:		<input type="text" value="%"/>
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Status of Client (eg execution only)																	
FSA or Authorisation number																	