

# Instruction to change investment funds



GPEN36

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

## Who this form is for

This form is for anyone who wishes to change the way in which units under their pension contract are invested. When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.

## Filling in this form

Before filling in this form you should refer to the 'Your pension investment choices' booklet applicable to your plan for information on the investment funds currently available to you.

Parts 1 and 5 should always be completed. Parts 2 and/or 3 should be completed depending on your requirements.

If you are changing investment funds for a Small Self-Administered Scheme (SSAS), please refer to **Note A** below before completing 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.**

## Notes

A. For SSAS, this form should be used for changes to your investment instructions within the Retirement Account Plan only. Fund switches for SSAS will relate to all members. This is because SSAS is a pooled fund and fund switches for an individual are prohibited. If money is to be transferred elsewhere (eg to Standard Life Investments), please contact the Standard Life SSAS unit who will advise on what action to take.

Please note, Lifestyle Profiles are not available under a SSAS.

B. All units in a Lifestyle Profile must be sold before an investment can be switched to a different Profile or to invest in any unitised fund other than a with profits fund. If you choose a Lifestyle Profile and you wish to combine this with another investment fund, you can only combine this with the with profits fund applicable to your plan. Please refer to the 'Your pension investment choices' booklet applicable to your plan for details of the with profits fund available to you. It is not possible to select more than one Lifestyle Profile at a time. If you select a Lifestyle Profile, future payments will automatically buy units in the Profile at the percentage specified in Part 2.

For more information about Lifestyle Profiles please read our 'Lifestyle Profiles' leaflets."

C. For investments in a with profits fund, in order to maintain fairness and equity, we will adjust with profits unit prices in certain circumstances. For further details please refer to your policy provisions.

## Part 1 – Plan or scheme details

Employer's/Business Name

Scheme/Plan No

Scheme Name

Member's Name

Membership/Reference No.



### Part 3 – Future investments

Depending on which funds you switch out of and in to, different charges may apply.

\* Please note that if a Lifestyle Profile has been selected in the previous section, units will be automatically bought in the profile by future payments (at the same percentage specified in the previous section).

\*If you have selected to **BUY** units in a Lifestyle Profile in the previous section please go to Part 4. Please **BUY** units with my future pension payments in the following pension funds:

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 'Your pension investment choices' booklet applicable to your plan for details of the funds available to you (please read **Note C on page 1** if you are considering investing in a with profits fund).

If you are currently invested in a Lifestyle profile, please read **Note B on page 1**.

Fund code	Fund name (in full)	%
Please ensure the total percentage adds up to 100%		<b>Total</b> <b>100 %</b>

### Part 4 – Data Protection Notice – important, to be read by the Member

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.

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 it will be held on our records for 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 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.

The employer's agreement is not required if the member has left service.

### Part 5 – Authorisation

a. Employer's Agreement  
(Stanplan A contracts only)  
The employer agrees to the changes.  
For and on behalf of the employer.

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

b. Trustees' Agreement  
To be completed for all Group Plans and Executive Pension Plans NOT written under Stanplan A, Retirement Account Plans, Group AVC Plans and all Small Self-Administered Schemes.)  
The Trustee(s) agree(s) to these changes.  
For and on behalf of the Trustee(s).

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

c. Member's Agreement  
(To be completed for all contracts except SSAS)  
I, the Member/Planholder named in Part 1 agree to the changes.

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

For a SSAS, all Trustees must sign the agreement. If there are more than 4 Trustees, please add the other Trustees' signatures below.

### Part 6 – For completion by the financial adviser

(To be completed for Group Plans and Executive Pension Plans only.)  
I confirm that I have given the Trustees/employer written advice in relation to this investment instruction.

Signature	Date (DD/MM/YYYY)	<input type="text"/>
-----------	----------------------	----------------------

Please keep a copy of the completed form for your files.

### What happens next

We will carry out your instructions as soon as possible. Normally this means:

- Changes to existing funds – if Standard Life receives the request before 5 p.m. the switch will be processed using the fund prices that apply two working days later. If the request is received after 5 p.m. the switch will be processed using the fund prices that apply three working days later.
- Changes for future payments for pension contracts - if existing funds are being switched these changes will apply from the working day following the switch of existing funds. If existing funds are not being switched, and the request is received by Standard Life before 5 p.m. the changes will apply to payments made from two working days after the request is received by Standard Life. If the request is received after 5 p.m. the changes will apply to payments made from three working days after the request is received by Standard Life.

We will send you confirmation when the changes have been made.

For office use only

Date/Time Received

--