

# Personal Pension Plan

(Application for acceptance of a transfer payment)



## PPP33 RPI

### Who this form is for

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

This form is for people who want to transfer the value of rights built up in another pension scheme or policy into a Standard Life personal pension. This form can be used for transfers into the following Standard Life personal pension contracts: Personal Pension Plan, Group Personal Pension Plan, Personal Pension One, Group Personal Pension One, Personal Pension Flex, Group Personal Pension Flex or Group Personal Pension Plan for Larger Employers.

### Filling in this form

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 it is accepted. Until then, Standard Life's liability is limited to the return of the transfer payment to its source.

Before completing this form please read the appropriate Transfer Key Features Document.

The answers you give on this form will be used to assess whether your transfer payment can be accepted into a Standard Life personal pension. If you do not answer the questions correctly, your plan could be declared void.

If this is a block transfer, please ensure the form 'Block Transfer Questionnaire' (GEN410) is completed and returned along with this form.

- If you wish to make more than one transfer to a Standard Life personal pension plan please use a separate form for each transfer payment.
- A copy of the standard terms and conditions of the Plan(s) and the completed application form(s) will be sent to you on request.
- 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 if you fail to tell us any other relevant information, it may make your Plan void.

**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 minimum transfer payment we can accept is £1,000. However, if you are paying the transfer payment into a personal pension you are currently making regular payments into, the minimum payment we can accept is £500.

If you already have a Standard Life personal pension please give the number:

**Part 1 Your personal details - see Note 1 in part 9**

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

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

National Insurance Number

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

First names   
(in full)

Sex Male  Female

Date of birth D/M/Y

Marital status Single  Married/  
Civil partnership  Separated  Divorced/  
Dissolution of civil partnership  Widowed/  
Surviving civil partner

Address

Postcode

Telephone number – home (inc STD code)  Telephone number – business (inc STD code)

Employment status Employed  Pensioner  Self-employed  Under 16  Caring for a child under 16

Caring for an adult  In full-time education  Unemployed  Other

If 'Other', please give further details.

If 'other' please specify.

**Part 2 Your selected pension age**

Age 75 means the day before your 75th birthday.

**Please answer the question below unless directed otherwise.**

1. At what age do you want the pension and/or lump sum from your transfer payment to be paid? (You must normally choose between the ages of 55 (50 up to 6 April 2010) and 75)

**If you are transferring into an existing Standard Life personal pension, this age must be the same as the age you have already selected.**

Age

**Part 3 Your transfer payment**  
- see Notes in Part 9

You will find this number on your policy schedule.

1. If you already have a Standard Life personal pension we will pay the transfer into it unless you advise us otherwise.

If you have more than one personal pension contract, please state to which policy you would like the transfer to be paid. **Then go to Question 2.**

If you do not have a Standard Life personal pension we will place your transfer payment in a Standard Life Personal Pension Flex. **Go to Question 3.**

2. If the transfer is going into a Group Personal Pension, please give your employer's details below and the J number of the scheme, if known.



Standard Life are not liable for any variation in the transfer amount which occurs before the transfer payment is received and accepted.

If you have been contracted-out of the State Second Pension your transfer payment may include an amount relating to Protected Rights (PR), Guaranteed Minimum Pension (GMP) or Section 9(2B) Rights.

3. Is this a Block transfer?

Yes  No

If 'Yes', please ensure the form 'Block Transfer Questionnaire' (GEN410) is completed and returned along with this form.

4. What is the full amount of your transfer payment?

5. Does your transfer payment include an amount relating to PR, GMP or Section 9(2B) Rights?

Yes  No

If 'No', go to question 6. If Yes, please complete the amounts below.

a) Cash value of PR in respect of employment before 6 April 1997

b) Cash value of PR in respect of employment after 5 April 1997

c) Cash value of GMP

d) Cash value of Section 9(2B) Rights

6. Does any part of your transfer payment relate to pension benefits which you received from an ex-spouse/ex-civil partner on divorce/dissolution of a civil partnership?

Yes  No

If 'Yes', please answer questions 7 and 8.

7. Was any part of your ex-spouse's/ex-civil partner's pension already in payment at the time of the divorce/dissolution of the civil partnership?

Yes  No

If 'Yes' we'll ask the transferring scheme to confirm what proportion of the transferred funds this restriction applies to.

8. Does your transfer payment include any Safeguarded Rights?

Yes  No

If 'Yes', please give the amount.

Safeguarded Rights are your share of any PR, GMP or Section 9(2B) Rights which belonged to your ex-husband or ex-wife. If your transfer payment includes any PR, GMP or Section 9(2B) Rights which you have built up yourself, please complete these details in question 5.



## Part 6 Data Protection Notice – Important, please read

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.

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.

If you have appointed a financial adviser, we will give them information about the Plan and, where appropriate, send copies of correspondence to them to enable them to give you advice.

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 this information.

## Part 7 Money Laundering Notice

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 8 Declaration

### ***Declaration by the administrator***

In the event of Standard Life Assurance Limited accepting this application it hereby agrees as administrator and provider in terms of the rules of the scheme to administer the scheme as required by the rules.

### ***Declaration by applicant***

- 1 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.
- 2 I request that this form be treated as several applications each being in respect of one arrangement to be established by the administrator under the scheme as follows:
  - a any amount of the transfer payment which is to be applied as Protected Rights shall be applied as one arrangement; and
  - b any amount of the transfer payment which is to be applied as Safeguarded Rights shall be applied as one arrangement; and
  - c the balance, if any, shall be divided equally among such number of arrangements as shall be determined by the administrator of the scheme.
- 3 I, the person named in Part 1, declare that in respect of the transfer payment I am, or wish to become, a member of the Standard Life Appropriate Personal Pension Scheme or, alternatively, the Standard Life Appropriate Personal Pension Scheme No. 2 where I have benefits under the latter scheme, but not the former.
- 4 In consideration of the transfer being made, I undertake to be bound in all respects by the rules of the applicable personal pension scheme in force from time to time.
- 5 I declare that I am resident in the UK for tax purposes or that I am (or my husband, wife or civil partner is) a Crown Servant working overseas.
- 6 I understand that, where I am receiving advice from a financial adviser, the adviser is acting on my behalf.
- 7 If the transfer payment is being paid into a Group Personal Pension I authorise Standard Life to disclose to my employer (or the person within my business who is the contact name for enquiries), any information regarding payments and transfer values paid to my Plan, how payments are invested and the value of my Plan if requested.

*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.*
- 8 If this application includes a transfer from another Registered Pension Scheme(s):-

I instruct the named provider(s) to transfer the funds from the plan(s) listed to this plan.

I discharge the transferring provider(s) of all liabilities under their plan(s) listed.

I authorise the named provider(s) to release the necessary information to enable the transfer to take place.
- 9 I have read and understood the Data Protection Notice. I agree that my personal data (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).

Signature

Date

**It is a serious offence to give false statements. The penalties are severe and could lead to prosecution.**

Notes to Part 1

- 1 A civil partnership is a legal contract between two partners of the same sex.

Notes to Part 3

- 2 Prior to 6 April 1997, if your scheme was contracted-out on a salary related basis, you would have accrued an amount known as a Guaranteed Minimum Pension. After 6 April 1997, you will have accrued Section 9(2B) Rights.
- 3 If you wish to contract-out of the State Second Pension (S2P), which replaced the State Earnings Related Pension Scheme (SERPS), for future years you should complete application form PPP39 which can be obtained either from your financial adviser or Standard Life. If you are considering contracting-out, please speak to your financial adviser who will be able to give you further details.

Notes to Part 4

- 4 If you are making a transfer payment into a Group Personal Pension Plan for Larger Employers, the funds available are those detailed in 'Your pension investment choices', GPEN5. For transfers into all other personal pension plans, the funds available are those detailed in 'Your pension investment choices', GPEN4.
- 5 Units will be allocated for you at the price ruling on the day Standard Life receives your application and transfer payment. If the transfer payment is received after the application form, units will not be allocated until the transfer payment is received and the application is accepted by Standard Life.

Notes to Part 5

- 6 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 scheme, 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 contributes.

