

Transfer to Modular iSIPP Form

Applicable to IPS SIPP, IPS (2008) SIPP and IPS Pension Builder SIPP



Application guide

This transfer form should only be used if you have an IPS SIPP, IPS (2008) SIPP or IPS Pension Builder SIPP, and you wish to transfer it to a Modular iSIPP. More information for the Modular iSIPP is available on our website www.jameshay.co.uk or from your financial adviser.

Please note:

- All charges (whether paid in advance or in arrears) will remain due and will be taken in full prior to the transfer out being initiated. You will also be responsible for paying any costs incurred as a result of re-registering any assets, such as property, from your transferring SIPP to the Modular iSIPP.
- Transferring from your existing SIPP to the Modular iSIPP involves a transfer between two different pension schemes. If you change your SIPP to the Modular iSIPP, you can no longer be a co-trustee as the Modular iSIPP is a sole-trustee product. James Hay Pension Trustees Limited will be the only trustee of the Modular iSIPP.
- If your existing SIPP owns a commercial property, please note that if the property is jointly owned with other SIPP members, all SIPP members owning the property will need to internally switch to a Modular iSIPP. Each SIPP member will need to complete a separate internal switch form.
- As part of this application we will carry out identity checks to re-verify your identity. We will do this by searching at credit reference agencies who will supply us with information, including information from the electoral register, for the purposes of verifying your identity. Scoring methods may be used to verify your identity. If this does not provide us with sufficient verification, we may need to contact you or your financial adviser to obtain documentary evidence of your identity, such as a copy of your passport and a utility bill.

Please complete this form in BLOCK CAPITALS and return it to James Hay Partnership, Dunn's House, St. Paul's Road, Salisbury, SP2 7BF. If you require any assistance please call your Customer Support Team or our general enquiry number 03455 212 414.

1 Personal details Applicant to complete

IMPORTANT: Please answer all questions in this section. If you do not fully complete this part of the form, it may delay the application process.

Current product type (tick one box only)

IPS SIPP
 IPS (2008) SIPP
 IPS Pension Builder SIPP

SIPP member number

Title

Forename(s)

Surname

Date of birth

Permanent residential address

 Postcode

Telephone Mobile

Email

National Insurance number **OR I have never had a National Insurance number**

Nationality

Do you have dual nationality? Yes No If **Yes**, please specify

Are you a US Person or resident of the US for tax purposes? Yes No

A US Person is a person who is a citizen or national of the United States of America (US) or resident in the US for US tax purposes.

If **Yes**, we may not be able to proceed with your application. Please contact us for further details.

Employment status:

Employed Self employed Unemployed

Caring for one or more children under the age of 16 years Pensioner

Caring for a person aged 16 years or over In full time education

Other (please provide details)

Nature of business

Employer name

Employer address

Postcode

Have you decided to opt out of or not join your employer's pension scheme? Yes No

Please note: If you are not employed or if your employer does not offer a pension scheme that you would be eligible to join, please answer No to the above question.

2 Details of your financial adviser (if applicable)

Applicant to complete

Please only complete this section if you have appointed a Financial Conduct Authority (FCA) regulated financial adviser who is going to provide advice to you in respect of your Modular iSIPP. If you wish to pay adviser charges to your financial adviser from your Modular iSIPP, please also complete the relevant Adviser Charges section.

Company name

Network name (if applicable)

Contact name

FCA firm reference number

Address

Postcode

Telephone

Email

Please note: Your financial adviser will need to sign up to our 'Financial Adviser Terms of Business'. This form is available from our website at www.jameshay.co.uk, or by calling us on 03455 212 414.

2a Adviser charges: One-off charge

Applicant to complete

If your financial adviser intends to charge a one-off amount for the establishment of your Modular iSIPP, please indicate the amount that is required below. We will make this payment automatically when sufficient funds are available.

One-off charge amount £

Initial and ongoing charges will be paid by our automated system. If your financial adviser would prefer to invoice us instead, please tick here

Upon receipt of an invoice, we will check to ensure the amount does not exceed the amounts detailed below and/or overleaf.

Please note: The maximum adviser charge we will facilitate from the SIPP is 5% (including VAT).

INITIAL ADVISER CHARGES FOR CONTRIBUTIONS

Option 1

Percentage % of each contribution received

OR

Option 2

Fixed amount £ of each contribution received

INITIAL ADVISER CHARGES FOR TRANSFERS IN

Option 1

Percentage % of each pension transfer received

OR

Option 2

Fixed amount £ of each pension transfer received

Do you want your adviser charge calculated on the value of contributions before or after any tax reclaims are applied?

Before After N/A

ONGOING ADVISER CHARGES

Option 1

Percentage % of the value of your Modular iSIPP

OR

Option 2

Fixed amount £

OR

Option 3

Tiered percentage

From	£0.00	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
Over	<input type="text"/> £	take	<input type="text"/> %		

For Options 1 and 3, are any percentage based ongoing adviser charges to be applied across **all** assets in your Modular iSIPP? Yes No

If **No**, which category do you wish to exclude? Please note that we are unable to exclude individual investments or investment manager/stockbroker accounts.

- Cash in the SIPP Bank Account
- Cash held with cash panel providers
- All Investment Centre funds (including Managed Portfolio Panel)
- All assets held with an investment manager or stockbroker
- Commercial property
- All Specialist investments
- All other whole of market assets

How frequently would you like your ongoing adviser charges paid? Monthly Quarterly Half-yearly Annually

Please note: If the fixed amount of product level adviser charges exceeds 5% (including VAT) of the value of your Modular iSIPP this may be queried with you.

INITIAL ADVISER CHARGES FOR INVESTMENTS IN THE JAMES HAY INVESTMENT CENTREPercentage %**INITIAL ADVISER CHARGES FOR WHOLE OF MARKET AND/OR SPECIALIST INVESTMENTS****Option 1**Percentage %

OR

Option 2Fixed amount £**ONGOING ADVISER CHARGES FOR WHOLE OF MARKET AND/OR SPECIALIST INVESTMENTS****Option 1**Percentage %

OR

Option 2Fixed amount £

If your financial adviser wishes to take investment level adviser charges on any investment this should be stated when the trades are placed.

If the level of investment level adviser charges stated on a trade instruction exceeds the levels stated above, this may delay the trade as we will query this.

Please note: The maximum adviser charge to be facilitated must not exceed 5% (including VAT) of the value of your Modular iSIPP.

Please give us your instructions as to how you would like to transfer your existing SIPP investments into your Modular iSIPP. Please note, we will allocate your investments into the appropriate module on your behalf and this will result in the relevant module charges being applied.

If you are not following financial advice with regard to your investment choices and do not wish to select your own investments, one option available to you is a range of target retirement funds via our Investment Centre. For information on our **Standardised Investment Option** for a typical non-advised pension investor, please visit our website at www.jameshay.co.uk/standardised-investment-option-for-non-advised-pension-investors/.

Please tick one of the boxes below:

I wish to transfer my existing investments to the Modular iSIPP without making any other changes

Please go to Section 4.

I wish to sell all my investments and transfer the cash into the Modular iSIPP ³

Please go to Section 4.

I wish to transfer my existing investments to the Modular iSIPP and for them to be held as set out in the table below

Please complete table below.

Please note: Any cash and investments not listed below will be transferred across to the Modular iSIPP in their current form.

Current investment manager/ fund provider name	Asset name or investment manager portfolio	Fund provider policy/ account number	Asset code e.g. ISIN code	Transfer to Investment Centre		Transfer to EQi ¹ (please tick)	Transfer to investment manager/stockbroker named below ²	Investment to be sold and cash transferred (please tick) ³
				Select (please tick)	Collect (please tick)			

- ¹ If you do not have an existing EQi account, please complete the 'EQi Account Application Form for Modular iPlan' available from our website at www.jameshay.co.uk. Unit trusts and Open-ended Investment Companies (OEICs) cannot be held within the EQi account established by your Modular iSIPP; these must be re-registered, where possible, into the Investment Centre.
- ² If you do not have an existing account with an investment manager or stockbroker, please complete their own application form and send it to us.
- ³ Please note that holding significant amounts of cash in your SIPP for long periods of time risks the value being eroded by inflation. Once your switch to the Modular iSIPP has completed, you will be able to make investment instructions.

For sales only: If a fund provider sale charge is applicable, please confirm if you wish us to proceed with the sale without advising you of the level of the charge.

Yes No If **No**, we will advise you of the amount of the charge before making the sale.

If there is a fund provider charge for a CHAPS transfer of money to us, please confirm if you wish us to proceed with the instruction deducting the charge from the sale proceeds.

Yes No If **No**, we will instruct the fund provider to send the sale proceeds by Faster Payments or cheque, whichever payment carries no charge.

You have the right to cancel this application to set up a Modular iSIPP with us.

We will send you a cancellation notice and you will have 30 days from receipt of this notice to notify us that you have changed your mind and wish to cancel your application.

For applicants who have appointed a financial adviser

We will proceed with setting up your Modular iSIPP during your 30 day cancellation period and you can give us investment instructions during this period. However, if you choose to cancel your Modular iSIPP under the terms of the cancellation rights, any investment held by your Modular iSIPP will be sold and we will return any contributions that were made into your Modular iSIPP to their original source. We will also arrange to transfer any money that has been received from previous pensions to another provider chosen by you. The amount to be repaid may be less than the amount paid to us if the value of your investment has fallen at the time it is sold. This will be explained in the cancellation notice that we will send you.

For applicants who do not have a financial adviser

As you have not received any advice from a financial adviser before applying to transfer to the Modular iSIPP, you will receive a 30 day period during which you can cancel your application. During this period we will not permit any investments within your Modular iSIPP in case you decide to cancel. However, you have the option to waive your rights to your 30 day cancellation period. If you choose to do this, we will proceed with your application and any money held within your Modular iSIPP will be available for immediate investment upon receipt of your instructions.

If you do not wish to waive your rights, we will send you a cancellation notice and wait for 30 days before continuing with setting up your Modular iSIPP. If you wish to waive your rights, please read the following confirmation and then tick the box to confirm your acceptance:

I confirm my decision to waive my right to a cancellation period for my Modular iSIPP application. I accept that once I have waived my right to this cancellation period, I will no longer be able to cancel my Modular iSIPP or have any money received into my Modular iSIPP returned (unless it is subject to separate cancellation rights). I also accept that my Modular iSIPP will be fully opened and will be subject to all the applicable charges as detailed in the Modular iSIPP Charges Schedule.

Before signing this declaration, it is important that you carefully read the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; the Key Features of the Modular iSIPP; and the Modular iPlan Technical Guide. These documents specify important information about your Modular iSIPP, how the product works, the benefits and risks and the charges you will pay.

There is a lot of information for you to consider so, if you are in any doubt about whether the Modular iSIPP is right for you, we strongly recommend that you seek advice from a regulated financial adviser.

If you would like to speak to a financial adviser, but do not have one, please visit www.moneyhelper.org.uk to obtain a list of financial advisers in your local area.

If you have any queries for James Hay Partnership, please direct them to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, Wiltshire, SP2 7BF or telephone us on 03455 212 414.

I hereby:

1. instruct James Hay Partnership to: (1) transfer my existing SIPP to the Modular iSIPP; and (2) fulfil my instructions in Section 3 above.
2. apply to James Hay Administration Company Limited for membership of the Modular iSIPP.

I hereby declare as follows:

- a) I agree at all times to be bound by, and comply with, the Trust Deed and Rules of the James Hay Personal Pension Plan, as amended from time to time; the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; and the Modular iSIPP Permitted Investment List.
- b) To the best of my knowledge and belief, the particulars and declarations given on this transfer form are correct and complete.
- c) I undertake to tell you in writing within 30 days if:
 - there is any change to my name, permanent residential address or residency status;
 - I am made bankrupt; or
 - there are any changes to the information contained in this transfer form as soon as I am aware that what is stated is no longer true and complete.
- d) I agree that the total contributions to any registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of:
 - £3,600; or
 - my relevant UK earnings for that tax year.
- e) If an event occurs, as a result of which I am no longer entitled to tax relief on my contributions, I undertake to tell you in writing no later than:
 - 5 April in the year of assessment in which this occurs; or
 - if later, within 30 days of the event.

- f) I accept that if I appoint a financial adviser, you will send correspondence to my financial adviser unless I have requested otherwise or if I cease to use the services of a financial adviser and notify you of this accordingly.
- g) I accept that the value of my Modular iSIPP may only be applied to provide benefits at the time I take retirement benefits or upon my death and that James Hay Pension Trustees Limited will provide the appropriate benefits as required.
- h) If I have appointed a financial adviser, I give my authority for you to accept investment and disinvestment instructions from them and to pay adviser charges to them as detailed in this transfer form.
- i) If I have indicated that I wish to use the services of any stockbroker/investment manager under Section 3 of this transfer form, I accept and agree that:
- I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of the Modular iSIPP. Furthermore, where my account is operated on an execution only or advisory basis, I accept that it is the joint responsibility of myself and my financial adviser to ensure any investments purchased comply with the Modular iSIPP Permitted Investments List.
 - I shall hold James Hay Services Limited, James Hay Pension Trustees Limited and James Hay Administration Company Limited harmless against any claim in respect of decisions relating to the purchase, retention and sale of the investments forming part of my Modular iSIPP and will make good any losses, costs or expenses they suffer as a result of such a claim.
 - I acknowledge and accept that James Hay Services Limited, James Hay Administration Company Limited and James Hay Pension Trustees Limited have not carried out and shall not in future carry out any review of the nominated stockbroker's/ investment manager's financial status or their investment and/or risk strategies, nor will James Hay Partnership monitor their ongoing performance of them. I am, or my financial adviser is on my behalf, responsible for checking these matters and ensuring that the stockbroker/investment manager is suitable for my investment objectives.
 - My stockbroker/investment manager will be bound by the stockbroker/investment manager Terms of Business agreed with James Hay Partnership. I will not take any action, intentionally or otherwise, or instruct my stockbroker/investment manager to take actions that result in a breach of this agreement.
 - I have seen and I accept the terms and conditions and charges schedule of the stockbroker/investment manager I wish to appoint.
- j) If I am investing in a UCITS fund, I certify that before providing investment instructions to you I will have either:
- printed a copy of the current version of the Key Investor Information Document (KIID) or Key Information Document (KID); or
 - saved an electronic copy of the current version of the KIID or KID.
- k) I accept that James Hay Partnership will not assess me against an investment manufacturer's target market when I make any investments and that my financial adviser will make such assessment.
- l) I acknowledge and accept that transferring my SIPP to the Modular iSIPP means James Hay Pension Trustees Limited will be the only trustee of the Modular iSIPP and I will no longer be a co-trustee.
- m) I accept full responsibility in respect of any claims, losses and expenses that you may incur as a result of any incorrect information provided by me in this transfer form or of any failure on my part to comply with any aspect of this transfer form.
- n) I confirm that the trustee and scheme administrator of my current SIPP should pass any current expression of wishes I have made in respect of that scheme to the trustee and scheme administrator of the James Hay Personal Pension Plan. That expression of wishes should continue to be considered as representing my wishes for my Modular iSIPP until such time as I provide a replacement in writing.

Data Protection Statement

You can access full details on what to expect when we process your personal data in our group Privacy Notice, which is available on our website at www.jameshay.co.uk or by calling us on 03455 212 414. If you have any questions about data protection, please contact us.

At James Hay, we conduct market research to improve our products and services. Please tick this box if you do not wish to receive invitations to participate.

You can change your mind at any time by contacting us.

Before we can make the transfer, we may make searches at credit reference agencies who will supply us with information, including information from the electoral register, for the purposes of verifying your identity. Scoring methods may be used to verify your identity.

The credit reference agencies will record details of the search whether or not the transfer proceeds. This is not a credit check and will not be seen or used by lenders to assess your ability to obtain credit.

If you give us false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies.

Law enforcement agencies may access and use this information.

We and other organisations may search and use these records to prevent fraud and money laundering, for example to:

- help make decisions about credit and related services, insurance proposals and claims, and all types of facilities;
- manage accounts and facilities (including tracing debtors) and recovering debt; and
- help make decisions about job applicants and employees.

We and other organisations may search and use from other countries the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies that we use is available by contacting us.

We may also give essential information about your Modular iSIPP to others if necessary to run your Modular iSIPP and for regulatory purposes, including other companies within the Group and its reinsurers, and any third parties with whom your Modular iSIPP holds investments. We may disclose your personal data to third parties where we consider it appropriate and lawful to do so, such as for fraud prevention, business analysis purposes or where you have given us permission to do so.

If you have a financial adviser appointed, they may view any additional products you hold with us on James Hay Online, even though they are not appointed for those additional products.

Information about you will be kept after your Modular iSIPP is closed. You have the right to see certain records we hold about you on payment of a fee. An information sheet explaining your rights is available from James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

This transfer form must be completed by you or an FCA authorised financial adviser who holds the appropriate permissions. If completed by an FCA authorised financial adviser, you must still check that the completed information is correct, as by signing below you are confirming this.

It is an offence to make false statements and the penalties are severe and could lead to prosecution.

By signing this internal switch form below, I confirm:

Where I have received advice in relation to switching to this product, that my financial adviser has provided me with the following documents: the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; and the Key Features of the Modular iSIPP.

Where I have not received financial advice in relation to switching to this product, that I have accessed and read the following documents: the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; and the Key Features of the Modular iSIPP.

By signing this transfer form below I agree to be bound by, and to at all times comply with, the SIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List and the above Declaration.

Applicant's name

Applicant's signature

Date

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of Nucleus Group Services Limited (NGSL) (registered in England number 02538532); James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371). JHS has its registered office at Aztec Group House, 11-15 Seaton Place, St Helier, Jersey, JE4 0QH. NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPS Plc, and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. (2/23)