

# Application Form

Please complete all fields in BLOCK CAPITALS

## Section 1 Your Details

Title Mr  Mrs  Ms  Miss  Other (please specify)

Full Name

Address

Postcode  Number of years at current address

*If fewer than 3 years please give previous address:*

Address

Postcode

Home Telephone  Mobile

Email Address:

Date of Birth (DD/MM/YY)  National Insurance No.

**MARITAL STATUS** (Please tick as appropriate)

Single  Married/Civil Partnership  Widowed  Divorced

Retirement Age  If you intend to immediately take benefits please tick

**EMPLOYMENT STATUS** (Please tick as appropriate)

Employed  Self Employed  Caring for a person aged 16 or over  Retired

Unemployed  Full Timed Education  Caring for a child under 16  Other

Annual personal income £

Full Driving Licence No.

Issue date

Passport Number

Expiry date

(The long number at the bottom of the photo page, including the last 2 digits)

## Section 2 HMRC Protection

If you have HMRC Protection and make a contribution in to your SIPP, the Protection may be lost which could result in a tax liability. It is recommended that you take advice from an Independent Financial Adviser.

Have you registered for HMRC Protection? Yes  No

Where you have registered for HMRC Protection, please advise what type and attach a copy of the certificate.

Type of Protection

Certificate Attached? Yes  No

## Section 3 Adviser Details

I hereby appoint

As my financial adviser to act as a full servicing agent on my SIPP to advise on all activities such as transfer, investment and retirement requests.

And/or

I hereby appoint

As my investment manager for the purpose of purchasing, retaining and the sale of my investments held under the scheme for my benefit only

## Section 4 Fees

Initial Payment    £     or    %     of initial contribution/transfer value

Ongoing Payment    £     or    %     of fund value, payable

I can confirm I am happy for Hartley Pensions Ltd (Hartley Pensions) to settle these fees and any third party costs/fees relating to those investments or advice I receive in respect of this arrangement from my pension funds upon receipt of appropriate invoices.

If there are insufficient pension funds to settle any fees from my SIPP I agree to make alternative arrangements for settlement.

Hartley is also authorised to seek information from any third party necessary to establish this arrangement, and may realise any of the investments held for my benefit in order to pay such charges and any third party costs/fees relating to those investments or advice I receive in respect of this arrangement.

In return for the services to be provided by Hartley Pensions, I agree that Hartley may deduct from my pension fund their charges, initial and ongoing, as outlined in the schedule of fees.

## Section 5 Tax Entitlement

Please read the below statements and select one option which is applicable to you. This will enable us to reclaim the relevant tax relief.

| OPTION 1  | OPTION 2  | OPTION 3  |
|---|---|---|
| <ul style="list-style-type: none"><li>I have relevant UK earnings chargeable to income tax or general earnings from overseas crown employment subject to UK income tax in the current tax year and I am, or have been a resident in the UK at some time in the current tax year</li></ul> | <ul style="list-style-type: none"><li>My spouse/civil partner have general earnings from overseas crown employment subject to UK tax for the current tax year</li><li>I, or my spouse/civil partner are in overseas crown employment but for this tax year do not have relevant UK earnings subject to UK income tax</li><li>I was a resident when I became a member of the SIPP and have been a UK resident in the previous 5 years but do not have UK relevant earnings in the current tax year</li></ul> | <ul style="list-style-type: none"><li>I am not a UK resident and I have not been for the previous 5 years</li><li>I am over the age of 75</li></ul> |
| <input type="checkbox"/> We will claim basic rate tax relief (20%) on your whole contribution   | <input type="checkbox"/> We will claim tax relief up to a maximum of £3,600 gross (£2,880 net)  | <input type="checkbox"/> We will not claim any tax relief on your contribution.   |

One box must be ticked

I have triggered my Money Purchase Annual Allowance (MPAA) with another pension arrangement.

## Section 6 Investment Details

In order to monitor and facilitate the investments that you intend to make, please indicate below any investment you intend to make and the approximate investment amount.

|            |                      |        |                        |
|------------|----------------------|--------|------------------------|
| Investment | <input type="text"/> | Amount | £ <input type="text"/> |
| Investment | <input type="text"/> | Amount | £ <input type="text"/> |
| Investment | <input type="text"/> | Amount | £ <input type="text"/> |
| Investment | <input type="text"/> | Amount | £ <input type="text"/> |

Before the investment is made, Hartley Pensions will require fully completed documentation from your chosen investment provider before proceeding.

Hartley Pensions carry out ongoing due diligence on our investments and if you have any questions please do not hesitate to contact us.

## Section 7 Declaration

I confirm that the total gross contributions made to all UK registered pension schemes of which I am entitled to tax relief in any year will not exceed the higher of £3,600 gross or 100% of my UK relevant earnings.

I will notify the Scheme Administrator if I am no longer entitled to tax relief on my contributions no later than the end of the tax year or within 30 days of from the date of change.

I have read the Key Features Document and have been notified of the charges involved in setting up and administering my plan. I hereby apply to Hartley Pensions to become a member of the Ardan SIPP and agree to be bound by the scheme's Trust Deed and Rules.

I confirm that, to the best of my knowledge, the information provided on this Application Form and the accompanying forms is correct.

**It is a serious offence to make false statements and doing so could lead to prosecution.**

|        |                      |                    |                      |                      |                      |                      |                      |
|--------|----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Signed | <input type="text"/> | Date<br>(DD/MM/YY) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|--------|----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|