



Ardan SIPP Terms & Conditions

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Terms and Conditions for the Ardan SIPP

as provided and operated by Hartley Pensions Limited

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SECTION 1 INFORMATION ABOUT THESE TERMS

- 1.1 These Terms apply to the **Ardan SIPP** on an **advised basis**.
- 1.2 These Terms set out the terms and conditions upon which **your Ardan SIPP** will be provided and operated and, along with **your application** to open **your Ardan SIPP** (including any declarations made by **you**) and the Key Features Document, form a legally binding agreement between **you** and **us** ("Agreement").
- 1.3 Any other information issued by **us** about **your Ardan SIPP** does not form part of the Agreement or have any contractual force.
- 1.4 If there is a conflict between these Terms and any other document that forms part of the Agreement, these Terms will prevail.
- 1.5 **We** may at **our** discretion vary these Terms in accordance with **Section 16 – Changes to these Terms**.
- 1.6 Words in these Terms shown in bold have the particular meaning described in the glossary of definitions at the end of these Terms (**Section 25 – glossary**). If **you** require clarification with regards to any of the definitions, please contact us.
- 1.7 Please read these Terms carefully before **you** submit **your** application form. These Terms tell **you** who **we** are, how **we** will provide services to **you**, how **you** may change or end the contract, how **we** may change or end the contract, what to do if there is a problem and other important information. If **you** think that there is a mistake in these Terms, please contact **us** to discuss.

SECTION 2 INFORMATION ABOUT US

- 2.1 The **Ardan SIPP** is registered in accordance with the Finance Act 2004 under a master trust deed and set of rules (copies of which were available on request). The **Ardan SIPP** is provided and operated by the **SIPP Operator**. The **SIPP Trustee** holds the legal title of the assets held in your **Ardan SIPP** under a **bare trust**. You are the beneficiary to your **Ardan SIPP** assets.
- 2.2 Neither the **SIPP Operator** nor the **SIPP Trustee** will provide **you** with any advice (including investment advice) or recommendations. If **you** are in any doubt over the suitability of investments, **you** should seek financial advice from a suitably regulated financial adviser or a regulated tax adviser.
- 2.3 **Your Ardan SIPP** is a money purchase arrangement and there are no guarantees associated with this pension.
- 2.4 The **SIPP Administrator** is appointed by the **SIPP Operator** to act on its behalf in relation to the day-to-day administration of **your Ardan SIPP**, such as processing **your** application, making returns to **HMRC** and providing information to **us** regarding **your SIPP**.

- 2.5 Both the **SIPP Operator** and the **SIPP Administrator** will assume **you** are not a **professional client** and that **you** will therefore benefit from regulatory investor protection as a **retail client** under the **FCA Conduct of Business Sourcebook** unless **you** specify otherwise.

SECTION 3 YOUR APPLICATION

- 3.1 To open an **Ardan SIPP** **you** must fulfil the following criteria:
 - 3.1.1 **you** are 18 years of age or over at the time of **your** application.
- 3.2 To open **your Ardan SIPP** **you** must complete the relevant application form and submit this to the **SIPP Administrator** with either one or both of a contribution form or a **transfer-in** form (available on request). Incomplete forms will result in a delay in processing **your** application and transferring pensions.
- 3.3 If the **SIPP Administrator** does not receive all the required information to open **your Ardan SIPP** within 30 calendar days of the original application submission, the application will be closed. A new application form will be required should **you** wish to re-apply after this date. **Contributions** and **transfer in** instructions will not be accepted until the **SIPP Administrator** receives the relevant completed application form/s.
- 3.4 Any investment gains that arise from **your Ardan SIPP** are free from income, dividend and capital gains tax.
- 3.5 **We** may refuse to accept **your** application and although **we** will notify **you** of this decision, **we** are not obliged to give **you** a reason why.

SECTION 4 OUR RESPONSIBILITIES

- 4.1 The **SIPP Operator** is responsible for ensuring **your Ardan SIPP** is compliant with the **regulations** and the rules of the **FCA** and **HMRC**. The **SIPP Operator** is therefore responsible for ensuring that investments purchased are suitable to hold within a **SIPP**. The **SIPP Operator** will disclose to **HMRC**, or any other applicable regulatory body, all information required by the **regulations**. **We** will ensure that client money is held in accordance with the applicable **regulations**.
- 4.2 The **SIPP Administrator** will send **you** any reports, information and details of shareholder, security or unit holders' meetings **we** receive regarding the investments held within **your Ardan SIPP**. The **SIPP Administrator** will also send **you** a **statutory money purchase illustration** setting out the value of **your Ardan SIPP** and a breakdown of all **contributions** in line with the regulations.
- 4.3 Should **we** delegate any function or responsibilities to a third party, **we** shall not be required to obtain **your** consent but **we** will carry out sufficient checks to ensure that they are competent to carry out such functions or responsibilities.

We will update our Terms and will alert you to such changes in the event that any delegation takes place.

- 4.4 Being able to accurately value your Ardan SIPP is dependent on receiving the correct information from the third party providers where your Ardan SIPP is invested. We will not be held responsible for any delays in being able to provide you with valuations due to information not being received in a timely and accurate manner from a third party.
- 4.5 We will never knowingly make an unauthorised payment from your Ardan SIPP.
- 4.6 If a liability due to an unauthorised payment is imposed on your Ardan SIPP, we reserve the right to charge additional fees to cover the work incurred by us in respect of this liability.
- 4.7 We do not hold share certificates or other documentation evidencing title to investments held within your Ardan SIPP. These will either be retained by the investment platform or sent to you for safekeeping.
- 4.8 If we do not receive an investment instruction from you or a financial adviser appointed by you, funds will be held in cash in your SIPP bank account.
- 4.9 Where we receive an instruction in respect of your Ardan SIPP and we consider there is some ambiguity, it is our responsibility to ensure that we understand the request correctly. This may involve us having to contact you for clarification.
- 4.10 We will not carry out your instructions if we believe doing so breaches or is contrary to any:
- 4.10.1 applicable law, regulation, FCA code of practice or guidance; or
 - 4.10.2 requirement of the FCA, The Pensions Ombudsman or the Financial Ombudsman Service; or
 - 4.10.3 the scheme trust deed and rules, as amended from time to time.

SECTION 5 YOUR RESPONSIBILITIES

- 5.1 We hold you responsible for the accuracy of all information you supply in connection with your Ardan SIPP, whether the information is given directly by you or via your financial adviser.
- 5.2 You must notify us immediately if you believe that the information that we hold is incorrect in any way or any information that we hold about you changes, e.g. your home address.
- 5.3 You are ultimately responsible for any decisions to buy or sell investments through your Ardan SIPP. If you have any queries about specific investments or about the initial and on-going suitability of your Ardan SIPP, you should discuss your requirements and attitude to risk with an appropriately authorised adviser.
- 5.4 It is the responsibility of you and your financial adviser to make arrangements for cash to be available in the SIPP bank account prior to payment of any benefit or transfer to another pension.

- 5.5 We cannot be held responsible for any tax charges incurred relating to any contributions made to your Ardan SIPP nor any other pension arrangements you may have with other providers.

SECTION 6 CONTRIBUTIONS

- 6.1 Contributions can be made by cash or in-specie, on a one-off or regular basis. The SIPP Operator reserves the right to not accept in-specie contributions.
- 6.2 All contributions must be accompanied with a fully completed contribution form. Any funds received without a completed form will not be invested and any tax relief will not be claimed until a correct form is received.
- 6.3 There is no minimum contribution amount that you must pay into your Ardan SIPP.
- 6.4 We will ask you to sign a direct debit mandate which authorises us to make collections from a designated bank account. Regular contributions can be collected from your designated bank account by direct debit on a monthly, quarterly or annual basis.
- 6.5 Collections,
- 6.5.1 Collections of personal contributions will be made on the 1st day of the month (or the following working day should the 1st day of the month fall on a weekend or bank holiday) by Hartley Pensions.
 - 6.5.2 Collection of employer contributions will be made on the 1st day of the month (or the following working day should the 1st day of the month fall on a weekend or bank holiday) by Hartley Pensions.
- 6.6 Collections will be made until you instruct us otherwise or we are unable to collect the contribution. You shall be notified by us if the latter applies.
- 6.7 We require notice of any amendments that you wish to make to the collections procedure ten working days prior to the date the change is to be effective from.
- 6.8 If collections have ceased and you wish to re-commence making regular contributions into your Ardan SIPP then you will be required to provide us with a new direct debit mandate.
- 6.9 Tax relief in respect of a contribution will be reclaimed from HMRC in line with the information provided to us on the corresponding contributions form. We are able to reclaim tax relief at the basic rate. Should you be entitled to receive any relief other than that of the basic rate, you will need to reclaim this via your self assessment tax form to HMRC.
- 6.10 Any tax relief will be reclaimed through a report to HMRC. This is submitted at the end of the calendar month following the end of the tax month. The tax relief will be paid three weeks after the submission of the tax reclaim report. There

is no guarantee that tax relief will be paid within these time frames and the **SIPP Operator** cannot be held responsible for any delay in tax relief being received. Investment decisions should not be made on the assumption that tax relief will be received into **your Ardan SIPP** by a certain date.

- 6.11 **Contributions** paid into **your Ardan SIPP** by an employer will require **due diligence** to be conducted on both the company and any shareholder of the company that owns 25% or more of shares.
- 6.12 **We** will require **due diligence** to be conducted on third party contributions into **your Ardan SIPP**.
- 6.13 These checks must be completed prior to any cash investment being made. **We** may from time to time require additional information to be provided as part of **our** on-going **due diligence** processes.

SECTION 7 TRANSFERS-IN

- 7.1 To transfer a pension from another provider, **we** require **your Ardan SIPP** to be open, or for **us** to be in receipt of the relevant SIPP opening account forms, plus a fully completed transfer-in form.
- 7.2 Pensions can be transferred in cash or **in-specie**. The **SIPP Operator** reserves the right to not accept **in-specie** pension transfers.
- 7.3 Where the transfer comes from a **Defined Benefit/Final Salary** scheme and the transfer amount is £30,000 or above, the transfer must be on a fully advised basis by a suitably qualified pensions specialist.
- 7.4 There is no minimum amount that must be transferred into **your Ardan SIPP**.

SECTION 8 INVESTMENTS

- 8.1 **You** may only invest in investments permissible by the **SIPP Operator** and **Ardan**. Although the **SIPP Operator** or **Ardan** may describe an investment as permissible, this should not be taken as a recommendation to its suitability.
- 8.2 The **SIPP Operator** may consider investments that are not currently deemed permissible, however full **due diligence** will be conducted prior to any **Ardan SIPP** making an investment.
- 8.3 The **SIPP** or **Ardan Operator** reserves the right to reject an investment or to no longer accept an investment that was once permissible.

SECTION 9 TAKING BENEFITS

- 9.1 **You** are entitled to take **benefits** from **your Ardan SIPP** as set out in the **regulations**. This is currently from **your** 55th birthday. **Ben fits** cannot be paid prior to this date, unless **you** are in **serious ill health**.
- 9.2 There is no requirement to take **benefits** by a certain date, or a minimum amount each year.
- 9.3 **We** will start paying **benefits** on receipt of the applicable forms and risk warnings, and when there is sufficient cash in the **SIPP bank account**. In the case of income payments, this must be ten working days prior to the payment date.
- 9.4 All **benefits** payments that are due to be taxed will be paid via an **HMRC** approved software package and are paid on set payment dates each month and cannot be paid outside of these dates. **We** are not responsible for the overpayment of tax on any income payment paid on a request that **we** have received. **We** are unable to speak with **HMRC** about **your** personal tax matters.
- 9.5 All **benefit** payments must be paid to a bank account in **your** name, or a joint account in **your** name. **We** cannot pay **benefits** to a business account or to an account not in **your** name. All bank accounts will need to be verified prior to the payment of **benefits**.

SECTION 10 CHARGES

- 10.1 The costs associated with operating and administering **your Ardan SIPP** are detailed in the **Key Features Document**. By signing the application form, **you** are agreeing to both the initial and on-going charges, as amended from time to time.
- 10.2 All fees shall be taken from any cash holdings held within **your SIPP bank account**. Should there be insufficient cash holdings, then the relevant sum shall be disinvested from **your** holdings in any **investment platform** where possible.
- 10.3 Fees are collected once they become due as outlined in the **Key Features Document** of **your Ardan SIPP**. Fees may be subject to VAT dependant on where the client is classed as being resident and may increase. Any amendment to fees shall be communicated to **you** 30 days prior to the date of change.
- 10.4 **Our** fees will be due for as long as **you** hold an **Ardan SIPP**, even if the investments held are **illiquid**.
- 10.5 **We** reserve the right to take legal action against **you** for the recovery of any unpaid fees. Should this be undertaken, **you** will also be liable for any additional expenses incurred by **us** for such action.

SECTION 11 PERSONAL DATA

11.1 **Your** personal data that **you** provide to **us** will be processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation ('GDPR') in force as of May 25, 2018. The personal data **we** collect may include details such as **your** name, postal address, email address, telephone number, date of birth, marital status, National Insurance number and personal bank details.

11.2 By making an application to open an **Ardan SIPP**, **you** must '**opt in**' to consent to the use by **us** of **your** personal data in accordance with these Terms. If your application to open an **Ardan SIPP** does not proceed, **we** may hold **your** application in **our** records for six years.

11.3 **We** may pass **your** personal data to:

11.3.1 those professional advisers **you** notify to **us** that **we** have permission to provide it to; and

11.3.2 third parties who assist **us** in processing **your** data in connection to the provision and administration of **your Ardan SIPP**, which may include **our** own professional advisers, other companies in the **Wilton Group** or companies who work under a contract with **us**. **We** will ensure that all of these other companies protect **your** personal data by applying the same standards of security as **us**; and

11.3.3 **HMRC** or any other authority as required by law.

11.4 If **you** tell **us** that you consent to **us** using **your** personal contact details in this way, **we** may send **you** information about financial products and services available from **us** and other companies within the **Wilton Group** that we think may be interesting to **you**. **We** may contact **you** by post, telephone, text or email. You must '**opt in**' to receive marketing information by checking the appropriate box on the application form. **We** will never pass **your** details to a third party other than those referenced in 11.3. You can '**opt out**' at any time by contacting **us**.

11.5 To receive a copy of the personal data **we** hold about **you**, please send a written request to:

The Information & Complaints Manager,
Hartley Pensions Limited,
5th & 6th floors,
25 Marsh Street,
BS1 4AQ.

A DSAR can also be made by email to:
adminDSAR@Hartleypensions.com

11.6 **We** have strict security procedures in place to protect **your Ardan SIPP** and **your** personal information and **you** will be required to verify **your** identity when contacting **us**.

SECTION 12 SIPP BANK ACCOUNT

12.1 **We** will open a **SIPP bank account** in the name of **your Ardan SIPP**. It is not possible to have access to view the **SIPP bank account** online, nor have direct access to make withdrawals from the account, i.e. a bank card or cheque book. The **SIPP Administrator** has ultimate control of the **SIPP bank account** and must authorise all payments from the account.

12.2 The **SIPP bank account** will be provided by Royal Bank of Scotland, however **we** reserve the right to change provider as **we** may reasonably decide. **We** will notify **you** in this instance.

12.3 **We** may make use of pooled accounts for certain processes, for example when collecting **contributions** via **direct debit**. Should there be a shortfall in the account any losses will be shared proportionally across all **Hartley SIPPs** that have funds held within these pooled accounts.

12.4 If interest is payable, it may be variable and the current rate of interest paid, will be confirmed in the FAQ section of **www.hartleypensions.com**.

12.5 If a payment is received into the **SIPP bank account** and **we** are unable to correctly ascertain its origin, or do not have the correct corresponding documents e.g. a correct **contributions form**, **we** reserve the right to return the payment to the payer.

SECTION 13 ANTI MONEY LAUNDERING

13.1 Prior to the opening of **your Ardan SIPP**, anti-money laundering checks will be carried out using an electronic verification system in order to increase efficiency and accuracy. Identity documents will be requested at application stage. These will be uploaded into the electronic verification system to confirm identity of the applicant.

13.2 **We** may require additional information such as certified copies of identification and confirmation of **your** address in order to verify **your** identity before being able to open **your Ardan SIPP**.

SECTION 14 DEATH

14.1 On **your** death, the assets held within **your Ardan SIPP** will be distributed in accordance with the **regulations**, **your** age on death and **your** wishes. **Your Ardan SIPP** will not normally be classed as being part of **your** estate.

14.2 If **you** do not complete an **expression of wishes** form **we** will ask **your personal representatives** for a certified copy of **your** will. If no will has been made then the laws of intestacy will normally apply. However, the **SIPP Trustee** retains ultimate discretion over the distribution of **your Ardan SIPP**.

14.3 It is the responsibility of **your personal representative** to notify the **SIPP Administrator** of **your** death and the intention of how the assets are to be distributed. The **regulations** dictate that all assets must be distributed within two years from the date we are notified of your death. If **your Ardan SIPP** still holds assets after this date, these may be liable to a tax charge. The **SIPP Operator** or **SIPP Administrator** will not be held liable for any tax charge, if they have taken all reasonable steps to distribute the assets.

14.4 **Our** annual administration charge will continue to be due until all assets have been distributed and the **Ardan SIPP** is closed.

14.5 Any **death benefits** may be subject to tax charges as set out in the **regulations**.

SECTION 15 CLOSING YOUR ARDAN SIPP

- 15.1 **Your Ardan SIPP** may be closed in the following circumstances:
- 15.1.1 **you** request to transfer to another **HMRC** approved pension provider;
 - 15.1.2 **you** request to take all **benefits** from the SIPP, as set out in the **regulations**; or
 - 15.1.3 the underlying investments fail and are written off by **us**.
- 15.2 **We** may use the **Origo options** service to facilitate a transfer out and in these cases there are no **Ardan SIPP** forms that **you** will need to complete. Where it is not possible to use the **Origo options** service, **you** will be required to complete a transfer out-form.
- 15.3 **We** reserve the right to not transfer all or part of **your Ardan SIPP** if **we** have concerns regarding **pension liberation**.
- 15.4 Should **your Ardan SIPP** receive any subsequent investment returns after a transfer out has been completed, **we** will attempt to transfer these to **your** new pension provider. Some providers do not accept transfer values under certain amounts. **We** therefore reserve the right to retain any investment returns that **we** have been unable to transfer to the new scheme.
- 15.5 **You** can close **your Ardan SIPP** at any time by sending us **your** instruction to close with confirmation of which of the options at clause 15.1 **you** wish to select.
- 15.6 Any transactions started before **we** receive instructions in accordance with clause 15.1 will be completed and **we** will deduct any fees, charges or other money **you** owe **us** and any tax liabilities arising in respect of the **SIPP bank account** before closing it.
- 15.7 Where allowable by regulations, **we** will allow **you** to partially transfer **your Ardan SIPP** to another provider.
- 15.8 **We** reserve the right to close **your Ardan SIPP** at any time upon giving **you** 30 days' notice in writing.

SECTION 16 CHANGES TO THESE TERMS

- 16.1 These Terms, including **our** fees and charges, may change from time to time. **We** shall notify **you** of any changes (which are not minor typographical or formatting changes) in a durable medium (by writing, email or post). Notice shall be given to **you** at least 30 days' prior to any such changes coming into effect, unless **we** are required to make changes sooner (for example for **regulatory** reasons).

SECTION 17 COMPLAINTS

- 17.1 Should you wish to make a complaint regarding our service, you can phone, email or write to us at:
- Phone: +44 (0) 117 316 9991
- Email: complaints@hartleypensions.com
- Complaints Manager
Hartley Pensions Limited
5th & 6th Floor
25 Marsh Street
Bristol
BS1 4AQ
- 17.2 If **you** are unsatisfied with **our** response, the Pensions Ombudsman may investigate and determine certain complaints or disputes referred to it in accordance with the Pension Scheme Act 1993 (usually complaints about how a scheme is run). **You** can contact the Pensions Ombudsman at:
- The Pensions Ombudsman
10 South Colonnade
Canary Wharf
E14 4PU
www.pensions-ombudsman.org.uk
- 17.3 The Financial Ombudsman can also investigate a wide range of complaints relating to pensions, usually relating to FCA regulations, for example, a complaint about the suitability of advice to start a certain pension arrangement. **You** can contact the Financial Ombudsman at:
- Financial Ombudsman Service
Exchange Tower
London
E14 9SR
www.financial-ombudsman.org.uk
- 17.4 The Pensions Ombudsman and the Financial Ombudsman have a memorandum of understanding between them which means that **your** complaint will be automatically transferred to the other organisation where appropriate.
- 17.5 **Our** full complaints procedure is available on request.

SECTION 18 COMPENSATION

- 18.1 The investments held within **your Ardan SIPP** may not be fully covered by the **FSCS** and **you** should make relevant enquiries prior to investing to ensure that **you** are comfortable with the risks of investing.
- 18.2 The **SIPP bank account** is covered by the **FSCS** UK deposit recovery scheme up to the relevant maximums. When **your** money is invested with certain investment providers, it may also be covered by the **FSCS**.
- 18.3 The current maximum compensation limit for deposit accounts is £85,000 and for certain investments the limit is £50,000, due to increase to £85,000 from April 2019. For more information about the **FSCS**, please visit: www.fscs.org.uk.

SECTION 19

THE RIGHT TO CHANGE YOUR MIND

- 19.1 **You** have a right to cancel **your Ardan SIPP** application by notifying **us** in writing within 30 days of **your** receipt of **our** welcome pack.
- 19.2 If **you** wish to proceed with the cancellation of **your Ardan SIPP**, any contributions that **you** have made or any transfer from other pension providers may not be returned in full. It will be at the discretion of the previous scheme if they are willing to accept a return of a transfer. The balance on **your SIPP bank account** will be repaid less any reasonable expenses incurred relating to administration work undertaken in the setup of the **Ardan SIPP** and any transfers into the **Ardan SIPP**. **You** will be liable for any price movement for transactions made at **your** request unless the transaction involves a product which itself carries a right of cancellation that applies.

SECTION 20

LIABILITY

- 20.1 **We** will exercise reasonable care and skill in the administration of **your Ardan SIPP**, but **we** will only be responsible for loss or damage that is a direct result of **our** fraud, wilful default or negligence.
- 20.2 **We** are not responsible or liable for any loss or damage **you** incur as a result of any event or circumstances not reasonably within **our** control including, but not limited to, the following:
- 20.2.1 a delay in the setting up of an **Ardan SIPP** if **we** do not receive all the information that is required or where information/documentation received is illegible;
- 20.2.2 advice on the initial and ongoing suitability and appropriateness of the product or the investments held within the **Ardan SIPP**;
- 20.2.3 delay by an existing pension administrator in transferring the funds or investments to **us**;
- 20.2.4 a fall in the value of **your Ardan SIPP**;
- 20.2.5 financial advice that **you** are given by a financial adviser or other third party;
- 20.2.6 delay in the paying of funds to **you** personally or transferring to a new pension provider due to insufficient cash being available in **your Ardan SIPP**.
- 20.2.7 if **your Ardan SIPP** fails to comply with the **regulations** due to a matter outside of **our** control;
- 20.2.8 investment decisions and monitoring the overall performance of **your** investments; or

20.2.9 failure, interruption or delay in the performance of **our** obligations resulting from:

- a) the breakdown, failure or malfunction of any telecommunications or computer services;
- b) industrial disputes;
- c) terrorist acts;
- d) acts of governmental or other similar authorities; or
- e) any other failure of third parties outside of **our** control to carry out their obligations.

SECTION 21

GENERAL

- 21.1 **We** may assign **our** rights and obligations under the Agreement to another organisation. **We** will always tell **you** in writing if this happens and **we** will ensure that the assignment will not affect **your** rights under the Agreement.
- 21.2 **You** may only assign **your** rights or **your** obligations under this Agreement to another person with **our** written consent. **We** may withhold **our** consent at **our** discretion.
- 21.3 The Agreement is between **you** and **us**. No other person or company, except for the **SIPP Operator**, shall have any rights to enforce any of the terms of the Agreement.
- 21.4 Each of the paragraphs of these Terms operates separately. If any part of these Terms is or becomes illegal, invalid or unenforceable, the remaining paragraphs of these Terms shall not be affected.
- 21.5 If **we** do not insist immediately that **you** do anything **you** are required to do under the Agreement, or if **we** delay in taking steps against **you** in respect of **you** breaking this Agreement that does not mean that **you** do not have to do those things nor prevent **us** taking steps against **you** at a later date. For example, if **you** miss a payment and **we** do not pursue this payment but **we** continue to provide the services, **we** can still require **you** to make the payment at a later date.
- 21.6 All payments to and from **your Ardan SIPP** shall be in pounds sterling.

SECTION 22

LAW

- 22.1 This Agreement is subject to the laws of England and Wales and is subject to the exclusive jurisdiction of the courts and tribunals of England and Wales.

SECTION 23

LANGUAGE

- 23.1 All communications will be in English.

SECTION 24 INTERPRETATION

- 24.1 A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.
- 24.2 Any phrase introduced by these Terms “including”, “include”, “in particular” or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 24.3 Words defined in the singular include the plural and vice versa.
- 24.4 A reference to writing or written includes email.

SECTION 25 GLOSSARY

Words in **bold** in these Terms have the meaning given in this glossary.

Ardan International is an Isle of Man based International Wealth Management Platform and is part of International Financial Group Limited. Ardan International is licensed by the Isle of Man Financial Services Authority.

Ardan SIPP is a self-invested personal pension where the investment is provided by Ardan International Limited incorporated and registered in the Isle of Man with company number 007984V whose registered office is at International House, Cooil Road, Douglas, Isle of Man, IM2 2SP and is regulated and authorised by the Isle of Man Financial Services Authority (“IFSA”).

advised means that you have appointed a financial adviser and you will receive regulatory protection in relation to your SIPP.

bare trust means a trust in which the beneficiary has a right to both income and capital and may call for both to be remitted into his or her own name.

benefits means payments made from **your Ardan SIPP** including lump sums and regular or one off pension payments.

Conduct of Business Sourcebook means the **FCA** handbook that sets out the day to day rules of conduct of the **SIPP Operator** and the **SIPP Administrator** as it carries out the administrative functions delegated to it by the **SIPP Operator**.

contribution means money that **you**, a third party or **your** employer pays into **your SIPP**.

crystallised means the remaining funds in **your Ardan SIPP** after **you** have started to take benefits from it.

death benefit means the amount payable from **your Ardan SIPP** on **your** death.

defined benefit/final salary is an occupational type of pension scheme where the **benefits** accumulated at retirement are based as a proportion of salary.

designated bank account means a UK bank account that **you** have instructed **us** to take contributions from and/or make transfers to. **direct debit** is an arrangement with **your** bank allowing us to collect regular payments from **your** bank account.

due diligence means an investigation as to the source of a proposed investment or an investigation into the source of funding for a contribution.

expression of wish means **your** indication to the **SIPP Trustee** as to **who you wish** to receive the **death benefits** of **your Ardan SIPP** on **your** death.

FCA means the Financial Conduct Authority.

FSCS means the Financial Services Compensation Scheme.

guarantees in terms of pensions will normally mean a fixed income guaranteed for life or a guaranteed annuity rate. The **Ardan SIPP** does not offer guarantees in this regard.

HMRC means Her Majesty’s Revenue and Customs.

illiquid means an asset that is not easily converted into cash.

in-specie means the transfer of property, shares or other assets to a pension scheme instead of selling those assets and transferring the cash.

investment platform means a shop-like website where investments and trades are made e.g. a brokerage house. **You** or **your** financial adviser may choose to use such a platform and will be asked by the provider to fill out an application form which will then be sent to Hartley to approve the platform and counter-sign the form. The only permissible **investment platform** in the **Ardan SIPP** is investments offered by **Ardan**.

Key Features Document means the key features document provided to **you** in connection to **your Ardan SIPP**.

money purchase arrangement means a pension scheme that provides **benefits** on retirement based on the amount of money that has been paid into the scheme, how long the money has been invested, the level of charges and the investment returns over this period.

Origo options is an electronic platform which enables pension providers across the industry to carry out pension transfers.

pension liberation is a form of fraud. Examples of which can be where **you** receive an inducement to make an investment, receive pension benefits before the age of 55 or transfer **your** pension to an unregulated scheme. Pension liberation can result in unauthorised payment charges being imposed. Further information is provided by The Pension Advisory Service on how to avoid these types of scams www.pensionsadvisoryservice.org.uk/about-pensions/retirement-choices/pension-liberation-plans

pension provider means the operator, provider or administrator of a UK registered pension scheme.

personal representative means the person with legal authority under **your** will or under applicable laws in the absence of a will, to finalise and administer **your** affairs on **your** death.

professional client, as defined by the **FCA**, is a client who possess the experience, knowledge and expertise in making certain investment decisions and understands the risks involved of being classified as a professional client.

regulations means those statutes, statutory instruments, rules and regulations in the UK that apply to the operation of **your** SIPP from time to time.

retail client, as defined by the **FCA**, is a client who is not a **professional client**.

scheme means **The Ardan SIPP** which is established under one master trust deed and set of rules (copies of which are available on request), and is registered in accordance with the Finance Act 2004 under **The Ardan SIPP**.

Scheme Sanction Charge means a tax charge levied on the **SIPP operator** of a registered pension scheme that makes **unauthorised payments** or other scheme chargeable payments such as receiving income from taxable property.

Serious ill health, as defined by the Finance Act 2004, means that a registered medical practitioner has confirmed that **you** are expected to live for less than one year.

SIPP means a Self Invested Personal Pension.

SIPP Administrator means Hartley Pensions Limited, a company registered in the UK under company number 09469576 whose registered address is 26 Grosvenor Street, London, W1K 4QW.

SIPP bank account means the bank account set up for **you** in accordance with Section 12 of these Terms.

SIPP Operator means the operator and provider of the **Ardan SIPP**, Hartley Pensions Limited, a company registered in the UK under company number 09469576 whose registered address is 26 Grosvenor Street, London, W1K 4QW and which is authorised and regulated by the **FCA** under reference number 735936.

SIPP Trustee means the professional trustee, Hartley Pensions Trustees Limited, a company registered in the UK under company number 09962237 whose registered address is 26 Grosvenor Street, London, W1K 4QW, appointed by the SIPP Operator as the trustee of the **Ardan SIPP**.

soft footprint means the trace left on **your** credit report following a soft credit check. A soft credit check gives a snap shot of **your** credit report. **You** can see a soft credit check on **your** credit report but it is not visible to lenders or other third parties who may carry out subsequent credit checks on **you**.

statutory money purchase illustration means an annual illustration of the **contributions** made to **your SIPP** and the potential **benefits** due to **you** under **your Ardan SIPP**.

transfer in means a transfer of **benefits** into the **Ardan SIPP** from another **pension provider**.

unauthorised payment means a payment made from a registered pension scheme that is not permitted by rules contained in the Finance Act 2004. Unauthorised payments are subject to high tax charges by **HMRC** which **you** cannot reclaim.

uncrystallised funds means the funds held in **your Ardan SIPP** before **you** have taken any benefits from it.

us/we/our means the **SIPP Operator** (or the **SIPP Administrator** acting under **our** authority) and the **SIPP Trustee**.

Wilton Group means Wilton UK (Group) Limited, a company registered in the UK under company 04179664 whose registered address is 26 Grosvenor Street, London, W1K 4QW and its

subsidiaries such as Hartley Pension Limited and Hartley SAS Limited.

you/your means the person who has applied to open an **Ardan SIPP**.

December, 2020