14P7

GROUP STAKEHOLDER PENSION PLAN

Member application form

Thank you for applying for your Retirement Solutions Group Stakeholder Pension Plan. You'll need to complete this application form to apply for your plan which will form part of your employer's group pension plan with Royal London.

1 Important information

Please read this section carefully before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- Your Retirement Solutions Group Stakeholder Pension Plan will be written under the provisions of the Pension Schemes Act 1993, Part 4 of the Finance Act 2004 (as amended) and Part 1 of the Welfare Reform and Pensions Act 1999.
- Please note that throughout this form we'll use the term "employer", which includes any other sponsor of the group pension plan with Royal London.
- If we receive a contribution before we are satisfied that we have all the information we need to apply it, we will not invest the contribution for the first 30 days. If after 30 days we have not received all the information we need to apply it, we will invest your contribution as detailed in the **Group Stakeholder Pension Plan booklet**.
- If you're transferring an existing pension into your plan, one of the questions that you'll need to answer within this form refers to an 'insistent client'. This term is used when a client receives a recommendation from their adviser advising them not to proceed, yet they insist on going against this recommendation and continuing with the transfer.
- If any of your personal circumstances change once you've completed this form and before your plan starts, you must tell us.
- You should keep a copy of this application form and any additional forms you send to us. When you take out your plan, you'll receive a copy of the Plan booklet detailing the terms and conditions of your plan. If you would like to see a copy of the Plan booklet now, you can request a copy from us at any time.

2 Plan details

Please complete this section with the name of your employer's group pension plan.

Name of your employer's group pension plan

Retirement Solutions

3 Your details

Please complete this section with your personal details.

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify) ☐

Forename(s)

Surname

Date of birth D D M M Y Y Y Y

Sex Male ☐ Female ☐

Marital status Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐

Civil partnership ☐ Civil partnership dissolved ☐ Surviving civil partner ☐

Employment status Employed ☐ Self-employed ☐ Other ☐

National Insurance number

Pensionable salary £

Chosen retirement age

Address

Postcode

If you're under 18 years of age (16 in Scotland), please enter the name and address of your legal guardian.

Name

Address

Postcode

4 Contributions

Please complete this section with the contribution details for your plan.

Part A: Your other pension plans

If you're over 55 and have taken benefits from another pension plan you need to tell us as this may trigger the money purchase annual allowance (MPAA).

Have you previously triggered the money purchase annual allowance (MPAA)? **Yes** ☐ **No** ☐

If 'Yes', when was this triggered? D D M M Y Y Y Y

You can find out more information about the MPAA within the **key features document for your employer's group stakeholder pension plan.**

Part B: Regular contributions

Have you set up a salary exchange agreement with your employer to make contributions into your plan? Yes ☐ No ☐

When would you like your first contribution to be made? M M Y Y Y Y

4 Contributions continued

If regular contributions are to be made to your plan, how much do you and/or your employer wish to pay?

Your contribution	%	of pensionable salary **or**	£	per month (gross)*
Your employer's	%	of pensionable salary **or**	£	per month (gross)

* The amount your employer/group pension plan sponsor will deduct from your bank account will be the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you're an intermediate rate (Scottish taxpayers only), higher rate or additional rate taxpayer, you could be entitled to claim more tax relief through a self-assessment tax return or by contacting your local tax office.All contributions made by employers must be made gross of tax.

Part C: Single contributions

If a single contribution is to be made to your plan, how much do you and/or your employer wish to pay?

Your contribution £ (gross) **Your employer's contribution** £ (gross)

Single contributions can only be paid by cheque which must be made payable to "Royal London". If you're paying a single contribution to your plan, please ensure that you write your name and date of birth clearly on the back of the cheque. The amount that you complete on your cheque should be for the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you're a higher rate taxpayer, you'll need to claim your additional tax relief through your tax return. Any single contribution made by employers must be made gross of tax.

Part D: Transfer payment

We can only accept transfer payments from a Registered Pension Scheme.

Please provide details of the scheme which the transfer payment is coming from. You'll find these details on the provider's plan documentation.

If a transfer payment is to be made to your plan, what is the transfer amount? £

Name of the current provider

Scheme name

Scheme number **Your scheme reference**

Does this represent the full value of your benefits in the transferring scheme? Yes ☐ No ☐

Is your transfer payment coming from a Defined Benefits scheme (sometimes known as a Final Salary scheme)? Yes ☐ No ☐

Have you asked your financial adviser to arrange this transfer against their recommendation? (This is sometimes known as an 'insistent client' and there's more information about this in section 1.) Yes ☐ No ☐

Are you transferring your benefits as part of a Block Transfer?
If Yes, you'll also need to complete a **Block transfer form**. Yes ☐ No ☐

Is your transfer payment as a result of a Pension Sharing Order? Yes ☐ No ☐

If 'Yes', is your transfer payment from any crystallised benefits?
If 'Yes' we cannot accept these benefits. If 'No' please enclose the original or a certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes ☐ No ☐

Is your transfer payment subject to an Earmarking Order?
If 'Yes', please enclose the original or a certified copy of the court order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes ☐ No ☐

If you're applying more than one transfer payment to your plan, please tick this box. You'll also need to photocopy this page and complete it with the details of any additional transfer payments you wish to make. You'll need to sign and date the additional page and attach it to this application form. ☐

Please note that if your transfer payment has come from a company pension scheme or a statutory pension scheme, we will only accept the transfer if it has been equalised in terms of Article 141 of the Treaty of Rome.

5 Investment choice

Please complete this section with your investment choice.

It's important to choose an investment option that's appropriate for your stakeholder pension plan. You can find full details about all of your investment options in the **Pension investment options guide** and at **yourplan.royallondon.com/retirement**.

We will automatically invest your contributions in the default investment choice for your employer's group pension plan unless you tell us otherwise. If there is no default investment choice we will invest your contributions in the Royal London default investment which is applicable from time to time.

Our Investment Advisory Committee will regularly review our lifestyle strategies, including our Governed Portfolios, and to ensure the aim of your selected strategy is maintained throughout the lifetime of your plan, we may adjust the asset allocation within your plan.

If you would like to choose your own investment options, please choose one investment option only and use the full fund names where necessary.

Part A: Target Lifestyle Strategies

If you would like to invest in **one** of our Target Lifestyle Strategies, you'll need to tick **one** box within each of the sections below.

Please tick to confirm what you would like to target

- Target cash ☐
- Target annuity ☐
- Target drawdown ☐

Please tick to confirm your risk profile.

- Balanced ☐
- Cautious ☐
- Moderately Cautious ☐
- Moderately Adventurous ☐
- Adventurous ☐

Please tick to confirm which lifestyle strategy* you would like to invest in

- Lifestyle Strategy ☐
- Tracker lifestyle strategy ☐
- Active lifestyle strategy ☐

* Please note that your targeted investment choice, your risk profile and your lifestyle strategy will affect how the name of the lifestyle strategy will appear on our online service.

For example, if you choose to target drawdown, you have a balanced risk profile and you're investing in a Tracker lifestyle strategy, this will appear on our online service as "Balanced Tracker Lifestyle Strategy (Drawdown)."

If you choose to target an annuity, you'll see "Annuity" within the name of your lifestyle strategy and if you choose "Cash", this will appear with just the strategy name.

5 Investment choice continued

Part B: Flexible Lifestyle Strategy

A Flexible Lifestyle Strategy allows you to create your own lifestyle strategy using our Governed Portfolios and target cash, an annuity or drawdown. Please select which option you would like to target:

Target cash ☐

Target annuity ☐

Target drawdown ☐

Please choose the Governed Portfolio and the equity funds for terms 5, 10 and 15 years to retirement and we will gradually switch your investment between these portfolios as you approach retirement. Please tick one Governed Portfolio for each term to retirement. If you have:

- more than 10 years to retirement you should tick one portfolio in each of the 15 years, 10 years and 5 years sections
- between 5 and 10 years to retirement you only need to tick one portfolio in each of the 10 years and 5 years sections
- 5 years or less to retirement you only need to tick one portfolio in the 5 years section.

Please tick **one** Governed Portfolio for each term to retirement.

Term to retirement	Portfolio name	Please tick
15 years to retirement	**Governed Portfolio 1** Cautious	
	Governed Portfolio 4 Moderately Cautious/Balanced	
	Governed Portfolio 7 Moderately Adventurous/Adventurous	
10 years to retirement	**Governed Portfolio 2** Cautious	
	Governed Portfolio 5 Moderately Cautious/Balanced/Moderately Adventurous	
	Governed Portfolio 8 Adventurous	
5 years to retirement	**Governed Portfolio 3** Cautious/Moderately Cautious	
	Governed Portfolio 6 Balanced/Moderately Adventurous	
	Governed Portfolio 9 Adventurous	

If you're targeting cash or an annuity, and you would prefer to remain in your chosen five year portfolio until your chosen retirement age, then please tick this box. ☐

If you're targeting drawdown, you'll need to tell us where you want your plan to invest until your chosen retirement age. You can choose to:

Remain in your chosen 5 year portfolio ☐

Or invest in:

Governed Retirement Income Portfolio 1 ☐

Governed Retirement Income Portfolio 2 ☐

Governed Retirement Income Portfolio 3 ☐

Governed Retirement Income Portfolio 4 ☐

Governed Retirement Income Portfolio 5 ☐

The default equity fund we use in each Governed Portfolio is the RLP Global Managed fund. If you would like to select alternative equity funds, then please tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form. ☐

5 Investment choice continued

Part C: Governed Portfolios

Please choose which Governed Portfolio you would like your plan to invest in. Please tick **one** box only.

Portfolio name	Risk attitude	Investment period	Please tick one
Governed Portfolio 1	Cautious	Long (12.5 years +)	
Governed Portfolio 2	Cautious	Medium (7.5-12.5 years)	
Governed Portfolio 3	Cautious/Moderately Cautious	Short (<7.5 years)	
Governed Portfolio 4	Moderately Cautious/ Balanced	Long (12.5 years +)	
Governed Portfolio 5	Moderately Cautious/ Balanced/ Moderately Adventurous	Medium (7.5-12.5 years)	
Governed Portfolio 6	Balanced/Moderately Adventurous	Short (<7.5 years)	
Governed Portfolio 7	Moderately Adventurous/ Adventurous	Long (12.5 years +)	
Governed Portfolio 8	Adventurous	Medium (7.5-12.5 years)	
Governed Portfolio 9	Adventurous	Short (<7.5 years)	

The default equity fund we use in each Governed Portfolio is the RLP Global Managed Pension fund. If you would like to choose a different equity fund or funds, please tick this box and complete the Governed Portfolios table in section 10. ☐

Part D: Fund range

Please choose which individual funds you would like your plan to invest in and whether the funds are to rebalance on a regular basis.

If you would like your funds to rebalance, please tick **one** box below to tell us the rebalancing frequency and complete the 'Fund name' and the 'Rebalancing' columns in the table. If you select rebalancing, the investment split must be the same across all contributions (i.e. regular contributions (RC), single contributions (SC) and transfer payments (TV)).

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

If you do not want your funds to rebalance, you should leave the 'Rebalancing' column blank. Please make sure the figures in the table add up to 100%.

Fund name	Rebalancing (all contributions) %	RC %	SC %	TV %
Total	100%	100%	100%	100%

If you would like your plan to invest in more than 10 funds, please tick this box and complete the Fund range table in section 10. ☐

Part E: Other

There may be other investment options available to you. Please tell us the name of the investment option you would like your plan to invest in.

Your employer of your financial adviser will be able to give you more information on any additional investment options available.

6 Payment of benefits on death

Please complete this section to tell us how the value of your plan should be paid out on your death.

If you die before taking all the benefits under your plan, the value of your plan will be paid out in accordance with the rules of The Royal London Stakeholder Pension Scheme (No2). The ways in which your beneficiaries can choose to receive these benefits will be explained to them at that time.

Please read the options below and then complete the table within either Option 1 or Option 2.

Option 1 – At the discretion of the scheme administrator

I would like you to use your discretion when distributing the benefits within my plan and consider paying the value of my plan to the person or persons named within the table below. If I would like my pension benefits to be paid to a separate trust, I'll provide you with the details of the trust and the trustees that I would like you to consider paying the value of my plan to.

I understand that although you'll take account of my wishes, you are not bound to follow them. I also understand that if I choose this option, I can change who I've nominated by writing to you, but I **cannot** change my mind and choose option 2 at a later date.

We only use this information to pay your benefits in the event of your death. Please make sure your beneficiaries are aware of how we use their information.

Full name/Name of organisation	Connection to me	Proportion (%)
Total		100%

Please note if you choose this option, any payments we make will normally be paid free of inheritance tax.

Option 2 – At my direction

I would like to direct who you should distribute the benefits within my plan to and I would like you to pay the value of my plan to the person or persons named within the table below.

I understand that if I choose this option, I can change who I've directed you to pay the benefits to by writing to you and I **can** also change my mind and choose option 1 at at later date.

We only use this information to pay your benefits in the event of your death. Please make sure your beneficiaries are aware of how we use their information.

Full name/Name of organisation	Connection to me	Proportion (%)
Total		100%

Please note if you choose Option 2, any payments we make may be subject to inheritance tax so you may wish to discuss this with a financial adviser first.

If you would like to name more than four persons under either of the above options please tick this box ☐ and provide the additional details on a separate piece of paper. Please ensure you write your name and plan number on the additional sheet and attach it to this form.

7 Financial adviser's details

Your financial adviser should complete this section.

Name of adviser's firm	
Adviser's name	
FCA reference number	
Royal London agency number*	

*This is the agency number the plan will be keyed under

Please confirm what type of advice you are providing to your client

Independent	☐	Restricted – Single-tied	☐
Restricted – Whole of market	☐	Simplified	☐
Restricted – Multi-tied	☐	Non-advised	☐

8 Privacy notice

Please read this section carefully.

In this notice we've included a summary of how we use your information. Our full privacy notice contains more detail on what we do with it, how long we keep it for, our lawful basis and your rights under data protection laws.

We use your information, which may be provided by you, through your adviser or from your employer, to set up and service your plan and meet our legal obligations, such as:

- setting up and administering your plan
- completing any requests or managing any queries or claims you make
- verifying your identity and preventing fraud. This is usually where we have a legal obligation
- fulfilling any other legal or regulatory obligations
- sending you membership information and managing your membership rights.

We also use your information for other activities. Where we do this we need to have a legitimate interest. Activities are assessed and your rights and freedoms are taken into account to ensure that nothing we do is too intrusive or beyond your reasonable expectations. We use legitimate interests for:

- Researching our customers' opinions and exploring new ways to meet their needs – This helps us understand if customers have suitable products and improves the customer experience
- Assessing and developing our products, systems, prices and brand – We combine your information with others' to check our products and prices are fair.
- Monitoring the use of our websites – See our cookie policy online.

If we lose touch we'll use a trusted third party to find you and reunite you with your plan, if we can. We may also monitor and record phone calls for training and quality purposes.

Who sees and uses my personal information?

Certain employees of Royal London are given access to your personal information. We also share your information with other companies. We only use trusted third parties, such as:

- your employer, for example they'll receive reports to help them help you;
- service providers, for example mailing houses for printing;
- ID authentication and fraud prevention agencies;
- your authorised financial adviser(s), auditors and legal advisers;
- legal/regulatory bodies, such as HM Revenue & Customs;
- external market research agencies, data brokers, for example Experian; and
- reassurers and medical agencies, if you need to claim under an ill health or similar benefit.

We make sure the use of your information is protected and we'll never sell your information.

8 Privacy notice continued

Overseas transfers

Depending on the plan you have, some of your personal information might be processed outside of the European Economic Area (EEA). For more information see the full privacy notice on our website.

What are my rights?

Access – You have the right to find out what personal information we hold about you.

Rectification – If your details are incorrect or incomplete, you can ask us to correct them for you.

Erasure – You can ask us to delete your personal information in some circumstances.

Object – If you have concerns about how we're using your information you have the right to object in some circumstances, including where we're using 'legitimate interests' (as mentioned above).

Direct marketing – You have a right to object to direct marketing, which we'll always act upon.

Restriction – You have the right to restrict the use of your information in some circumstances.

Data portability – In some circumstances, you can ask us to send an electronic copy of your information.

If you wish to exercise any of these rights please contact us in writing.

How can I find out more?

You'll find the full notice at **royallondon.com/privacynotice**. Or you can call **0800 0858352** for a recorded version or if you want this in another format.

How to contact our Data Protection Officer

You can contact our Data Protection Officer by emailing **GDPR@royallondon.com** or by writing to **Royal London, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF**.

9 Declaration

Please read the declaration and then sign and date this form. If there is anything you do not understand you should speak to your financial adviser or Royal London.

I confirm that:

- this is my application for a Retirement Solutions Group Stakeholder Pension Plan which will be administered by Royal London. I understand that this will form part of my employer's/group pension plan sponsor's group pension plan, detailed in section 2 of this form, which I am eligible to join;
- if I have taken benefits from any pension arrangement, with the current or any other pension provider, in a way which means I am subject to the money purchase annual allowance (MPAA), I have supplied the date the MPAA first applied to me in section 4.

I authorise my employer/group pension plan sponsor to;

- deduct contributions from my salary, as agreed by me, and to pay them to Royal London.

I authorise Royal London to;

- accept any reasonable instructions regarding my plan, from any of the following parties as if the instructions were given by me directly:
  - my employer/group pension plan sponsor
  - any financial adviser appointed by my employer/group pension plan sponsor
  - any financial adviser appointed by me
  - and I understand that Royal London cannot be held responsible for any consequences of reasonably relying on such instructions;
- disclose information concerning my plan to any of the above parties. I understand that if I have appointed my own financial adviser and I decide that I don't want my employer/group pension plan sponsor or its financial adviser to have access to information other than that which is necessary to administer my plan, I can inform Royal London of this by writing in the way described in the 'Privacy notice' section.

I understand that:

- by applying for my plan, I am applying for membership of The Royal London Stakeholder Pension Scheme (No2) which is managed and administered by Royal London and I agree to be bound by the rules of that scheme;
- if at any point I trigger the money purchase annual allowance under any other pension plan, then it's my responsibility to inform Royal London of this within 91 days of the trigger;
- my plan documents may be sent to my financial adviser, or to any financial adviser appointed by my employer/group pension plan sponsor to be passed on to me. If I don't receive my plan documentation or if I have any questions regarding my plan or my plan documentation, I should speak to my financial adviser or Royal London;
- the total contributions I make to all of my pension plans, will not be greater than 100% of my relevant UK earnings for the relevant tax year or £3,600 if greater. Where I am making regular or single contributions I confirm I am under the age of 75 and that either I am, or have been, resident in the UK in the current tax year, or I have relevant UK earnings, or I am a crown servant or a husband, wife or civil partner of a crown servant. As a result I am eligible for tax relief on my contributions. If I cease to be such a person I will notify Royal London immediately;
- if I wish to make a transfer payment, the payment must come from a Registered Pension Scheme and I have provided all of the details about this transfer payment within this application form. Any transfer payment I make will be subject to the rules of The Royal London Stakeholder Pension Scheme (No2) and by making this transfer payment I declare the following:
- Royal London will only accept a transfer from an occupational pension scheme or statutory pension scheme where:
  - the benefits have been equalised under Article 141 of the Treaty of Rome so the benefits for both men and women will be treated the same, and
  - where the transfer value from my previous pension plan is at least equal to the value of any guaranteed minimum pension (GMP) that applied to my previous plan (if applicable), I also understand that Royal London are not liable for any shortfall if the amount my previous pension provider transfers does not meet these criteria.
- Royal London will not accept a defined benefit transfer unless advice has been provided by a financial adviser that has the appropriate pension transfer advice permissions.

My declarations to the administrator of the scheme(s) where my transfer payment is coming from:

- I authorise and instruct you to transfer funds from the plan(s) as listed in section 4 directly to Royal London. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probably result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.
- I authorise you to release all necessary information to Royal London to enable the transfer of funds to Royal London.
- I authorise you to obtain from and release to the financial adviser named in this application form any additional information that may be required to enable the transfer of funds.

9 Declaration continued

- If an employer is paying contributions to any of the plans as listed in section 4, I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
- Until this application is accepted and complete, Royal London's responsibility is limited to the return of the total payment(s) to the administrator of the transferring scheme(s).
- Where the payment(s) made to Royal London represent(s) all of the funds under the plan(s) listed in section 4, then payment made as requested will mean that I shall no longer be entitled to receive pension benefits or other benefits from the plan(s) listed.
- Where the payment(s) made to Royal London represent(s) part of the funds under the plan(s) listed in section 4, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

My declaration to Royal London and the administrator of the scheme(s) that my transfer payment is coming from:

- I promise to accept responsibility in respect of any claims, losses and expenses that Royal London and the administrator of the transferring scheme(s) may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

I confirm that the information I have provided in this application form is true to the best of my knowledge and belief. I also confirm that I have read the declaration and every answer, including those answers not filled in by me, is correct.

If you're under 18 (16 in Scotland), your legal guardian must sign the declaration below.

Signature ____________________ **Date** D D / M M / Y Y Y Y

It is a serious offence to make false statement in order to obtain tax relief on contributions. The penalties are severe and could lead to prosecution.

10 Additional investment details

Please complete this section with your additional investment details.

If you have ticked a box within Part B, C or D within the investment choice section, please complete your additional details in the appropriate table.

Flexible Lifestyle Strategy

You should complete this table if you would like to choose a different equity fund or funds for each of your three Governed Portfolios within your Flexible Lifestyle Strategy. Please confirm which equity fund or funds you would like to include and the percentage to be invested.

Fund name	Percentage (%)
Total	**100%**

Governed Portfolio

You should complete this table if you would like to choose a different equity funds or funds within your chosen Governed Portfolio. Please confirm which equity funds you would like to include and the percentage to be invested.

Fund name	Percentage (%)
Total	**100%**

10 Additional investment details continued

Fund range

You should complete this table if you would like to invest in more than 10 funds. Please confirm the name of the additional funds and the percentage to be invested for each contribution type. Please remember that you'll need to choose investment funds which are appropriate for your plan.

Fund name	Rebalancing (all contributions) %	RC %	SC %	TV %
Total	100%	100%	100%	100%

Royal London
1 Thistle Street, Edinburgh EH2 1DG
royallondon.com

All literature about products that carry the Royal London brand is available in large print format on request to the Marketing Department at Royal London, 1 Thistle Street, Edinburgh EH2 1DG.
All of our printed products are produced on stock which is from FSC® certified forests.

June 2018 14P7/23