

Cofunds Pension Account Client Declaration Form

The Cofunds Pension Account is provided by Suffolk Life

Please complete this declaration form using black ink in BLOCK CAPITALS and return along with a printed copy of the online application and any supporting information to: Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY

This form is not to be used if you are intending to take benefits through flexible drawdown immediately after your plan is established. If this applies your adviser will ask you to sign the application form after it has been fully completed.

1 Adviser details (For adviser use only)

Cofunds Adviser Authorisation Code	<input type="text"/>	Adviser Client/Deal Ref.	Marketing Code
Application ref	(To be completed after online submission, e.g. APP12345)		

2 Client details

Client Name			
Address	Date of Birth		
Postcode		Country of residence	
		Nationality	

Before completing the declaration, for your own benefit and protection, you should read carefully the following:

- This declaration;
- Key Features of the Cofunds Pension Account, including a personal illustration; and
- Cofunds Pension Account Terms and Conditions

These documents together form the agreement upon which Suffolk Life intend to rely. If you do not understand any point then please ask your adviser for further information.

You should also read carefully the following:

- Your guide to investing with Cofunds;
- Terms and Conditions of the Cofunds Platform; and
- Fund Key Features

These documents together form the agreement upon which Cofunds intends to rely. By signing this form you consent to enter into an agreement with Suffolk Life. If you do not understand any point then please ask your adviser for further information.

3 Personal Bank Account to receive the lump sum and income payments

Please only complete this section if you will be immediately taking benefits through capped drawdown.

Please indicate below (completing one box only) into which bank account you require benefits to be paid through capped drawdown.

Option 1 – Cofunds Cash Account

Tick this box if you would like your benefit to be paid into your Cofunds Cash Account.

Option 2 – BACS or CHAPS Transfer to your nominated bank account

Tick this box if you would like your benefit paid to your nominated bank account outside of the Cofunds platform. Please enter the details below:

Bank or building society	Account Number	<input type="text"/>
Address	Sort Code	<input type="text"/>
	Roll Number	<input type="text"/>
Postcode		
Name(s) of account holders(s)		

We are only able to make payments to a personal account in your own name, including joint accounts and your Cofunds Cash Account. In addition, payments may only be made to a UK bank account or to an account that can accept BACS or CHAPS payments. Please speak to your bank if you have any questions as to whether your account is suitable.

Please select how you would like your lump sum payments to be made:

BACS (Please allow 4 business days) CHAPS (Normally same day transfer. A fee is charged for this option.)

Income payments will always be paid by BACS.

4 Data protection statement

Suffolk Life take your privacy very seriously. Suffolk Life uses the personal information collected via your application and any other information that you give them to:

- Provide you with their products and services and dealing with your enquiries and requests;
- Administer your pension including the payment of benefits;
- Carry out market research, statistical analysis and customer profiling; and
- Send you information (by post, telephone or email) about their products and services

By signing this form, you agree to receive the information as described above, unless you tell Suffolk Life otherwise by ticking this box

Suffolk Life may need to transfer your information to countries outside the European Economic Area (EEA) in order to provide their services to you. Suffolk Life will disclose your information to other companies within the Suffolk Life group of companies and also to the Cofunds group of companies, regulatory bodies, law enforcement agencies, the current and future owners of their business and suppliers Suffolk Life engage to process data on their behalf.

Cofunds Limited will use your information for the administration and servicing of your investments and all other related activities. Cofunds may disclose your information to their agents and service providers for these purposes. Cofunds may also disclose your information to organisations for companies with legal and regulatory requirements.

With the exception of the above provisions, Cofunds will not pass on your details to any other third party without your permission, but Cofunds will disclose information concerning your investment to your nominated adviser.

Cofunds may transfer your information to countries outside the EEA for the servicing of your investments. In such cases, contracts will be put in place to ensure that the service providers protect your information in accordance with the requirements of the Data Protection Act.

5 Declaration

- I request that the benefits described in or arising from this application be provided for me under the Cofunds Pension Account as part of the Suffolk Life Appropriate SIPP Scheme and in consideration of its acceptance I undertake to be bound by the rules of the scheme in force from time to time. A copy of the scheme rules is available on request.
- I declare that to the best of my knowledge and belief, once my application is made, the statements made in it (whether in my handwriting or not) are correct and complete.
- I am aged over 18 years 0 days at the point I apply for the Cofunds Pension Account.
- I confirm that I have received and agree to be legally bound by the Key Features of the Cofunds Pension Account, Cofunds Pension Account Terms and Conditions and a personal illustration.
- I confirm that I have received and agree to be legally bound by Your guide to investing with Cofunds, the Terms and Conditions of the Cofunds platform and Fund Key Features.
- I accept that Cofunds or Suffolk Life will correspond with the adviser who submits my application unless I give written notice to change that adviser.
- I confirm that I will contact Cofunds to amend my application if needed.

Declaration to the administrator of the transferring scheme(s)

- I authorise and instruct you to transfer funds from the plan(s) as listed in the Transfers in section of my application directly to Suffolk Life. 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 to accept responsibility for any claims, losses and expenses of any nature which you may incur as a result of having made the transfer(s) listed in the Transfers in section of my application.
- I authorise you to release all necessary information to Suffolk Life to enable the transfer of funds to Suffolk Life.
- I authorise you to obtain from and release to the financial adviser named in this investor declaration form any additional information that may be required to enable the transfer of funds.
- If an employer is paying contributions to any of the plans as listed in the Transfers in section of my application, I authorise you release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
- Until my application is accepted and complete, Suffolk Life'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 Suffolk Life represent(s) all of the funds under the plan(s) listed in the Transfers in section of my application, then payment made as requested will discharge the administrator of the transferring scheme of all claims and responsibilities in respect of the plan(s) listed.
- Where the payment(s) made to Suffolk Life represent(s) part of the funds under the plan(s) listed in the Transfers in section of my application, then the administrator of the transferring scheme will be discharged of all claims and responsibilities only in respect of the part of the plan(s) represented by the payment(s).

Declaration to Suffolk Life and the administrator of the transferring scheme(s)

- I promise to accept responsibility in respect of any claims, losses and expenses that Suffolk Life and the administrator of the transferring scheme may incur as a result of any incorrect information provided by me in my application or of any failure on my part to comply with any aspect of my application.
- I confirm that, where I am transferring Protected Rights, I wish to transfer these from the administrator of the transferring scheme to Suffolk Life.
- I confirm that I am not a citizen of the United States of America.
- I authorise Suffolk Life and Cofunds to accept investment and all other instructions in relation to my pension from my adviser.
- I confirm that my total gross contributions to all registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of £3,600 or 100% of my relevant UK earnings.
- I confirm that I am a UK resident.
- I have read the data protection statement above.
- I understand that this declaration, once complete, will be submitted to Cofunds together with the application form completed by my adviser, documents which will together constitute my application to Suffolk Life Pensions Limited as administrator of the Cofunds Pension Account.
- I understand that the contract between myself and Suffolk Life Pensions Limited will be effective once Suffolk Life Pensions Limited have established my Cofunds Pension Account plan and have issued a Confirmation Schedule to me.

- I have supplied the information necessary to submit my application for a Cofunds Pension Account through my appointed financial adviser. I understand that:
 - Suffolk Life will send a Confirmation Schedule containing this information and send it to me in order for me to check its accuracy;
 - I have a period of 30 days from the date I receive the Confirmation Schedule to advise Cofunds of any errors or omissions. Once the 30 day period has passed, the Confirmation Schedule will be deemed accurate;
 - I will notify Cofunds if I do not receive the Confirmation Schedule once my Cofunds Pension Account has been established. This will be received shortly after I receive the cancellation notice;
 - I can at any time request confirmation of the details held by Suffolk Life or Cofunds in relation to my pension.
- I consent to information regarding my Cofunds Pension Account (including my personal data) being disclosed to my adviser orally, in writing (including by email) or via the Cofunds secure portal.
- I undertake to inform Suffolk Life in writing (within 30 days) if:
 - I cease to be a UK resident or change my country of residency;
 - there is a change in my permanent residential address;
 - I apply for an enhanced lifetime allowance in respect of a pension credit or overseas transfer;
 - I lose or give up the right to enhanced or fixed protection.and if I am not intending to immediately take benefits from all of my plan:
 - I contribute on aggregate more than 100% of my relevant UK earnings to this and any other registered pension scheme in any tax year;
 - I cease to have relevant UK earnings;
 - I begin to have relevant UK earnings again; or
 - there is a change in my employment status.
- I undertake to cease making contributions once I reach age 75.

Taking benefits

- Where benefits are to be taken immediately after the plan is established:
 - I elect to receive the maximum available pension commencement lump sum unless I confirm to you in writing that I want to receive a lower amount.
- I acknowledge that all capped drawdown designations for the plan will be held in one arrangement and one maximum limit is set for this arrangement. If in future I elect to take further benefits from uncrystallised units, this limit will need to be recalculated.
- I acknowledge that the valuation date for entering capped drawdown is the latest of:
 - the date on which you receive my completed capped drawdown form;
 - the date of receipt of the final transfer in/contribution set out in my initial application form from which I wish to take benefits; or
 - the date that I reach the minimum retirement age, normally 55.
- I have supplied all the necessary information and documentation to enable Suffolk Life to carry out the Lifetime Allowance test. I authorise Suffolk Life to deduct the Lifetime Allowance charge from my plan on the date that the funds are designated and that this will be deducted from my non-protected rights benefits within the plan.
- I confirm, where a pension commencement lump sum is payable, that I will not be recycling the lump sum as described in the Terms and Conditions.
- I understand that once all units have been applied to drawdown and no uncrystallised units remain:
 - any further contributions or uncrystallised transfers will require the establishment of a new plan; and
 - any further crystallised transfers will require the establishment of a new sub-plan for each transfer.

Benefits payable on death

- I wish Suffolk Life to pay any lump sum death benefits to the beneficiaries and in the proportions set out in my application form.
- I accept that this nomination is only an expression of my wishes and I understand that whilst Suffolk Life will pay due consideration to those wishes they have absolute discretion as to beneficiaries and to the proportion of benefits paid to each beneficiary unless otherwise provided by law.
- I understand that I can change this nomination at any time and that Suffolk Life will refer to the latest completed form held.
- I understand that if I have a spouse or registered civil partner, any protected rights death benefits must be used to provide an income for that person. If I have no spouse or registered civil partner, the benefits can be paid to my nominated beneficiaries in accordance with this declaration.

5 Declaration continued

Adviser charging

Initial

I authorise Cofunds to pay my adviser an Initial Advice Charge plus VAT, if applicable, of: £ in addition to any initial commission payable to my adviser from the underlying pension investments.

Annual

Trail commission only.

OR

Annual remuneration (trail commission from the underlying pension investments' and Annual Advice Charge) of: Trail commission % + Annual Advice Charge £ %

Please state if VAT is to be included.

Any Annual Advice Charge will be taken monthly in arrears from the Pension Trading Account. For example, if you wish to charge £50 per month, please enter £600 as the annual amount. Please note that you can not choose to have the Cofunds Pension Account included in the platform remuneration if you choose to take this charge.

Signature

Date

What to do now

Thank you for getting the client declaration signed. To allow Cofunds to process the application, please:

- Complete and submit the online application
- Print off the online application
- Send this along with the signed client declaration form to Cofunds
- Don't forget to include any supporting information e.g. discharge forms

HM Revenue & Customs warning

I understand that an application for a Cofunds Pension Account is also used as an application for tax relief at source, it is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution. A copy of this application is available from the scheme administrator.

The Cofunds Pension Account is provided by Suffolk Life Pensions Limited (Suffolk Life) 153 Princes Street, Ipswich, Suffolk IP1 1QJ, United Kingdom. Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Services Authority (FSA). FSA registration number 116298.

The assets of the Cofunds Pension Account are held on the Cofunds platform provided by Cofunds Limited (Cofunds) 1st Floor, 1 Minster Court, Mincing Lane, London EC3R 7AA. Registered in England and Wales No. 3965289. Authorised and regulated by the Financial Services Authority (FSA) under FSA Registration No. 194734.

PA46 09/11

