

LV= SIPP

Flexible Transitions Account

Single Contribution (Top up only)

Application Form

About this form

You should use this form if you want to pay extra contributions into your existing LV= Pension Plan by bank transfer or cheque.

If you want to take immediate benefits you will need to complete our **Tax Free Cash & Income application form**.

If you want to pay money into a new type of investment, one you're not already invested in, you will need to complete our **Investment Instruction form**.

If you want to include additional transfers into your existing LV= Pension Plan, or pay regular contributions you will need to complete our **Contributions and Additional Transfers application form**.

If you wish to invest in LV=Smoothed Managed Funds Pension Series 1 (referred to as LV= Smoothed Managed Pension in this document) please read the Terms and Conditions and Your guide to how we manage our unitised with-profits Smoothed Managed Funds business.

Please provide the illustration reference

You can get this form in large print or other formats by calling us on 00800 0322 990



Personal details

Your full name

Your date of birth / / (DD/MM/YYYY)

Your plan number

Your contact telephone number

Your email address

Contribution

We need to know about the contributions you will be making into your plan. You can get tax relief on personal pension contributions up to 100% of your yearly earnings. If unemployed or the plan holder is a child under the age of 16 the maximum contribution is £3,600 gross each year. Contributions can only be made whilst the plan holder is under the age of 75.

What is your annual salary? £

We are required to verify the account ownership for the account the funds have been sent from. Please could you arrange to send us a recent bank statement dated within the last 3 months for all contributions.

Annual allowance

Do you have a reduced annual allowance, for example if you've taken any money out of a pension using Flexi-access Drawdown, or an Uncrystallised Funds Pension Lump Sum (UFPLS)? Yes No

If yes, your Annual Allowance will be reduced from £60,000 to £10,000 for any pension savings to money purchase pensions. Your Annual Allowance is the maximum amount you, or anyone else on your behalf, including your employer, can pay in to pension plans in any tax year that will be eligible for tax relief. For more information about this please speak to your financial adviser.

If yes, what date did this reduced annual allowance first apply to you? / / (DD/MM/YYYY)

Single Contributions

What is the source of this single contribution?

Occasionally we may require documentary evidence to confirm source of wealth. We'll be in touch if this is required.

Employment Inheritance Property sale Divorce settlement Other (please specify)

Please give the amount you wish to pay into your pension plan. We will add the tax relief to the amounts shown below when this is payable.

Your personal single contribution £

Your employer's single contribution £

Third party contributions £

Please complete for any employer contributions

Employer's name

Employer's address

Postcode

Company registration number (if applicable):

Company payroll date (DD/MM)

Business principal beneficial owners who own over 25%

Name	DOB	/	/	(DD/MM/YYYY)
Name	DOB	/	/	(DD/MM/YYYY)
Name	DOB	/	/	(DD/MM/YYYY)
Name	DOB	/	/	(DD/MM/YYYY)

Any other parties who exercise significant control (this needs to include directors and in the absence of principal beneficial owners the senior persons responsible for the operations)

Name	DOB	/	/	(DD/MM/YYYY)
Name	DOB	/	/	(DD/MM/YYYY)
Name	DOB	/	/	(DD/MM/YYYY)
Name	DOB	/	/	(DD/MM/YYYY)

If you are unsure of this information you can provide your employer with our Employer Details Form (available on request).

We can contact them directly if the form isn't returned promptly, what's their email address?

Please complete for any third party contributions (excluding employer payments covered above)

Their title and full name

Their date of birth / / (DD/MM/YYYY)

Their address

Postcode

Their relationship to the plan holder

Their email address

We will need to check the identity of any third person making a contribution to this plan. Where possible we will use online information agencies, but we may need to contact them for their permission.

Please ensure that you advise anyone else whose personal details are related to your policy that the 'How we use your information statement' is available by visiting LV.com/data-protection/life

Methods of Payment

- Single contributions can be paid directly into our bank account using a bank transfer (Bacs or Chaps). You'll need to provide us with this completed application form, so we can identify your payment.

Bank account number: 21718060

Bank sort code: 15 10 00

Bank account name: NM Pensions Trustees Limited

Payment Ref: LV= policy number and the plan holder's surname (for example 12345 SMITH)

Failure to quote a reference may result in the payment being returned.

- If you pay by cheque
 - The cheque should be made payable to NM Pensions Trustees Limited. Please quote your name and plan number on the back of the cheque.
 - The cheque should be sent to us with your application form. Failure to do so may result in the payment being returned.

Investment details

Please let us know if you'd like your financial adviser to provide us with investment instructions on your behalf.

Yes

No

LV= Pension Funds
(note this does not include Flexible Guaranteed Funds or Smoothed Managed Funds)

Equally in line with my current fund holdings

Proportionally in line with my current fund holdings

As outlined below (you can choose a maximum of 20 funds, and don't forget to make sure they total 100%).

Fund Name	Single Contribution or Transfer	Regular Contributions
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%

LV= Smoothed Pension

The Minimum amount is £5,000. The maximum amount is £1,000,000 (less the total of any current investments across the Smoothed Managed Funds Product range), you must also be over 17 years of age to have this type of investment with LV=.

This is to purchase LV= Smoothed Pension Funds. You must receive financial advice if you are investing into this for the first time.

How much of your plan do you want to invest in LV= Smoothed Pension? £

Fund choice

Smoothed Managed Extra Cautious Smoothed Managed Cautious Smoothed Managed Balanced
 Smoothed Managed Growth Smoothed Managed Growth Plus

Guarantee

Currently a guarantee can only be purchased on the Smoothed Managed Cautious Fund option at outset.

Please tick below if you want a 10 year guarantee for your investment in the Cautious Fund.

Would you like to purchase a guarantee? Yes No

We've explained the guarantee and how much it costs in our Key Features of the Flexible Transitions Account and the personal illustration. To find out what the options are, talk to your financial adviser.

If you've purchased a guarantee we'll contact you to remind you before your guarantee term ends in 10 years' time. We'll also let you know what replacement guarantees, if any, are available at that time, in case you want to add a new one. We won't add a new guarantee unless you tell us to.

Other Investments

If you would like to invest in a new type of investment (including our LV= Protected Retirement Plan) you will need to complete our **Investment Instruction Form**. If you want to pay more money into an existing investment within your plan please give details below, and tell us how much you'd like to invest.

Investment	Single Contribution
	£
	£
	£
	£

Advice

Have you received financial advice in relation to this application? Yes No

If you've answered 'No'

At LV=, we believe that a financial adviser is best placed to help you plan for your retirement. That's why we always recommend that you speak to a financial adviser before you make any decision about your pension plan, or how your money is invested.

If you have an active servicing financial adviser would you like us to include them in correspondence? Yes No

If you've answered 'Yes'

If you have received financial advice the section below must be completed. Where tax free cash or income is to be taken from the additional funds the adviser charge will be calculated after these benefits have been paid in line with the illustration reference below.

Please provide the illustration reference

Adviser details

Company name

Contact name

Financial Services Register – reference number

Financial Conduct Authority number:

Telephone number

Email address

Your agency number (if known)

Adviser charges single contribution

What is the agreed adviser charge for this application? £ OR %

Ongoing adviser charges

You only need to complete this question if the ongoing adviser charges paid from the plan each year is changing (if stating an amount, give the yearly amount)

£ OR %

Adviser charges

- In order to pay any adviser charges, there must be sufficient cleared funds available. These adviser charges will be taken from the plan in the same way as plan charges, as described in the Terms & Conditions.
- We won't calculate any VAT to be included in the adviser charges payable. Please include this in the amount stated if relevant.
- If tax free cash is also being requested your adviser fee will be paid net.

Declaration

About the scheme

- Liverpool Victoria Financial Services Limited (LV=) is the scheme administrator of the LV Personal Pension Scheme (the scheme) in accordance with its trust deed and rules (as amended from time to time).
- NM Pensions Trustees Limited (the trustees) acts as the scheme trustee and hold the assets on behalf of the member and the scheme administrator.

Honest and truthful disclosure

By completing this application, I confirm that;

- I have answered all questions truthfully and honestly even if this has been provided on a previous application to LV=.
- All information provided by me in connection with this application is honest and accurate, and I will inform you of any change occurring before acceptance of this application form.

I declare that to the best of my knowledge and belief the information contained in this application form and provided in my quote request is complete and true and I have checked any answers completed on my behalf.

General declaration and agreement

- I hereby apply to increase my contributions as described in this application.
- I have agreed with my financial adviser the charges set out in the Adviser Details section and I instruct LV= to pay my financial adviser the adviser charges specified in this application form. I confirm that these adviser charges are for pension advice relating to this plan only.
- I declare that I am not a United States (U.S.) Person for the purpose of the Foreign Account Tax Compliance Act (FATCA).

Declaration for LV= Core Funds

- I agree that contributions or other payments won't be invested until the Trustees have received cleared funds.
- I confirm that I wish to proceed immediately with the investment. If I wish to cancel within 30 days LV= will return the amount invested to the trustee bank account. However if the value of the units in the investment funds I have chosen falls before the cancellation form is received by LV=, I understand I will receive a different amount.

Declaration for LV= Smoothed Pension

- I agree that contributions or other payments won't be invested until the Trustees have received cleared funds.
- I confirm that I wish to proceed immediately with the investment and if I wish to cancel within 30 days LV= will return the premium paid into the fund at that time only to my 'trustee' Bank Account.
- I confirm that I have not fully cashed in any other Investments from LV= Flexible Guarantee Funds or an LV= Smoothed Pension held in my name, in order to invest in this LV= Smoothed Pension.
- I understand that LV= will not accept any investment if they believe that it is against the interests of other with-profits members.
- I understand that I need to have taken financial advice in order to invest in the LV= Smoothed Pension for the first time.

Declaration for Contributions

Where contributions are to be made to my plan:

- I declare and confirm that I'm under the age of 75 and either:
- I have relevant UK earnings in the current tax year; or
- I am, or have been, resident and ordinarily resident in the UK at some time in the current tax year; or
- I am a Crown Servant; or
- I am the spouse/civil partner of a Crown Servant.

I declare that the total contributions to all registered pension schemes which I'm claiming tax relief for won't exceed the higher of:

- the basic amount (currently £3,600 for each tax year); and
- my relevant UK earnings for the tax year in question.
- I declare that I will inform LV= if any of the above statements are no longer true and this results in me no longer being entitled to claim tax relief for my contributions. I agree to confirm such an event by no later than the next 5 April or, if later, 30 days after the event.
- I know that it's my responsibility to monitor my total contributions against the limit for tax relief and the Annual Allowance.
- I am aware that if I've applied for Enhanced or Fixed Protection this may be lost if I choose to contribute to this plan.

How do we use your personal information?



Find out how we use your personal information and what rights you have by visiting [LV.com/dataprotection](https://www.lv.com/dataprotection). This page includes who we are, how long we hold your information, what we do with it and who we share it with. Please tell us if you want us to send you a copy, or have any questions.

Terrorist Financing

LV= uses your information to make sure we comply with any financial sanctions that apply in the UK and overseas. This includes:

- checking your information against sanctions lists
- sharing your information with HM Treasury and international regulators if required

LV= will contact you if more information is needed to comply with any financial sanctions.

By signing below, I agree to be bound by these declarations.

Signature _____

Print name _____

Date / / (DD/MM/YYYY) _____

If you are signing this application on behalf of the applicant because you have a power of attorney or court of protection order please provide court sealed copies of these documents with this form.

Supplementary Declaration by Guardian

To be completed by the guardian where the plan holder is under 18.

I declare that:

- I've completed this application and made all of the declarations on behalf of the applicant
- I'm responsible for the contract, as if I was the applicant, until the applicant reaches the age of 18
- I'm responsible for ensuring that the applicant's contributions don't exceed the permitted limits.

Signature _____

Print name _____

Date / / (DD/MM/YYYY) _____

Please send your completed application form to

LV Savings & Retirements
PO Box 343
Wymondham
NR18 8HT

This is positioned for a C4 window envelope

If you'd like us to send you this document or any future correspondence in another format, such as Braille or large print, please just let us know.

Liverpool Victoria Financial Services Limited, Tilehouse Street, Hitchin SG5 2DX.

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