

# Flexible Transitions Account

Application Form





## Before filling in this form, please read the following notes:

- You should read the Key Features of the Flexible Transitions Account and your personal illustration before completing this application. In particular you should be aware of your annual allowance, lifetime allowance and any protection options that you are entitled to as these may have a significant impact on any tax charges that may apply. Your financial adviser will be able to provide you with more information.
- We recommend that you complete this form with the help of your financial adviser.
- A copy of all documentation referred to in this application form is available on request.
- If you don't complete all relevant sections this will delay your application being processed.
- Please complete this application form in black ink and **BLOCK CAPITALS**.

**Find out how we use your personal information, and what rights you have by visiting [LV.com/dataprotectionlife](https://lv.com/dataprotectionlife). This includes who we are, how long we hold your information, what we do with it and who we share it with. Please ensure that you advise anyone else whose personal details you are providing in this form where they can find this information.**

Please let us know if you'd like us to send you a copy, or have any questions.

### What To Do Next?

- Please complete all of the sections that apply to you and sign the declaration.

**It is a serious offence to make false statements. The penalties are severe and could lead to prosecution.**

# Personal Details

Please complete this application form in black ink and BLOCK CAPITALS.

Your title Mr/Mrs/Miss/Ms/Other

First name(s) in full

Surname

Address

Postcode

Mobile phone number

Home telephone number

Email address

If we have any questions while we're setting up your plan, we'll contact your financial adviser. We've asked for your contact details to keep you up to date on your application and for future correspondence. If we need to contact you directly we may do so by telephone or email.

If you'd prefer not to be contacted by mobile phone or email, please leave them blank.

Don't worry, we won't use any of these details for marketing purposes.

National Insurance number

(essential - we can't set your plan up without this)

Date of birth

/ /

(DD/MM/YYYY)

**We will confirm your name and age using online information agencies. Where we can't, we'll ask you to provide either your original birth certificate, or a certified copy of your passport or photo-card driving licence. If you are an overseas resident, please provide us with these details to enable us to carry out our online checks.**

Nationality

Are you male or female?

Male

Female

What is your marital status?

Single

Married/Civil Partner

Widowed

Divorced/ Dissolution

Separated

What is your occupation?

What is your intended annuity purchase age?

(Minimum age 55)

If you leave this box blank, we'll assume age 75 for any illustrations. If you're over age 75 when you apply we'll assume age 85.

## Declaration of Health

We can only accept your transfer if you can state 'No' to BOTH of the following statements:

I have received a diagnosis from a registered medical practitioner that, due to a medical condition, my life expectancy is less than two years.

No

Yes

I am currently undergoing medical treatment or receiving palliative care/end of life care, whether in a hospital, hospice or at home, for a medical condition that could result in me having a life expectancy of less than two years.

No

Yes

If you are unsure how to answer any of the above questions you should seek the advice of your doctor.

I have been made aware that if I answer 'No' to the above statements and die within two years of LV= receiving the transfer, and in the opinion of LV's underwriters, it is clear that I should have answered 'Yes', LV= are likely to:

- Disregard any expression of wishes I have made in respect of death benefits, and
- pay all death benefits to my estate as a lump sum.

# Transfers

**Please complete this section if you want to make a transfer into your plan. If you're transferring funds from two or more sources, we'll invest funds once all monies have been received and cleared.**

How many pension schemes/insurers are you transferring from?

If you have transfers from more than three providers or schemes, please provide details on a photocopy of the next page.

Please provide full details of your pension schemes as this will enable us to get the funds to us as quickly as possible.

## Defined Benefit Transfer Declaration

**(To be completed by your Financial Adviser)**

LV= will only accept transfers from a Defined Benefit Scheme if the transfer and the initial investment advice has been given by a pension transfer specialist with the relevant FCA permissions

LV= will only accept a Defined Benefit transfer where an advised positive recommendation to transfer has been given. We will not accept transfers on an Insistent Client or Execution Only basis

This section must be completed in order for LV= to request a Defined Benefit transfer

Does your firm have the FCA's permission to advise on pension transfers? Yes  No

Is this application submitted in respect of a personal recommendation to transfer and not on an insistent client basis? Yes  No

If you have answered No to either of the above questions, LV= cannot accept the Defined Benefit transfer

Financial Adviser signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY) \_\_\_\_\_

**Please sign the declaration on page 6 once you've completed the details of all the transfers you wish to make.**

## Source One

Existing plan number/member reference \_\_\_\_\_

Full name of the current provider \_\_\_\_\_

Full name of pension scheme / trustee / scheme administrator \_\_\_\_\_

Type of scheme (for example Personal Pension) \_\_\_\_\_

Address of transferring scheme \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number (including area code) \_\_\_\_\_

Does the amount being transferred represent the full value of the plan? Yes  No

Does your transfer include Guaranteed Minimum Pension (GMP) or contracted out salary related funds (section 9(2B) rights)? Yes  No

Is this an in-specie transfer? Yes  No

Is this a transfer of Pension Credit Rights, arising after divorce under the provisions of the Welfare Reform and Pensions Act 1999? Yes  No

If yes, is the fund a disqualifying pension credit? Yes  No

Are any of the funds you are transferring to LV=, subject to any existing or proposed order – For example, a trustee in bankruptcy order, earmarking, pension sharing order, trust or court order? Yes  No

**If there is an earmarking order attached to this plan we will be unable to accept this transfer. Pension earmarking is one of the options available on divorce or the dissolution of a civil partnership.**

Approximate amount to be transferred:

Amount of fund from which you have not yet taken any benefits £

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Amount of fund already in drawdown pension £

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**Source Two**

Existing plan number/member reference

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Full name of the current provider

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Full name of pension scheme / trustee / scheme administrator

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Type of scheme (for example Personal Pension)

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Address of transferring scheme

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Postcode

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Telephone number (including area code)

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Does the amount being transferred represent the full value of the plan? Yes No

Does your transfer include Guaranteed Minimum Pension (GMP) or contracted out salary related funds (section 9(2B) rights)? Yes No

Is this an in-specie transfer? Yes No

Is this a transfer of Pension Credit Rights, arising after divorce under the provisions of the Welfare Reform and Pensions Act 1999? Yes No

If yes, is the fund a disqualifying pension credit? Yes No

Are any of the funds you are transferring to LV=, subject to any existing or proposed order – For example, a trustee in bankruptcy order, earmarking, pension sharing order, trust or court order? Yes No

**If there is an earmarking order attached to this plan we will be unable to accept this transfer. Pension earmarking is one of the options available on divorce or the dissolution of a civil partnership.**

Approximate amount to be transferred:

Amount of fund from which you have not yet taken any benefits £

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Amount of fund already in drawdown pension £

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**Source Three**

Existing plan number/member reference

Full name of the current provider

Full name of pension scheme / trustee / scheme administrator

Type of scheme (for example Personal Pension)

Address of transferring scheme

Postcode

Telephone number (including area code)

Does the amount being transferred represent the full value of the plan?	Yes	No
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Does your transfer include Guaranteed Minimum Pension (GMP) or contracted out salary related funds (section 9(2B) rights)?	Yes	No
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Is this an in-specie transfer?	Yes	No
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Is this a transfer of Pension Credit Rights, arising after divorce under the provisions of the Welfare Reform and Pensions Act 1999?	Yes	No
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If yes, is the fund a disqualifying pension credit?	Yes	No
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Are any of the funds you are transferring to LV=, subject to any existing or proposed order – For example, a trustee in bankruptcy order, earmarking, pension sharing order, trust or court order?	Yes	No
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**If there is an earmarking order attached to this plan we will be unable to accept this transfer.  
Pension earmarking is one of the options available on divorce or the dissolution of a civil partnership.**

Approximate amount to be transferred:

Amount of fund from which you have not yet taken any benefits	£
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Amount of fund already in drawdown pension	£
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### Declaration to transferring scheme/insurer

- I authorise and instruct you to transfer sums and assets from the plan(s) as listed in this application directly to Liverpool Victoria Friendly Society Limited (LV=) and/or the Trustees and to provide any instructions and/or discharge required by any relevant third party to do so.
- I authorise LV= and/or the Trustees, the current provider(s) and any financial intermediary named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to LV= and/or the Trustees.
- I authorise LV= and/or the Trustees, the current provider(s) and any employer paying contributions to any of the plan(s) as listed in this application to obtain from each other, and release to each other, any information that may be required, to enable the transfer of sums and assets to LV= and/or the Trustees.
- Until this application is accepted and complete, LV= and/or the Trustees' responsibility is limited to the return of the total payment(s) to the current provider(s).
- When payment is made to LV= and/or the Trustees as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in this application where the whole of the plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.

### Declaration to transferring scheme/insurer and LV=

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that LV= and/or the Trustee and the current provider(s) may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application. This includes where I have been asked to provide any original policy document(s) in return for the transfer of funds and I am unable to do so.

Applicant's name \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Date            /            /            (DD/MM/YYYY) \_\_\_\_\_



## Contributions

Please complete this section if you wish to make contributions.

Contributions can only be made if you are under age 75.

What is your annual salary?

No salary	Up to £25,000	£25,000 to £50,000
£50,000 to £70,000	£70,000 to £100,000	Over £100,000

If you're paying a single premium, what is the source of this contribution?

Employment	Inheritance	Property sale	Divorce settlement
	Other (please specify)	Not applicable	

### 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 £40,000 to £4,000** 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)

Please indicate which one of the following, if any, is applicable to you. If more than one is applicable, please select the one that represents your main status:

Employed	Yes*	No
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* If 'yes' have you opted out of an occupational scheme offered by your employer?	Yes	No
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Self-employed	Yes	No
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Retired	Yes	No
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Child under 16**	Yes	No
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(\*\*If 'Yes' the legal guardian will need to sign the application form.)

If you've answered 'No' to all of the above, please indicate which of the following, if any, is applicable to you.

Are you caring for one or more children under the age of 16?	Yes	No
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Are you in full time education?	Yes	No
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Are you unemployed?	Yes	No
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Are you caring for a person aged 16 or over?	Yes	No
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We need details of the total **gross** contribution to be paid by you and/or your employer to this plan.

You or your employer (if any) can make:

- regular contributions, paid monthly or annually
- single contributions or
- regular and single contributions.

**Please note if in addition to contributions you're also transferring funds from two or more sources, we'll invest funds once all monies have been received and cleared.**

## Methods of payment

Single contributions should be paid by cheque, made payable to NMPTL followed by the initial and surname of the applicant for example NMPTL – J Smith. If you're paying by building society cheque please make sure that the building society has endorsed the cheque with your name and your account number. Otherwise you'll need to send us verification of the account the money is coming from, which will slow down your application.

**Regular contributions can only be paid by direct debit. Please complete the Direct Debit Instruction on page 8 to pay personal contributions.**

	Regular Contributions		Single Contributions
	Monthly	Yearly	
Your personal gross contributions	£	£	£
Your employer's contributions	£	£	£
Third party contributions	£	£	£

If you are making regular contributions, which month do you want these to start?

(If this box is left blank, we'll collect your first contribution on the first monthly collection date after your plan has started)

What day of the month do you want to pay your contributions?

2nd                      9th                      16th                      23rd

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If this falls on a non-working day we'll collect your contribution on the next working day.

### Employer details – please complete if your employer is making contributions

Employer's name

Employer's address

Postcode

Payroll date                      /                      /                      (DD/MM/YYYY)

Company registration number

**If single or regular employer contributions are being paid, your employer will need to complete and return an Employer Details form, which is available from us on request.**

# Direct Debit Instruction



Please complete this direct debit instruction if you want to pay regular contributions into your Flexible Transitions Account. If your employer will be paying regular contributions, they'll need to complete an Employer Details Form.

## The Direct Debit Guarantee

This Guarantee should be detached and retained by the payer.

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit NM Pensions Trustees Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request NM Pensions Trustees Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by NM Pensions Trustees Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when NM Pensions Trustees Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Instruction to your Bank or Building Society to pay by Direct Debit

1. Name and full postal address of your Bank or Building Society

To: The Manager
Bank or Building Society
Address
Postcode

2. Name(s) of account holder(s)

\_\_\_\_\_

3. Branch sort code (from the top right hand corner of your cheque)

    -    -    -

\_\_\_\_\_



Service user number

2	5	8	6	2	3
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4. Bank or Building Society account No.

5. For completion by LV=. Please leave blank

\_\_\_\_\_

6. Instruction to your Bank or Building Society

Please pay NM Pensions Trustees Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with NM Pensions Trustees Limited and if so details will be passed electronically to my Bank/Building Society.

Signature ✕

Date ✕ / / (DD/MM/YYYY)

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.





## LV= Flexible Guarantee Funds

Please note you can only invest in LV= Flexible Guarantee Funds if you are aged 17 or over. The minimum amount is £5,000. The maximum is £1,000,000.

How much of your plan do you want to invest in an LV= Flexible Guarantee Fund? £

Please note that regular contributions are not permitted into these funds.

## Fund choice

Please select only one of the following three fund options:  
(See Key Features of the Flexible Transitions Account for further details).

Cautious Series 2

Balanced Series 2

Managed Growth

## Guarantee

Would you like to purchase a guarantee? Yes No

If yes, what guarantee term would you like? years

We've explained the guarantee in our Key Features of the Flexible Transitions Account. Please make sure you choose a guarantee term that's available for your chosen fund option. To find out what the options are, talk to your financial adviser.

**Please remember that you must first invest a minimum of £3,000 in LV= Pension Funds and/or £5,000 into LV= Flexible Guarantee Funds before money can be invested elsewhere.**

## Cash Account

How much of your plan (if any) do you want to be placed in your Transitions Bank Account? £

We don't usually send out quarterly bank statements, as most of our customers have told us that they don't wish to receive them. We are happy to send them to you if you wish though. If so, please tick this box.

## Aegon Platform

In this form, Aegon means Cofunds Limited.

LV= has made administrative arrangements under this plan with Aegon but isn't responsible for the investments selected by you via your financial adviser. Full details are available on request from your financial adviser.

Amount to be invested with Aegon (The Designated Assets) £

Intermediary name

Firm name

Please be aware that your financial adviser will be responsible for managing this account and you shall be responsible for delegating authority to your financial adviser as your agent and Authorised User of the account with Aegon on your behalf.

## Discretionary Management Option

LV= has made administrative arrangements under this plan with a select group of Investment Managers (which are on the LV= panel, as amended from time to time) but provides no guarantee as to their performance. It's possible to make investments with other discretionary investment managers via the self invested option. Full details are available on request from your financial adviser.

Investment Manager's name  
(must be completed before  
sending in your application)

## Investment instructions

Amount to be invested with Investment Manager £

- Full details of the Investment Managers are available from your financial adviser on request.
- You may be asked to complete a form with the Investment Manager to give your investment objectives, risk profile and time frame. They will provide you with further details of their requirements.
- You should note that certain instructions will only be accepted when given in writing. Further details are available from your nominated Investment Manager.

## Charles Stanley Direct (online execution-only platform)

In this form, Charles Stanley Direct means Charles Stanley & Co Limited.

LV= has made administrative arrangements under this plan with Charles Stanley Direct but isn't responsible for the investments selected by you. Full details are available on request from your financial adviser.

Amount to be invested with Charles Stanley Direct (The Designated Assets) £

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**If you haven't already you will need to register your account online at [www.charles-stanley-direct.co.uk](http://www.charles-stanley-direct.co.uk)**

### Fund Supermarket Option

- This section should only be completed if you wish to invest money with FundsNetwork™.
- LV= has made administrative arrangements under this plan with FundsNetwork™ but isn't responsible for the performance of underlying investments which are selected by you. Full details are available on request from your financial adviser.
- You have the option to link your financial adviser to your FundsNetwork investment so that they may view valuations and place fund switches via the FundsNetwork adviser platform. If you wish your adviser to have these permissions please enter their Unique Adviser Number here

LV= will not be responsible for the investments selected by your financial adviser should you select this option. Your advisor will need to obtain their unique number from FundsNetwork directly.

- FundsNetwork™ isn't responsible for managing this part of your plan. NM Pensions Trustees Limited hold the assets on behalf of the member and the Scheme Administrator. The scheme administrator of the plan is LV=, Tilehouse Street, Hitchin, Hertfordshire, SG5 2DX.
- The FundsNetwork™ service is offered and managed by Financial Administration Services Ltd.
- FundsNetwork™ is a trademark of Fidelity International Ltd used with its permission.
- **Please indicate in the third column whether you wish to purchase accumulation (A) or income (I) units**

How do you want this money to be invested initially?

Amount to be invested	Details of the proposed fund links	Type of units	Fund Codes
£		A / I	
£		A / I	
£		A / I	
£		A / I	
£		A / I	
£		A / I	

Your adviser should provide you with a copy of the specific FundsNetwork™ Key Features Document.

If you wish to invest in more than eight funds, please continue on a separate sheet.

## Self Investment Option

Do you want to appoint an Investment Manager?

Yes

Please read the note below, then complete the Investment Manager's details

No

Please complete the Initial investment instructions

■ When an Investment Manager has been appointed:

- a separate agreement must be completed between NM Pensions Trustees Limited, you and the Investment Manager (a copy of the agreement is available from us on request);
- The Scheme Administrator will need to be satisfied of their ability to act on your behalf.

### Investment Manager's Details

Investment Manager company name

Their address

Postcode

Contact name

Contact telephone number

Contact email address

Regulator

Regulator reference number

### Initial investment instructions

Please enclose any relevant applications or other documents for completion by the NM Pensions Trustees Limited.

How do you want your Self Invested Assets to be invested initially?

Amount to be invested	Details of the proposed investment
£	
£	
£	
£	
£	
£	
£	
£	
£	
£	



# Drawdown Pension

Please complete this section if you wish to start taking Drawdown Pension from your Flexible Transitions Account.

## Drawdown Pension details

- Please tell us which option you wish to use:
  - Capped Drawdown to Capped Drawdown Transfer
  - Capped Drawdown to Flexi-access Drawdown Transfer
  - Flexi-access Drawdown to Flexi-access Drawdown Transfer
  - Start taking Flexi-access Drawdown

## Flexi-access Drawdown

If you take drawdown income from your plan, other than just a tax free lump sum (either as an additional taxable withdrawal or regular income), **your Annual Allowance will be reduced from £40,000 to £4,000** for any pension savings to money purchase pensions.

**Within 91 days, you will also need to tell any pension provider who you, your employer, or anyone else on your behalf, are still contributing to.** 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.

Do you want to take a tax free lump sum? Yes No  
(Not available if you are transferring from an existing Drawdown Pension)

Do you want to take the maximum tax free lump sum? Yes No

If you answered 'No', please state the amount of lump sum you would like to take £

**If you are only moving some of your pension fund into drawdown at this time you will be able to take further tax free cash from your remaining fund when you move it into drawdown.**

Do you want to take an additional (taxable) lump sum? Yes No

If yes how much would you like to take? £

Do you want to take regular income? Yes No

How much regular income do you wish to take? £ gross per year

How often do you want your income payments to be made?

Monthly                      Yearly                      Quarterly                      Half-yearly

Income tax will be deducted under the Pay As You Earn (PAYE) system unless HM Revenue & Customs advises us otherwise.

When would you like your first income payment to be made?

As soon as possible or      /      /      (DD/MM/YYYY)

In the event of the requested first payment date being within 14 working days of the Drawdown Pension Start Date, the payment may not credit your account for a further 14 days. After that payments will be made on the requested date each month/year.

## Capped Drawdown

- Any income requirements in the current drawdown pension year may have to be adjusted to take account of any income that you've already withdrawn; no further lump sum will be payable in respect of these transfers; such transfers will be applied to separate arrangements.
- If the amount of income you specify is outside the Government Actuary's Department (GAD) limits, then only the maximum amount will be paid.

How often do you want your income payments to be made?

Monthly	Yearly	Quarterly	Half Yearly
How much income do you want each year?		Maximum GAD	or £

(Income tax will be deducted under the Pay As You Earn (PAYE) system unless HM Revenue & Customs advises us otherwise.)

How do you want your regular income to be paid?	In arrears
	In advance
Effective date	Next payable date
	Next annual review date

For income that's paid monthly or yearly in arrears you can choose the date you receive the money.	<b>Monthly</b>	of month (between days 1 and 28)
	<b>or</b>	
	<b>Yearly</b>	(DD/MM) each year

If we receive this form within 14 days of the requested payment date, the first payment may not credit your account for a further 14 days. After that payments will be made on the requested date each month/year.

Do you want to take a one-off taxable income payment?

Amount of one-off payment	£	gross
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(Income tax will be deducted under Pay As You Earn (PAYE) unless HM Revenue & Customs advise us otherwise).

Paid by cheque to home address or Paid into bank or building society account

## Lifetime Allowance Check – for under 75s

**(please complete this section if you're under age 75 and are starting to take any new drawdown benefits)  
(you don't need to complete it if you're transferring a pension to us that is already fully in drawdown)**

Now that you've decided to start taking drawdown pension (and any lump sum) we need to check that your benefits are within your personal Lifetime Allowance.

Under legislation introduced from 6 April 2006, we have to know whether this drawdown pension takes you over your personal Lifetime Allowance. For most people, their personal Lifetime Allowance is the same as the Standard Lifetime Allowance (£1,030,000 for the 2018/19 tax year). This is the equivalent fund value used to buy your pensions and annuities rather than the yearly pension or annuity amount you can receive. If this drawdown pension does take you over this limit you may have to pay an additional tax charge.

**Please answer both of the following questions.**

**If you are unsure how to calculate the value of your benefits, please refer to our help sheet or speak to your financial adviser.**

Are the total value of all your pensions and annuity benefits you've already taken, including any lump sum, when added to the benefits you are taking with LV=, more than the Standard Lifetime Allowance?	Yes	No
Is your personal Lifetime Allowance different from the Standard Lifetime Allowance, or do you have enhanced protection, fixed protection, or a protected early retirement age?	Yes	No

If you've answered Yes to either of these questions, please request a Benefit Crystallisation Event (BCE) Questionnaire to complete and return to us. If you don't know the answers to these questions please speak to your financial adviser. We also have a help sheet to help you work out the value of your pension and annuity benefits. If you'd like a copy, please speak to your financial adviser.

## Lifetime Allowance Check - for over 75s

(Please complete this section if you're 75 or over and are taking a lump sum)

If you're 75 or over and are taking a lump sum, is the amount that you are taking within 25% of your remaining personal Lifetime Allowance? Yes  No

**If you are unsure how to calculate the amount of your remaining personal lifetime allowance, please refer to our help sheet or speak to your financial adviser.**

### Benefit Payment Details

- The income from this plan is regarded as pension income. Income tax will be deducted under the Pay As You Earn (PAYE) system unless HM Revenue & Customs (HMRC) advise us otherwise. If you have a P45 for the current tax year please forward parts 2 and 3 with this application to enable the correct amount of tax to be deducted. If you do not have a P45 tax will be deducted using the emergency code on a month 1 basis until HMRC notify us of your current tax code.
- We can't make payments by cheque, to non-UK bank accounts or to UK bank accounts that don't accept BACS.

**Please tell us where you would like your money to be paid.**

Name of your bank/building society

Address of your bank/building society

Postcode

Account name

Branch sort code

Account number

Roll number (for building society accounts)

**Please tell us which investment any lump sum or income should be paid from. We won't be able to make any payment to you if this isn't completed.**

- If it's to be provided from a Discretionary Manager from the LV= panel, your Manager will arrange for these amounts to be paid and will decide on the investments to be cashed in to provide these payments.
- For Aegon, Charles Stanley Direct, Funds Supermarket. Investment Managers or Self Investment options, you'll need to make sure that you arrange for sufficient funds to be available in your Transitions Bank Account to pay the money you've requested. It will be your responsibility to ensure that your account balance is sufficient to pay this.
- If it's to be provided from LV= Pension Funds or from LV= Flexible Guarantee Funds, please give your instructions below for any lump sum or income and we'll arrange this. You can choose a maximum of ten funds. For LV= Flexible Guarantee Funds, benefits can be taken from one fund.

Investment/Fund Name	Lump Sum	Income
£	%	%
£	%	%
£	%	%
£	%	%
£	%	%
£	%	%
£	%	%
£	%	%
£	%	%
£	%	%

## Plan Charges

The LV= Service Charge and any ongoing adviser charge is paid from your investments in the following way:

- If you're invested mainly in **LV= Pension Funds** at outset, we'll automatically take money from these funds to cover quarterly charges. Charges will be taken proportionately across all of the funds selected.
- If you're invested mainly in **Flexible Guarantee Funds** at outset, we'll automatically take money from the largest fund (at outset) to cover quarterly charges. If you have two or more equally sized Flexible Guarantee Funds at outset we will use the fund listed first on this application to pay charges.
- If you're invested mainly with a **LV= Panel Discretionary Fund Manager** at outset we'll automatically collect money directly from the Discretionary Fund Manager to cover quarterly charges. If you have two or more investments with Discretionary Fund Managers at outset we will use the Discretionary Manager listed first on this application to pay charges. The Discretionary Manager will decide which investments are sold to meet the charges.
- If you're mainly invested with **Aegon, Charles Stanley Direct, Fund Supermarket** or **Self Investment Options** at outset, charges will be collected from your Transitions Bank Account set up as part of your plan. You'll need to make sure that you arrange for sufficient funds to be available in your Transitions Bank Account to pay the charges. We can issue quarterly bank statements to help you manage this - please complete the 'Cash Account' section in this application to request quarterly bank statements.

If we're unable to collect charges from your investment/s when they become due, we reserve the right to apply a late payment charge and apply our default encashment rules to ensure that sufficient funds are available in your Transitions Bank Account to pay these charges.

Please refer to the Flexible Transitions Account Terms & Conditions, section 7, for more information.

# Death Benefit Nomination

## Expression of Wish

**Please use this section to tell us who you would like the Scheme Administrator to consider paying your plan benefits to in the event of your death.**

Your Expression of Wish can be changed in writing at any time. LV= strongly advises that you review your nominations regularly and when a life-changing event occurs (such as the birth of a child, marriage, divorce or bereavement).

In the event of your death we'll take your wishes into account when paying any death benefits. This Expression of Wish will not be binding on the Scheme Administrator; any payments due on your death will be made at their entire discretion.

You don't have to use this form to tell the Scheme Administrator your wishes (you are free to use some other form of written communication), but you may find the form useful.

If you would like the Scheme Administrator to consider paying benefits to a separate trust we can send you a specimen. This Expression of Wish is not a form of trust.

If you'd like more information about the death benefits payable from your plan please refer to the Key Features of your plan, available from your financial adviser, or LV=, on request.

Please ensure that you advise anyone else whose personal details are included in this form (for example your nominated beneficiaries below) that the 'How we use your information statement' is available by visiting [LV.com/dataprotectionlife](http://LV.com/dataprotectionlife)

## Nominations

In stating the proportion of benefits that you would like nominees to receive, please ensure that the total of the proportions equals 100%

There is space on this form to nominate four beneficiaries. If you wish to nominate additional beneficiaries, please copy the next page or enclose details on a separate sheet of paper.

### First Nominated beneficiary

Name in full \_\_\_\_\_

Their address \_\_\_\_\_

Postcode \_\_\_\_\_

Their relationship to you \_\_\_\_\_

Date of birth            /            /            (DD/MM/YYYY) \_\_\_\_\_

Proportion of the benefit they should receive \_\_\_\_\_ %

After exercising their discretion, the Scheme Administrator will inform beneficiaries about their options to receive benefits under the plan. Depending on plan conditions, this could include available lump sum and/or income benefits.

Your wishes cannot bind the Scheme Administrator, but if you have any specific request that you would like the Scheme Administrator to consider please tell us here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Second Nominated beneficiary

Name in full

Their address

Postcode

Their relationship to you

Date of birth / / (DD/MM/YYYY)

Proportion of the benefit they should receive %

After exercising their discretion, the Scheme Administrator will inform beneficiaries about their options to receive benefits under the plan. Depending on plan conditions, this could include available lump sum and/or income benefits.

Your wishes cannot bind the Scheme Administrator, but if you have any specific request that you would like the Scheme Administrator to consider please tell us here:

## Third Nominated beneficiary

Name in full

Their address

Postcode

Their relationship to you

Date of birth / / (DD/MM/YYYY)

Proportion of the benefit they should receive %

After exercising their discretion, the Scheme Administrator will inform beneficiaries about their options to receive benefits under the plan. Depending on plan conditions, this could include available lump sum and/or income benefits.

Your wishes cannot bind the Scheme Administrator, but if you have any specific request that you would like the Scheme Administrator to consider please tell us here:

## Fourth Nominated beneficiary

Name in full

Their address

Postcode

Their relationship to you

Date of birth / / (DD/MM/YYYY)

Proportion of the benefit they should receive %

After exercising their discretion, the Scheme Administrator will inform beneficiaries about their options to receive benefits under the plan. Depending on plan conditions, this could include available lump sum and/or income benefits.

Your wishes cannot bind the Scheme Administrator, but if you have any specific request that you would like the Scheme Administrator to consider please tell us here:

## Adviser Details

**Please complete in full. We won't be able to process this application without this.**

Have you received advice from a financial adviser? Yes No

Illustration Reference

For advised sales, was the advice: Restricted Independent

If the advice was restricted, was it: Tied Multi-tied Whole of market

### Adviser charges

- In order to pay any adviser charges, there must be sufficient cleared funds in the plan bank account. These adviser charges will be taken from the plan in the same way as plan charges, as described in Section 7 of 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.

#### Initial adviser charge - transfers and single contributions

What is the amount of the initial adviser charge? £ Or %

#### Initial adviser charge - regular contributions

What is the amount of the initial adviser charge? £

If tax free cash is being paid and an initial adviser charge is being taken as a % of fund, it will be calculated on the NET plan value.

If you've agreed for an adviser charge to be paid out of this plan before tax free cash has been paid please note this on the application here.

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**Any adviser charge to be paid out of this plan must be for pension advice relating to this plan only.**

#### Ongoing adviser charges

Amount to be paid out of the plan each year  
(ongoing adviser charges will be paid quarterly, but please state the yearly amount)

£ Or %

**Please tick here if no adviser charges are to be paid from this plan**

A statement of payment will be sent to your adviser with the welcome pack.  
We'll also issue a quarterly statement detailing all payments made.

### Agency Details – to be completed by financial adviser

LV= agency number (if known)

Agency name

Agency address

Postcode

Financial Services Register number

Telephone number

Fax number

Contact name

Email address

We'll email you regarding any queries we have with this application and to provide updates.

Before signing the declaration below we strongly recommend that you read the Plan Conditions and Key Features document.

This is important as this explains in detail how you, your spouse, civil partner or beneficiary (as applicable) will receive any benefits from the plan. We also recommend that you and anyone attached to the plan reads the 'How we use your personal information' document by visiting [www.LV.com/dataprotectionlife](http://www.LV.com/dataprotectionlife)

## Declaration for all applicants

Please read all parts of this declaration that apply to you – this will depend on the sections of the application form that you've completed.

- Copies of all relevant documentation referred to below and a copy of this completed application form are available on request.
- LV= as the Scheme Administrator agrees to administer 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 Flexible Transitions Account Quote Request is complete and true and I have checked any answers completed on my behalf.

### General declaration and agreement

- I hereby apply to become a member of the Scheme and agree to be bound by its trust deed and rules and the Flexible Transitions Account (the Plan) Terms and Conditions.
- I will inform you of any change occurring before acceptance of this application form and agree that failure to do so may result in this application becoming void.
- I agree that Liverpool Victoria Friendly Society Limited (LV=) will keep my financial adviser updated throughout the application process and will accept any instructions from my financial adviser to make any changes to this application before my plan starts.
- I won't require the withdrawal of the pension funds or income from those funds held under the Scheme other than for payment of benefits in accordance with, and at the time specified by, its rules.
- I agree to pay the charges set out in the plan schedule forming part of the Terms and Conditions of the plan, as amended from time to time. I also agree to pay, if appropriate, the charges set out in the relevant plan investment fee menu, as amended from time to time.
- I declare that I allow the surrender of units or sale of investments to cover payment of any tax charges made by the Scheme.
- I authorise the Trustees to realise investments attributable to me under the Scheme in order to pay any charges and in order to settle any third party charges payable in respect of investment transactions as instructed by LV= and me. In particular, I agree that any legal fees incurred by LV= and/or the Trustees in relation to any action taken in connection with investments held on my behalf under the Scheme will be paid from my arrangements under the Scheme.
- I won't ask LV= to make any unauthorised payments on my behalf.
- 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 know that I can cancel or vary my instructions to pay adviser charges by giving LV= 14 days notice in writing. However, I agree that any adviser charges due, but not paid, prior to the date of receipt of the notice of cancellation or variation will be paid by LV=.



- I know that LV= isn't obliged to make payments unless there are available funds.
- I agree that LV= will credit interest to cleared balances in my Transitions Bank Account. Interest will accrue daily and be credited quarterly. The rate of interest credited to my account will be 1% below the Bank of England base rate until further notice. I further agree that any difference between the rate of interest received by LV= and that credited to my Transitions Bank Account will accrue to LV=.

## Declaration for Transfers

- I request the Scheme to accept the transfer payment from the transferring plan(s) detailed in this application.
- I know that if I transfer into this plan, whilst knowingly in serious ill health, if I die within two years of this transfer, this could create an inheritance tax liability on my estate.
- I agree that where HM Revenue & Customs deem any tax charge should be paid by LV=, then LV= will look to recover this from my estate.
- I know that LV= and/or the Trustees can't process certain transactions without the information requested in the Transfers section of this application and any additional Transfer Application Forms. I agree not to hold LV= and/or the Trustees responsible for any losses which occur as a result of delays arising from obtaining this information.
- Where my plan will be made up of transfers from multiple sources I know that, provided that LV= /the Trustees have all the necessary paperwork to set up the plan, the funds will be applied to the appropriate scheme / plan immediately. These funds won't be used to purchase investments until such time as LV= and/or the Trustees receive the final transfer payment unless specific investment instructions are given after funds have been received. I acknowledge that where LV= and/or the Trustees don't have the necessary paperwork, they reserve the right to return the transfer monies to the ceding scheme, or, in the case of cheque payments, securely hold the cheque uncashed until such time as we have received the relevant paperwork.
- I hereby request that LV= applies all transfer payments to the Scheme to establish 1,000 separate, but identical arrangements under that Scheme.
- I know that should I cancel a transfer in, LV= and/or the Trustees will attempt to transfer the money back to the originating scheme. If LV= and/or the Trustees are unable to complete this transfer, I know that it will be my responsibility to arrange for the monies to be transferred from the Scheme to another provider.
- I know that until the money is accepted by another provider it will not be invested and will not attract any interest.
- If I am transferring benefits currently held as GMP or section 9(2B) rights in the transferring scheme, I confirm that I have acknowledged in writing to the transferring scheme that:
  - I have received a statement from LV= showing the benefits to be awarded in respect of the transfer payment
  - I accept that the benefits to be provided by LV= may be in a different form and of a different amount to those which would have been payable by the transferring scheme and
  - I accept that there is no statutory requirement on LV= to provide for survivor's benefits out of the transfer payment.

I also acknowledge that LV= is not accepting liability to provide benefits in the form of GMP or section 9(2B) rights.

## 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= and/or the Trustees 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.
- If I have taken benefits from any pension arrangement, with my 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 this application form.
- I've been advised that if I've applied for Enhanced or Fixed Protection this may be lost if I choose to contribute to this plan.
- I know that my first Pension Input Period for annual allowance purposes will end on 5 April of the tax year in which I make the first contribution. Subsequent Pension Input Periods, for future tax years, will end on 5 April.
- I request that contributions received from me or from my employer are applied to 1,000 separate but identical arrangements for the purposes of the Scheme.
- In relation to regular contributions paid by direct debit, I agree to LV= giving me not less than 10 days notice in advance of my account being debited, if the amount to be paid or the payment date changes.

### Declaration for Investments

- For all investments other than LV= Pension Funds I know that it's my responsibility to make sure that there are sufficient funds in my Transitions Bank Account to pay any charges when they become due and that if not then late payment fees will be applied.
- Where my investments are a combination of LV= Pension Funds and monies invested with a discretionary manager from the LV= panel, investment managers or self-invested, I agree that contributions or other payments won't be invested until LV= has received cleared funds.
- For all investments other than LV= Pension Funds and LV= Flexible Guarantee Funds, I confirm that I wish to proceed immediately with the purchase of investments, and that I don't wish to cancel. I know that normally I will no longer have the right to cancel the plan but that I may transfer to another provider. I also know that I won't receive a refund of fees paid to LV= and that the value of any assets when sold may be lower than when they were purchased.

### Declaration relating to Aegon (Cofunds Limited)

- I hereby nominate Cofunds Limited to be the custodian for the part of my Self Invested Account specified within this application form (the Designated Assets). I acknowledge that the dealing and custody services (the "Services") available to me in relation to the Designated Assets will be held under the Agreement for Platform Dealing (the "Agreement") between Cofunds Limited and the Trustees, which governs the appointment of Cofunds Limited.
- I agree that the Services available to me in relation to the Designated Assets will be subject to the Flexible Transitions Account Terms and Conditions (the "FTA Terms") as applicable, a copy of which has been provided to me.
- I consent to the appointment of Cofunds Limited by the Trustees at the direction of LV= as scheme administrators to provide the dealing and custody services to me via my financial adviser.
- I agree that the terms of the Trust Deed governing the scheme mean that this appointment is entirely at my own risk and neither the Trustees nor Liverpool Victoria Friendly Society Ltd ("LV=") will incur any liability in respect of it. Without limiting that general principle, I specifically agree with LV=, the Trustees and Cofunds Limited (but with no other person) as follows:
- Neither the Trustees nor LV= will have any responsibility to me in respect of:
  - the investments made by my financial adviser on my behalf in relation to the Designated Assets;
  - any act or omission of Cofunds Limited (in any case, whether as a result of my financial adviser's instructions or otherwise);
  - the selection, appointment or performance of Cofunds Limited or the Designated Assets;
  - the safe custody of the Designated Assets after the Trustees have made the transfer(s) to Cofunds Limited or to an agent of Cofunds Limited (if any) or to a nominee of Cofunds Limited (if any).
- I acknowledge that LV=, the Trustees nor Cofunds Limited have given me or will give me investment advice in relation to the Designated Assets.

- I acknowledge that my financial adviser will be responsible on my behalf for monitoring the investment performance of the Designated Assets. I further acknowledge that it is my financial adviser's responsibility to ensure that any investment made on my behalf in relation to the Designated Assets must be allowable within pension law as stated in the FTA Terms.
- I acknowledge that the appointment of Cofunds Limited is made in accordance with the Agreement which in some circumstances exclude or limit the liability for loss caused to the value of the Designated Assets.
- I know that I may not receive the full value of the Designated Assets if Cofunds Limited or any agent, nominee, delegate or counterparty of Cofunds Limited becomes insolvent. Information about eligibility for compensation arrangements is available from Cofunds Limited or the Financial Services Compensation Scheme.
- I agree that any liability that the Trustees may incur will be met solely from the assets of the Designated Assets, which may be realised to meet such liability by, or for the benefit of Cofunds Limited.
- I (or my financial adviser acting on my behalf) will not give any instructions to LV= or Cofunds Limited which conflict with the trust deed and rules governing the Scheme, relevant legislation, or the FTA Terms as amended from time to time. If we do, I will take full responsibility for this and any breach arising or consequence flowing from this instruction shall be my responsibility alone.
- I know that my financial adviser will be responsible for maintaining the Aegon Platform account on my behalf and it is my responsibility to ensure he does so in accordance with the trust deed and rules governing the Scheme, relevant legislation and the FTA Terms as amended from time to time.
- I am aware that the Trustees at the direction of LV= as scheme administrators as well as Cofunds Limited have the right to terminate this appointment at any given time.
- I confirm that any instructions given by my financial adviser are solely on my behalf.  
I am fully aware that my financial adviser will be acting as my agent and I am personally responsible for the actions of my financial adviser. I further agree that the Trustees or LV= will not be liable for the acts or omissions of my nominated financial adviser.
- I acknowledge that HM Revenue & Customs may withdraw registration from the Arrangement if any investment is made in relation to the Designated Assets which is in breach of the trust deed and rules governing the Scheme and relevant legislation. If this happens I'm aware that I may incur a tax liability in relation to the Arrangement.
- I agree to keep proper and complete written records of all transactions made on my behalf by my financial adviser in respect of the Designated Assets and to provide these to the Trustees if reasonably requested.
- In the event of a breach by Cofunds Limited of its Agreement with the Trustees which causes loss to the value of the Designated Assets, neither the Trustees nor LV= are required to take any action against Cofunds Limited in respect of such loss.
- I am aware that the Designated Assets will be held in the name of the Trustees and that any such rights I may have in regards to such holdings will be exercised by the Trustees acting on the Scheme Administrator's behalf either in its discretion or on my instructions.
- The authority I have granted shall be fully effective until Cofunds Limited receive written notice of the cancellation of this authority signed by me.
- In the event of my death, all deals executed by Cofunds Limited prior to receipt of formal notification of my death, shall be binding.
- I will be fully responsible for all losses and or expenses incurred by the Trustees, LV= and Cofunds Limited (as appropriate) in respect of any loss it may incur as a consequence of any breach by me of the above terms or with respect to me not complying with this declaration.
- I acknowledge that LV= has entered into a profit-sharing arrangement with Cofunds Limited with respect to Scheme assets invested via Cofunds Limited.

## Declaration and agreement relating to nominated Discretionary Manager from the LV= panel

- I hereby nominate and consent to the Investment Manager named in this application form to be fund manager and custodian for the part of my Self Invested Account specified within this application (the Managed Account), subject to the Fund Management and Custody Terms for Discretionary Management Option as amended from time to time (the DMO Terms), a copy of which has been provided to me.
- I agree that the terms of the Trust Deed governing the Scheme mean that this appointment is entirely at my own risk and neither LV= nor the Trustees will incur any liability in respect of it. Without limiting that general principle, I specifically agree with LV= and with the Trustees (but with no other person) as follows:
- neither the Trustees nor LV= will have any responsibility to me in respect of:
  - the investments in the Managed Account;
  - any act or omission of the Investment Manager or the Custodian (in any case, whether on my instructions or otherwise);
  - the selection, appointment or performance of the Investment Manager or the Custodian;
  - the safe custody of the assets in the Managed Account after the Trustees have made the transfer(s) to the Investment Manager or to an agent of the Investment Manager (if any) or to a nominee of the Investment Manager (if any) or to the Custodian
- I acknowledge that neither LV= nor the Trustees have given or will give me investment advice in relation to the Managed Account.
- I know that I'm responsible for monitoring the investment performance of the Managed Account and agreeing investment objectives and restrictions with the Investment Manager from time to time.
- I know that the DMO Terms set certain restrictions on the investment of the Managed Account and I agree that the Trustees have the right to require that the Investment Manager disinvests from certain investments in some circumstances.
- I know that by nominating and consenting to the appointment of the Investment Manager I'm agreeing that the Investment Manager will be responsible for:
  - all routine or day to day decisions over the investment of the Managed Account,
  - deciding where to invest, and
  - deciding which investments to realise in order to meet any charges or expenses under the Discretionary Management Option, or to provide any benefits (in the form of transfer values, annuity purchase, lump sums or income withdrawals) payable to me under the Scheme.
- I agree that the appointment of the Investment Manager and the Custodian is made in accordance with the DMO Terms which define, and in some circumstances exclude or limit the liability of the Investment Manager and the Custodian for loss caused to the value of the Managed Account (including, but not limited to, where the Investment Manager or the Custodian has made use of agents, delegates or nominees to carry out his duties).
- I acknowledge that I may not receive the full value of the Managed Account if the Investment Manager or the Custodian or any agent, nominee, delegate or counterparty of the Investment Manager or the Custodian becomes insolvent.
- I know that the DMO Terms give me a right to require by notice in writing to the Trustees that they serve one month's written notice to terminate the appointment. I agree that the Trustees at the direction of LV= as scheme administrators (as well as the Investment Manager and the Custodian) have the right to terminate the appointment. Termination of the appointment is likely to give rise to disinvestment charges, and depending on market movements, may realise investment losses or result in the Managed Account losing the benefit of investment gains.
- I know that the Trustees at the direction of LV= as scheme administrators have the power to agree amendments to the DMO Terms with the Investment Manager and the Custodian without my consent. I will, however, be notified of any such amendments once they have taken effect.
- I agree that any liability which the Trustees may incur under or in connection with the DMO Terms will be met solely from the assets of the Managed Account, which may be realised to meet such liability by, or for the benefit of, the Investment Manager and/or the Custodian.
- I agree that the DMO Terms contain certain disclosures and risk warnings from the Investment Manager and the Custodian. I confirm that I'm responsible for reading and ensuring that I agree with these by seeking appropriate advice from my financial adviser.

- I agree to keep proper and complete written records of all transactions made in respect of the Managed Account and to provide these to the Trustees if reasonably requested.
- I agree that in the event of a breach by the Investment Manager or the Custodian of its agreement which causes loss to the value of the Managed Account, neither the Trustees nor LV= are required to take any action against the Investment Manager or the Custodian in respect of such loss.
- I know that the Investment Manager is authorised by the DMO Terms to realise the investments of the Managed Account in order to meet the transactional costs and charges of itself, the Trustees, LV=, the Custodian and my financial adviser.
- I won't authorise any person to deal except through the Investment Manager with any of the assets in the Managed Account without the consent in writing of the Trustees.
- I won't give any instructions to the Investment Manager or the Custodian which conflict with the trust deed and rules governing the Scheme, relevant legislation, the DMO Terms and the Discretionary Management Option Product Details.
- I've delegated all my voting rights in respect of the Managed Account to the Investment Manager to exercise as he sees fit and I will hold no person liable for any losses which may result from such exercise.
- I know that the Client Money Rules, as defined in the DMO Terms, don't apply where the Investment Manager is an authorised bank.
- I acknowledge that the Board of HM Revenue & Customs may withdraw registration from the Arrangement if any investment is made in relation to the Managed Account which is in breach of the trust deed and rules governing the Scheme and relevant legislation and that as a consequence I may incur a tax liability in relation to the Arrangement.
- I agree that I'll be responsible for any loss or expense that LV= and the Trustees incur as a result of me not complying with this declaration.
- I agree that a copy of this application form shall be binding on me as though it were the original. I also agree that any information which is supplied in this application form, or otherwise by me in relation to the Scheme, shall be taken to have been supplied directly by me to each of LV=, the Trustees and my nominated Investment Manager and Custodian, regardless of who the primary addressee of such information may be.

### **Declaration relating to Charles Stanley Direct (Charles Stanley & Co Limited)**

- I hereby nominate and consent Charles Stanley & Co Limited to be the custodian for the assets in my Self Invested Account specified in this application form (the Designated Assets). I acknowledge that the dealing, execution and custodian services (the "Service") will be held under the Execution only and Custody Service Agreement (the "Agreement") between Charles Stanley & Co Limited, NM Pensions Trustees Ltd and Liverpool Victoria Friendly Society Ltd (LV=). I agree that the Service available to me in relation to the Designated Assets will be subject to the Charles Stanley & Co Limited Terms and Conditions as amended from time to time (the "Terms") and the Flexible Transitions Account Terms and Conditions (the "FTA Terms") a copy of which has been provided to me. I acknowledge that NM Pensions Trustees Ltd has delegated authority to me to use this Service and I agree to comply with these Terms and the FTA Terms (as applicable) which apply to the Service. I know that NM Pensions Trustees Limited and LV= will not incur any liability in respect of my use of this Service.
- I agree that the terms of the Trust Deed governing the Scheme mean that this appointment is entirely at my own risk and neither NM Pensions Trustees Ltd nor LV= will incur any liability in respect of it.
- Without limiting that general principle, I specifically agree with LV=, NM Pensions Trustees Ltd and Charles Stanley & Co Limited (but with no other person) as follows:
- Neither NM Pensions Trustees Ltd, nor LV= will have any responsibility to me in respect of:
  - The investments made by me with the Designated Assets;
  - Any act or omission of Charles Stanley & Co Limited (in any case, whether as a result of my instructions or otherwise);
  - The selection, appointment or performance of Charles Stanley & Co Limited or the Designated Assets;
  - The safe custody of the Designated Assets after NM Pensions Trustees Ltd has made the transfer(s) to Charles Stanley & Co Limited or to an agent of Charles Stanley & Co Limited (if any) or to a nominee of Charles Stanley & Co Limited (if any)
- I acknowledge that LV=, NM Pensions Trustees Ltd nor Charles Stanley & Co Limited have given or will give me investment advice in relation to the Designated Assets.

- I know that I am responsible for monitoring the investment performance of the Designated Assets.
- I acknowledge that it is my responsibility to ensure that any investment made by me in relation to the Designated Assets must be allowable within pension law as stated in the FTA Terms. I acknowledge that NM Pensions Trustees Ltd have the right to require that Charles Stanley & Co Limited sells certain investments in some circumstances.
- I acknowledge that the appointment of Charles Stanley & Co Limited is made in accordance with the Agreement which and in some circumstances exclude or limit the liability for loss caused to the value of the Designated Assets.
- I know that I may not receive the full value of the Designated Assets if Charles Stanley & Co Limited or any agent, nominee, delegate or counterparty of Charles Stanley & Co Limited becomes insolvent. Information about eligibility for compensation arrangements is available from Charles Stanley & Co Limited or the Financial Services Compensation Scheme.
- I am aware that the Terms give me a right to require by notice in writing to NM Pensions Trustees Ltd that they serve written notice to terminate the appointment which will take place as soon as reasonably practicable. I am also aware that NM Pensions Trustees Ltd (as well as Charles Stanley & Co Limited) has the right to terminate the appointment. Termination of the appointment is likely to give rise to exit charges, and depending on market movements, may realise investment losses or result in the Designated Assets losing the benefit of investment gains.
- I agree that any liability that NM Pensions Trustees Ltd may incur under or in connection with the Terms or the Agreement will be met solely from the assets of the Designated Assets, which may be realised to meet such liability by, or for the benefit of Charles Stanley & Co Limited.
- I acknowledge that the Terms and other associated documentation (including, but not limited to the FTA Terms) may contain certain disclosures and risk warnings from Charles Stanley & Co Limited. I confirm that I am responsible for reading and ensuring that I agree with these by seeking appropriate advice from my financial adviser.
- I agree to keep proper and complete written records of all transactions made in respect of the Designated Assets and to provide these to NM Pensions Trustees Ltd if reasonably requested.
- In the event of a breach by Charles Stanley & Co Limited of its Agreement with NM Pensions Trustees Ltd which causes loss to the value of the Designated Assets, neither NM Pensions Trustees Ltd nor LV= is required to take any action against Charles Stanley & Co Limited in respect of such loss.
- I agree to pay the charges as set out in the Terms and other associated documentation (including, but not limited to, the FTA Terms) and acknowledge that LV= may instruct Charles Stanley & Co Limited to realise any investments made with the Designated Assets in order to meet any charges made by Charles Stanley & Co Limited.
- Neither I nor my financial adviser will give an instruction to NM Pensions Trustees Ltd or Charles Stanley & Co Limited which conflict with the trust deed and rules governing the Scheme, relevant legislation, the Terms, or the FTA Terms, as amended from time to time. If we do, I will take full responsibility for this and any breach arising or consequence flowing from this instruction shall be my responsibility.
- I acknowledge that HM Revenue & Customs may withdraw registration from the Arrangement if any investment is made in relation to the Designated Assets which is in breach of the trust deed and rules governing the Scheme and relevant legislation. If this happens I'm aware that I may incur a tax liability in relation to the Arrangement.
- I am aware that the Designated Assets will be held in the name of NM Pensions Trustees Ltd and designated with my name and that any such rights I may have in regards to such holdings will be exercised by NM Pensions Trustees Ltd acting on my behalf either in its discretion or on my instructions as is applicable in accordance with the Terms.
- I have read the Data Protection Policy of Charles Stanley & Co Limited as set out in the Terms and consent to Charles Stanley & Co Limited being appointed as a Data Controller of my personal data for the purposes of the Service provided by Charles Stanley & Co Limited.
- The authority I have granted shall be fully effective until Charles Stanley & Co Limited receive written notice of the revocation of this authority signed by me.
- All deals executed by Charles Stanley & Co Limited, prior to receipt of written revocation of this authority by Charles Stanley & Co Limited, shall be binding.



- In the event of my death, all deals executed by Charles Stanley & Co Limited, prior to receipt of formal notification of my death, shall be binding.
- I will be fully responsible for all losses and or expenses incurred by NM Pensions Trustees Limited, LV= (as appropriate) in respect of any loss it may incur as a consequence of any breach by me of the above terms or with respect to me not complying with this declaration.

## Declaration and agreement relating to nominated Fund Supermarket

- I hereby nominate Financial Administration Services Ltd ('FundsNetwork™'), a Fidelity group company, to be the custodian for the part of my Self Invested Account specified within this application (the Designated Assets), subject to the FundsNetwork™ Client Terms for the Scheme (the Client Terms) as amended from time to time, a copy of which has been provided to me, and for the avoidance of doubt I consent to the appointment by the Trustees of FundsNetwork™ as custodian for the Designated Assets and to provide services subject to the Client Terms.
- I know that the terms of the Trust Deed governing the Scheme mean that this appointment is entirely at my own risk and neither the Trustees nor LV= will incur any liability in respect of it. Without limiting that general principle, I specifically agree with LV=, the Trustees and FundsNetwork™ (but with no other person) as follows:
  - neither the Trustees nor LV= will have any responsibility to me in respect of:
    - the investments made with the Designated Assets;
    - any act or omission of FundsNetwork™ (in any case, whether on my instructions or otherwise);
    - the selection, appointment or performance of FundsNetwork™ or the underlying investments;
    - the safe custody of the Designated Assets after the Trustees have made the transfer(s) to FundsNetwork™ or to an agent of FundsNetwork™ (if any) or to a nominee of FundsNetwork™ (if any)
- I acknowledge that LV=, the Trustees nor FundsNetwork™ have given or will give me investment advice in relation to the Designated Assets.
- I know that I'm responsible for monitoring the investment performance of the Designated Assets.
- I'm aware that the Client Terms set certain restrictions on the investment of the Designated Assets and that the Trustees at the direction of LV= as scheme administrators have the right to require that FundsNetwork™ disinvests from certain investments in some circumstances.
- I agree that the appointment of FundsNetwork™ is made in accordance with the Client Terms which define, and in some circumstances exclude or limit the liability for loss caused to the value of the Designated Assets.
- I know that I may not receive the full value of the Designated Assets if FundsNetwork™ or any agent, nominee, delegate or counterparty of FundsNetwork™ becomes insolvent. Information about eligibility for compensation arrangements is available from FundsNetwork™ or the Financial Services Compensation Scheme.
- I'm aware that the Client Terms give me a right to require by notice in writing to the Trustees that they serve immediate written notice to terminate the appointment which will take effect as soon as reasonably practicable. I also know that the Trustees (as well as FundsNetwork™) have the right to terminate the appointment. Termination of the appointment is likely to give rise to disinvestment charges, and depending on market movements, may realise investment losses or result in the Designated Assets losing the benefit of investment gains.
- I'm aware that the Trustees at the direction of LV= as scheme administrators have the power to agree amendments to the Client Terms with FundsNetwork™ without my consent. I will, however, be notified of any such amendments once they have taken effect.
- I agree that any liability that the Trustees may incur under or in connection with the Client Terms will be met solely from the assets of the Designated Assets, which may be realised to meet such liability by, or for the benefit of, FundsNetwork™.
- I acknowledge that the Client Terms and other associated documentation (including, but not limited to the Key Features Document) contain certain disclosures and risk warnings from FundsNetwork™. I confirm that I'm responsible for reading and ensuring that I agree with these by seeking appropriate advice from my financial adviser.
- I agree to keep proper and complete written records of all transactions made in respect of the Designated Assets and to provide these to the Trustees if reasonably requested.
- In the event of a breach by FundsNetwork™ of its agreement with the Trustees which causes loss to the value of the Designated Assets, neither the Trustees nor LV= are required to take any action against FundsNetwork™ in respect of such loss.

- I agree to pay the charges as set out in the Client Terms and other associated documentation (including, but not limited to, the Key Features Document) and acknowledge that LV= may instruct FundsNetwork™ to realise any investments made with the Designated Assets in order to meet any charges made by FundsNetwork™.
- I won't give any instructions to the Trustees or FundsNetwork™ which conflict with the trust deed and rules governing the Scheme, relevant legislation, the Client Terms and the Product Details as amended from time to time.
- I acknowledge that my financial adviser is only permitted to switch investments via the Fidelity FundsNetwork™ website for Intermediaries in accordance with the trust deed and rules governing the Scheme, relevant legislation, the Client Terms and the Product Details as amended from time to time.
- I acknowledge that HM Revenue & Customs may withdraw registration from the Arrangement if any investment is made in relation to the Designated Assets which is in breach of the trust deed and rules governing the Scheme and relevant legislation and that as a consequence I may incur a tax liability in relation to the Arrangement.
- I'm aware that the Designated Assets will be held in the name of the Trustees and designated with my name, and further that any part of the Designated Assets invested in an investment provided by a third party provider will be held in the name of Fidelity Nominee Shareholdings Ltd, and that any such rights I may have in regards such holdings will be exercised by the Trustees acting on the Scheme Administrator's behalf either in its discretion or on my instructions as is applicable in accordance with the Client Terms.
- I've read the Data Protection Policy of FundsNetwork™ as set out in the Client Terms and consent to FundsNetwork™ being appointed as a data controller of my personal data for the purposes of the services provided by FundsNetwork™.
- I'm aware that I'll be responsible for any loss or expense that the Trustees, LV= and FundsNetwork™ (as appropriate) incur as a result of me not complying with this declaration.
- I acknowledge that LV= has entered into a profit-sharing arrangement with FundsNetwork™ with respect to Scheme assets invested via FundsNetwork™.

### Declaration for Drawdown

- I request you to pay the benefits set out in this application form.
- I know that it's my responsibility to make sure that there are sufficient funds in my Transitions Bank Account to pay the benefits I've requested. Neither Liverpool Victoria Friendly Society Ltd (LV=) or the Trustees will be responsible for payment of income if there is insufficient money in my Transitions Bank Account.
- I agree that if I receive benefits (lump sum and/or income) from LV= to which I'm not entitled, I'll pay back any such payments.
- I agree that if I instruct LV= to pay any benefits (lump sum and/or income) and then subsequently change my mind and cancel the plan (where a cancellation right exists), I'll pay back in full any such payments received. In addition, I'll also pay LV='s and/or the Trustees reasonable administration and/or legal costs in recovering this money.
- I'm aware that I'll be able to review the amount of income payable, within the limits set down by the relevant Scheme Rules, but if I do so an extra charge may be levied from my fund by cancellation of units or encashment of other investments to meet the additional costs.
- I know that for Capped Drawdown, if I select an initial amount of income that is above the maximum drawdown pension limit the Scheme Administrator LV= will pay income equal to the maximum allowed. I'm aware that if at any time in the future my selected amount of income exceeds the maximum limit, the Scheme Administrator LV= will pay an income equal to that limit unless I request that I move from Capped Drawdown to Flexi-access Drawdown within the plan.
- If I am transferring a capped drawdown arrangement(s) to a flexi-access drawdown arrangement(s), I will be subject to the Money Purchase Annual Allowance (MPAA) from the date of my first flexi-access payment, or if I am already subject to the MPAA, I have supplied the date the MPAA first applied to me in this application form.
- If I take any benefits other than tax free cash from this plan, using Flexi-access Drawdown, I am aware that I will become subject to the Money Purchase Annual Allowance (MPAA).
- I won't require the withdrawal of the pension funds or income from those funds held under the LV Personal Pension Scheme (the Scheme) other than for payment of benefits in accordance with, and at the time specified by, its rules.
- I declare that I allow the surrender of units or sale of investments to cover payment of any tax charges made by the Scheme.
- I won't ask the Trustees or LV= to make any unauthorised payments on my behalf.
- I know that the Trustees or LV= are not obliged to make payments unless there are available funds.



## Declarations relating to the recycling of tax free lump sum (Pension Commencement Lump Sum)

- I declare that if I've chosen to take a lump sum, it isn't my intention to make, either directly, indirectly, or by someone making contributions on my behalf, a significant increase in my total expected contributions to registered pension schemes.  
A significant increase is where:
  - the total lump sum I receive in the 12 month period ending on the day the lump sum from this plan is paid, exceeds £7,500, and
  - more than 30% of those lump sums is used to make contributions (either directly, indirectly, or by someone making contributions on my behalf such as my employer) to one or more registered pension schemes over and above the expected level of contributions. This includes any contributions I may have made in anticipation of receiving the lump sum.
- I'm aware that the period of assessing any significant increase covers the year in which the lump sum is paid, the previous two tax years, and the following two tax years.
- I'm aware that if I do make, or have already made, such pension contributions, all or part of the lump sum will be an unauthorised payment and I will be personally liable for any resulting tax charges. I'm also aware that this includes reimbursing the Trustees or LV= in full for any tax charges that they may incur.
- I'm aware that if I intend to take an unauthorised payment I must inform the Trustees or LV= within 30 days of the date of the unauthorised payment.

## A summary of how we use your personal information

Liverpool Victoria Friendly Society Limited (LV=) is the data controller of your personal information. We'll keep you informed about how we use your personal information in the document 'How we use your personal information', which is available:

- online at [lv.com/dataprotectionlife](http://lv.com/dataprotectionlife)
- in print from Life Customer Support, LV=, County Gates, Bournemouth, BH1 2NF or [LifeCustomerSupport@LV.com](mailto:LifeCustomerSupport@LV.com)

By completing this application I understand that my personal information and information I may have provided about other people (For example my nominated beneficiaries) will be used in line with the LV= 'How we use your information' statement, which includes being:

- Used by LV= and shared with my intermediary for the purposes of providing me with a quote, processing and administering my plan and assessing any claims.
- Shared with regulatory bodies (for example, the Financial Conduct Authority and HM Revenue and Customs) to enable LV= to fulfil legal and regulatory obligations.

It is therefore important that if you have provided information about other people in the application that you advise them to also read the 'How we use your personal information' statement so they are aware of how their personal information will be used by LV=.

You have a number of rights concerning your personal information. You can ask for a person to review an automated decision, and in certain circumstances to:

- access the personal information we hold about you.
- correct personal information.
- have your personal information deleted.
- restrict us processing your personal information
- receive your personal information in a portable format, and
- object to us processing your personal information.

If you want to find out more or exercise these rights, contact Life Customer Support, LV=, County Gates, Bournemouth, BH1 2NF or email us at [LifeCustomerSupport@LV.com](mailto:LifeCustomerSupport@LV.com)

You can contact us about data protection at: Data Protection Officer, LV= County Gates, Bournemouth, BH1 2NF or [dpo@LV.com](mailto:dpo@LV.com).

## Financial Crime

The personal information LV= has collected from you will be shared with crime prevention agencies who will use it to prevent financial crime and money-laundering and to verify your identity. If financial crime is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by LV= and these fraud prevention agencies, and your data protection rights, can be found by contacting us at GFC LV=, County Gates, Bournemouth BH1 2NF.

If you or anyone representing you:

- provides LV= with misleading or incorrect information to any of the questions asked when applying for or amending this product
- deliberately misleads LV= to obtain more favourable terms
- provides LV= with false documents
- makes a fraudulent payment by bank account and/or card

LV= may:

- reject your application
- amend your plan to record the correct information, apply any relevant terms and conditions and collect any additional monies due including any administration charges
- cancel or void your plan including any other products which you have with LV= and apply a cancellation charge
- recover from you any costs incurred and not return any monies paid by you

LV= also has the right to stop processing your application, cancel your plan and pass details to crime prevention and law enforcement agencies if:

- LV= identifies financial crime or any attempt to gain an advantage, in connection with this application for this product, to which you're not entitled
- LV= identifies your involvement or association with fraud or financial crime

## 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.

# Signature

To be read and signed by all applicants

**Warning: it is a serious offence to make false statements; the penalties are severe and could lead to prosecution.**

**Before signing this declaration and applying for the plan we recommend that you should read:**

- the Key Features of the Flexible Transitions Account
- the Flexible Transitions Account Terms and Conditions
- We also recommend that you and anyone attached to the plan reads the 'How we use your personal information' document by visiting [www.LV.com/dataprotectionlife](http://www.LV.com/dataprotectionlife)

**By signing below, I agree to be bound by this declaration.**

Applicant's signature (Guardian's signature if applicant is aged under 18)

Date / / (DD/MM/YYYY)

**If you're transferring a pension into this plan, please check that you've also signed the transfers declaration on page 6.**

## Supplementary Declaration by Guardian

**To be completed by the guardian where the applicant for a Flexible Transitions Account 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.
- I'm aware that the contributions paid to the appropriate scheme may only be returned in the form of benefits payable under the rules of the appropriate scheme.

Your title

Your first name(s) in full

Your surname

Your address

Postcode

Your signature

Date / / (DD/MM/YYYY)





Please send your completed form to

LV= Retirement Solutions  
Pensions New Business  
Tilehouse Street  
Hitchin  
SG5 2DX

This is positioned for a C4 window envelope

**You can get this and other documents from us in Braille or large print by contacting us.**



**Liverpool Victoria Friendly Society Limited, Tilehouse Street, Hitchin SG5 2DX.**

LV= is a registered trade mark of Liverpool Victoria Friendly Society Limited (LVFS) and a trading style of the Liverpool Victoria group of companies. LVFS is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, register number 110035. NM Pensions Trustees Limited, (registered in England No. 4299742), acts as scheme trustee. Registered address for all companies: County Gates, Bournemouth BH1 2NF. Tel: 01202 292333

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