

No ID or age  
evidence required

# Protected Retirement Plan

## Customer Application Form

### For Financial Adviser completion only

I confirm that any adviser charge is only for pension  
advice in connection with the purchase of this plan Yes

Adviser name

Financial Services Register number

Adviser email address

Quote Reference



# Protected Retirement Plan

## Before you complete this form...

- You should have already been given a quote showing the income you are likely to receive and the guaranteed maturity value. [If not, please complete our quote request form.](#)
- If you have requested a one-off flexi access payment you will need to complete an additional flexi access declaration before this request can be processed.
- Please read the key features document before completing this application form. It contains important information about your plan.
- Take a look at the Terms explained section at the back of this application form, as it helps to explain the meaning of certain terms we use.
- **Please note that we can't accept any pension fund with an earmarking order. (Pension earmarking is one of the options available on divorce or the dissolution of a civil partnership.)**

### Important:

**Please note that we cannot set up the plan or pay out any money until we've received a fully completed application form, suitable proof of age, and the funds from the transferring pension scheme.**

**When you have completed this application form please send this back to us, via your financial adviser, to the New Business Department, LV= Retirement Solutions, Pease House, Tilehouse Street, Hitchin, Herts SG5 2DX.**

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](http://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.

## Section A Your personal details

### Your details

Title First name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

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

Email address \_\_\_\_\_

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.**

National Insurance Number \_\_\_\_\_

Are you male or female? Male Female \_\_\_\_\_

What is your marital status? Single Married/Civil Partner \_\_\_\_\_

Widowed Divorced \_\_\_\_\_

Separated \_\_\_\_\_

Have you consulted the Government's free guidance service (Pension Wise) in relation to this transaction? Yes No \_\_\_\_\_

## Your spouse/civil partner/beneficiary details

(only complete if you wish to include a beneficiary's income)

Title First name(s)

Surname

Address

Postcode

Daytime Telephone number (including area code)

Email address

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.**

National Insurance Number

Are you male or female? Male Female

Please specify their relationship to you Spouse/Civil Partner Partner Other, please specify

**Important: Your beneficiary will need to read Section G, Part 4 and sign the Declaration. By doing so they are agreeing to how any death benefits will be paid to them.**

## Section B. Payment details

**Please give details of the bank or building society account into which you want your income, and any cash payment (either tax-free or taxable), to be made.**

Name(s) of account holder(s)

Bank/Building Society name

Sort code - -

Account number

Roll number (building societies only)

- Please note 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.
- Please note that we can't make payments by cheque, to non-UK bank accounts or to UK bank accounts that don't accept BACS.



## Section E. Fund details

Please provide full details of your registered pension scheme(s) as this will enable us to arrange for the plan fund(s) held within the scheme(s) to be transferred to us as quickly as possible.

### If you are transferring a fund where you have already taken benefits:

- if you wish to transfer more than one drawdown pension fund you will need to complete an application form and set up a new plan for each one.
- any tax-free cash (where applicable) will have already been paid when your pension fund first became drawdown pension, so none will be paid when this plan is set up with LV=.
- **for capped drawdown, any income requirements in the current drawdown pension year (which starts on the anniversary of your maximum income review date) may have to be adjusted to take account of any income that you have already taken, if you are remaining in Capped Drawdown.**
- **this must represent the full value of the existing arrangement as otherwise this won't be regarded by HM Revenue & Customs as an authorised transfer.**

Where LV= have been asked to pay tax free cash, we will make this payment before the plan is set up.

## 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 also remember that we can't accept any pension fund with an Earmarking Order.**

How many schemes are you transferring from?

**If you're transferring from more than three arrangements, please photocopy this page**

**Please provide details for each transfer (as applicable) below:**

## Transfer One

**We need to know a bit more information about your transfer. The information can be found on statements your scheme will have issued you. Your financial adviser will also be able to help.**

### Type of ceding scheme

- UK Registered Defined Benefit Occupational Pension Scheme
- UK Registered Defined Contribution Occupational Pension Scheme
- Other UK Registered Pension Scheme (for example 'Personal Pension' or 'SIPP')
- Deferred Annuity Contract (Section 32)
- Other, please specify \_\_\_\_\_

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

\_\_\_\_\_  
Full name of current pension scheme where known

\_\_\_\_\_  
Name of trustee(s), scheme administrator and/or insurer

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

\_\_\_\_\_  
Postcode

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

\_\_\_\_\_  
Existing pension scheme plan number

Is the current plan subject to any existing or proposed trustee in bankruptcy order, or earmarking or pension sharing orders, or other receiving orders?

Yes No

Approximate fund value to be paid to LV=

£

Does this represent the full value of the current plan?

Yes No

Are the funds being transferred

(a) already entirely in drawdown,

(b) already partially in drawdown or

(c) uncrystallised?

Does this plan come from death benefits?

Yes No

## Transfer Two

We need to know a bit more information about your transfer. The information can be found on statements your scheme will have issued you. Your financial adviser will also be able to help.

### Type of ceding scheme

- UK Registered Defined Benefit Occupational Pension Scheme
- UK Registered Defined Contribution Occupational Pension Scheme
- Other UK Registered Pension Scheme (for example 'Personal Pension' or 'SIPP')
- Deferred Annuity Contract (Section 32)
- Other, please specify \_\_\_\_\_

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

Full name of current pension scheme where known \_\_\_\_\_

Name of trustee(s), scheme administrator and/or insurer \_\_\_\_\_

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

Postcode \_\_\_\_\_

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

Existing pension scheme plan number \_\_\_\_\_

Is the current plan subject to any existing or proposed trustee in bankruptcy order, or earmarking or pension sharing orders, or other receiving orders? \_\_\_\_\_

Yes No

Approximate fund value to be paid to LV= \_\_\_\_\_

£

Does this represent the full value of the current plan? \_\_\_\_\_

Yes No

Are the funds being transferred

(a) already entirely in drawdown,

(b) already partially in drawdown or

(c) uncrystallised? \_\_\_\_\_

Does this plan come from death benefits? \_\_\_\_\_

Yes No

## Transfer Three

We need to know a bit more information about your transfer. The information can be found on statements your scheme will have issued you. Your financial adviser will also be able to help.

### Type of ceding scheme

- UK Registered Defined Benefit Occupational Pension Scheme
- UK Registered Defined Contribution Occupational Pension Scheme
- Other UK Registered Pension Scheme (for example 'Personal Pension' or 'SIPP')
- Deferred Annuity Contract (Section 32)
- Other, please specify \_\_\_\_\_

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

Full name of current pension scheme where known \_\_\_\_\_

Name of trustee(s), scheme administrator and/or insurer \_\_\_\_\_

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

Postcode \_\_\_\_\_

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

Existing pension scheme plan number \_\_\_\_\_

Is the current plan subject to any existing or proposed trustee in bankruptcy order, or earmarking or pension sharing orders, or other receiving orders? \_\_\_\_\_

Yes No

Approximate fund value to be paid to LV= \_\_\_\_\_

£

Does this represent the full value of the current plan? \_\_\_\_\_

Yes No

Are the funds being transferred

(a) already entirely in drawdown,

(b) already partially in drawdown or

(c) uncrystallised? \_\_\_\_\_

Does this plan come from death benefits? \_\_\_\_\_

Yes No



### Lifetime allowance details for under 75's (only applicable if you haven't already taken any benefits before transferring your fund to buy a plan and you're under age 75 when this plan starts)

Is the total value of:

- The pension benefits you have already taken;
- any pension funds transferred overseas, and;
- the benefits you are about to take;

less than the current Standard Lifetime Allowance threshold of £1,055,000 for the tax year 2019/20? Yes No

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Do you have any protection in place against the Lifetime Allowance tax charge? Yes No

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### Lifetime allowance details for over 75's (if you're 75 or over and are taking a lump sum, please answer the following question)

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

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Understanding the Lifetime Allowance rules is important because if you provide incorrect or incomplete information you may become liable to a Lifetime Allowance tax charge.

If you are unsure how to calculate the value of your benefits, please refer to your financial adviser or your current provider(s).

## Section F. Adviser Charge/Commission

Please complete this section for all cases.

Is this an advised sale? Yes No

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If this is an advised sale was the advice independent or restricted

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

Please complete this section if you want LV= to pay an adviser charge or commission.

An adviser charge is the payment you have agreed to pay your financial adviser for the advice provided to you.

We won't calculate any VAT to be included in the adviser charges payable. Please include this in the amount stated if relevant.

Adviser charge amount expected: None Adviser default Other £ or %

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Commission amount expected: None Adviser default Other £ or %

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## Section G. Important information

**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)**

### General

- We will pay you any tax-free cash once Liverpool Victoria Friendly Society Limited (LV=) has:
  - accepted this completed application to set up a Protected Retirement Plan (the Plan) with LV=, and
  - received the transfer payment(s) from the plan(s) listed in Section E and have paid this into the LV Personal Pension Scheme (the Scheme).
- We will start paying any income once we've set up the Plan subject to the Plan Conditions.
- The amount of any income we pay may be different to the quote referenced on the front of this application. We will confirm this when your application has been accepted.
- The Plan is governed by the law of England. We will always communicate in English.
- Please note, if you choose to use the Protected Retirement Plan conversion feature, then the money can be used to purchase another retirement product, or taken as taxable income, which could affect the rate of income tax you pay.

## 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

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

## Declaration by you

### Part 1 – declaration to LV= – all cases

- I would like to transfer pension funds from the plan(s) listed in Section E.
- I would like the current provider(s) of the plan(s) listed in Section E to transfer the funds as requested by me to the Scheme.
- I apply to become a member of the Scheme if I'm not already a member, and agree to be bound by its trust deed and rules which are available on request, and the Plan Conditions.
- I agree that until the Plan is set up any transfer payments received from the plan(s) listed in Section E will be invested in a non-interest bearing bank account.
- I agree that the Plan can only be cancelled within the 30 day cancellation period. If the Plan is cancelled I will return any money paid to me from the Plan.
- I instruct LV= to pay the financial adviser named on the front page of this application form the adviser charge or commission set out in Section F.
- I agree that if LV= pays an adviser charge to my financial adviser and I cancel my plan within the 30 day cancellation period, LV= won't claim this back from my financial adviser. This means we will only return the amount used to purchase your plan to your current provider.
- I agree that the plan will start when LV= receive my completed application.
- I have read my cancellation rights and I know that they will expire.
- I promise to repay any money paid by LV= that is not due to me under the terms of this plan. If I do not, I acknowledge that I will be responsible for any costs incurred by LV= in recovering the overpayment.
- I will be solely responsible for any additional tax charges or any penalties which arise if the information provided in this application is incorrect or if I have failed to comply with any aspect of this application.
- I agree that if I receive benefits (lump sum and/or income) to which I'm not entitled, I'll pay back any such payments.
- I agree that by signing this application form I am entering into a legally binding contract with LV= that can only be cancelled within my cancellation period. By completing the application form I agree to allow LV= to request funds from the ceding scheme without delay.
- I agree that 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 also agree that my financial adviser can instruct LV= to make changes to my plan after it has started.
- I agree that this completed application, the completed Protected Retirement Plan Quote Request Form, together with the quote referenced on the front of this application form, is my instruction to the Scheme Administrator to set up the Plan.
- 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 the Scheme, then the Scheme Administrator will look to recover this from my estate.

## **Part 2 – declaration to LV= – transfers from plan(s) from which you haven’t already taken any benefits**

- I request LV= to pay me the tax-free cash set out in the quote referenced on the front of this application form.
- Where I have chosen to take tax free cash, 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 tax-free cash you receive in the 12 month period ending on the day the tax-free cash from this plan is paid, exceeds £7,500, and more than 30% of those tax-free cash sums is used to make contributions to one or more registered pension schemes which exceed the expected level of contributions. This includes any contributions you pay directly or indirectly, paid by someone on your behalf such as your employer, or which you may have paid in anticipation of receiving the tax-free cash.

## **Part 3 – declaration to the current provider – all cases**

- I authorise, instruct and apply to the current provider to transfer sums and assets from the plan(s) as listed in Section E directly to LV= and to provide any instructions and/or discharge required by any relevant third party to do so.
- I authorise LV=, my current provider, any contributing Employer and my 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=.
- Until this application is accepted and complete, LV=’s responsibility is limited to the return of the total payment(s) to the current provider(s).
- When payment is made to LV= as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section E 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.

## **Part 4 – declaration to LV= and the current provider – all cases**

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that LV= 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.

## **A summary of how we use your personal information**

Liverpool Victoria Friendly Society Limited (LV=) is the 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.

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By signing below you and your spouse, civil partner or beneficiary (as applicable) are confirming to have read and agree to the statements in Section G.

**You**

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

**Your spouse/civil partner/beneficiary (as applicable)**

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

## What to do next...

- Please make sure you've completed all the questions that apply to you in Sections A to F and read the Important Information and signed the Declaration in Section G. Otherwise, it may delay your application.
- When you've completed everything you need to, please send this application to your financial intermediary.
- Once we've received your application form, we will ask your current pension scheme to transfer the money to us. It can take several weeks to receive this money, but we will regularly keep your financial adviser informed of the progress.

**If you have signed the Declaration your application form is now complete.**

**Please send this back to us, via your financial adviser, to Annuities New Business, LV= Retirement Solutions, Pease House, Tilehouse Street, Hitchin, Herts SG5 2DX.**

## Terms Explained

The following helps to explain some of the terms we use in this application form and the quote request form.

### Beneficiary

Someone who you would like to leave a continuing income to in the event of your death during the term of the plan.

### Capped Drawdown

This option is only available if you're transferring in a fund already in Capped Drawdown, and subject to the Government Actuary's Department (GAD) limits.

### Civil partner

One party of a same-sex relationship that has been formally registered as a civil partnership (Civil Partnership Act 2004) and treated no different to married couples.

### Enhanced lifetime allowance factors

You may be entitled to an increase in your lifetime allowance if you have received a pensions credit, or if your pension entitlement arose in a recognised overseas pension scheme. If you think you may qualify for an enhancement, please contact your financial adviser.

### Flexi-access Drawdown

This option allows you to take unlimited income including taxable lump sums, from your pension fund, subject to its value and will be taxed as income. As there are no limits to withdrawals, there is a danger you could empty your plan too soon, leaving you with less income sources during your retirement.

### Lifetime allowance

This is the total amount of tax-privileged pension savings that you can have. Most people's limit will be equal to the standard lifetime allowance (£1,055,000 for the tax year 2019/20).

### Money Purchase Annual Allowance (MPAA)

When you start taking income from your Flexi-access drawdown plan, you are subject to the MPAA. This means the amount you, your employer, or anyone on your behalf can contribute to any other Money Purchase pensions you hold, without paying a penalty, is reduced from £40,000 a year, to £4,000 a year 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.

### Nominated Beneficiary

Someone who you would like to leave a lump sum to in the event of your death during the term of the plan.

### Protection

This is where you have applied to HM Revenue & Customs for either enhanced protection, fixed protection, individual protection or primary protection.

### Tax-free cash

The lump sum amount paid to you (if applicable) on or shortly after the start date. From 6 April 2006, tax-free cash has also been known as a pension commencement lump sum (PCLS).

### LV=

LV= means Liverpool Victoria Friendly Society Limited.

### We, us, our

We, us, our means LV=.

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 both companies: County Gates, Bournemouth BH1 2NF. Tel: 01202 292333