

*No ID or age
evidence required*

Protected Retirement Plan

Trustee 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 Number - **A N N** -

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

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.
- Please read the key features document before completing this application form. It contains important information about your 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

How to complete this form

You should complete this form if you wish to use pension scheme funds to invest in a Protected Retirement Plan with LV= to provide benefits for a named member of your registered pension scheme.

Important: Please note that we cannot set up the plan or pay out any money until we've received a fully completed application form, verified identity and age of the scheme member, and the pension funds.

When you have completed this application form please send this back to Annuities New Business, 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. 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.

Pension scheme and investment details

Full name of pension scheme	<input type="text"/>	
Name of trustees	<input type="text"/>	
Scheme address	<input type="text"/>	
	Postcode	<input type="text"/>
Name of contact at scheme	<input type="text"/>	
Telephone number (including area code)	<input type="text"/>	
HM Revenue & Customs reference number	<input type="text"/>	
Is the pension scheme with LV=?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Policy or scheme number	<input type="text"/>	
Amount to be invested	£	<input type="text"/>

Section B.

Scheme member details

This plan can only be set up to provide benefits for a named scheme member

Title	Mr/Mrs/Miss/Ms/Dr/Other	<input type="text"/>
First name(s) in full	<input type="text"/>	
Surname	<input type="text"/>	
Address	<input type="text"/>	
	Postcode	<input type="text"/>
Email address	<input type="text"/>	
Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY)	

We will confirm the member's name and age using online information agencies. Where we can't, we'll ask the member to provide either their original birth certificate, or a certified copy of their passport or photo-card driving licence.

Are they male or female?

Male

Female

Section C.

Payment details

Please give details of the bank or building society account into which you want any regular income, and any death benefit or maturity value, to be made.

Name(s) of account holder(s)

Bank/Building Society name

Sort code - -

Account number

Roll number (building societies only)

Please note that we can't make payments by cheque, or to non-UK bank accounts or to UK bank accounts that don't accept Bacs. Any payments we make will be paid gross to the UK bank account of the trustee/scheme administrators of the registered pension scheme detailed in Section A.

Section D.

Important Information, Data Protection and Declaration

Important Information

- The trustees named in Section A (the Trustees) are applying for a Protected Retirement Plan (the Plan) provided by Liverpool Victoria Friendly Society Limited (LV=) on behalf of the scheme member (the Member) detailed in Section B.
- LV= will only start paying any income once the Plan has been set up.
- The amount of the income LV= pay to the Trustees may be different to the quote. LV= will confirm this when this application is accepted.
- The contract will be subject to, and governed by, the laws and jurisdiction of England and Wales. We'll always communicate in English.
- The Plan can only be transferred to another pension scheme as an in-specie transfer or as directed under a pension sharing order.

Honest and truthful disclosure

By completing this application, we confirm that;

- We have answered all questions truthfully and honestly even if this has been provided on a previous application to LV=
- All information provided in connection with this application is honest and accurate

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

Trustee Declaration to LV=

- We wish to apply for the Plan with LV= as set out in the quote referenced on the front page of this application.
- We will inform LV= of any change occurring before acceptance of this application form and agree that failure to do so may result in this application becoming void.
- We declare that the scheme referenced in Section A is a registered pension scheme in accordance with the provisions of Chapter 2 Part 4 of the Finance Act 2004. We agree to notify LV= if the scheme stops being a registered pension scheme.
- We agree to send a copy of the key features document issued by LV= to the Member.
- **We agree that if the Member dies before the maturity date of the Plan we will tell LV= in writing within 90 days of the Member's death. Any income paid to us after the Member dies will be returned to LV=.**
- We agree that if we fail to tell LV= about the Member's death within 90 days, we will reimburse LV= for any reasonable cost incurred by LV= in administering the plan.
- We agree that we 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 we have failed to comply with any aspect of this application.
- We promise to accept responsibility in respect of any claims, losses and expenses that LV= may incur as a result of any incorrect information provided by us in this application or of any failure on our part to comply with this aspect of this application.
- We agree that if we decide to cancel the Plan, we will return any money paid, within the cancellation period.
- We agree that if we cancel the plan within the cancellation period, LV= will return the amount used to purchase the plan to us.
- We agree that the plan will start when LV= receive the completed application.
- Please ensure that you advise anyone else whose personal details are related to the plan that the 'How we use your information statement' is available by visiting [LV.com/dataprotectionlife](https://lv.com/dataprotectionlife)

A summary of how we use your personal information (trustees and member)

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](https://lv.com/dataprotectionlife)
- in print from Life Customer Support, LV=, County Gates, Bournemouth, BH1 2NF or 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

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

Financial Crime (trustees and member)

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.

Before signing the Declaration below on behalf of the registered pension scheme referenced in Section A LV= recommends that you should read the plan conditions and key features document. By signing below you are confirming that you've read and agree to the statements in Section D. If there are more than two individual trustees then please photocopy this page.

Trustee name (please print)

Signature

Date

/ / (DD/MM/YYYY)

Trustee name (please print)

Signature

Date

/ / (DD/MM/YYYY)

What to do next...

- Please make sure you've completed all the questions in Sections A to C and read the Important Information and signed the Declaration in Section D. Otherwise, it may delay your application.
- When you've completed everything you need to, please send this application to the address below.
- Once we've received and accepted your application we will ask you to send the money to us.

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

Please send this back to Annuities New Business, LV= Retirement Solutions, Pease House, Tilehouse Street, Hitchin, Herts SG5 2DX.

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

21725-2018 03/18