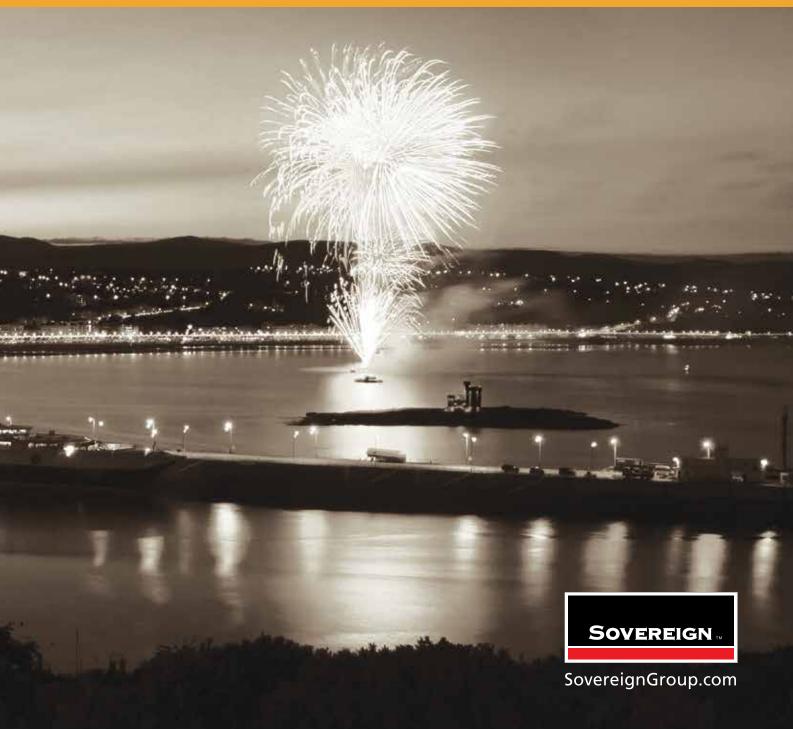
# The **Aegean** Lite Personal Pension Plan

ISLE OF MAN APPLICATION FORM



#### PLEASE COMPLETE THIS APPLICATION FORM IN CAPITAL LETTERS AND USING BALL POINT PEN.

### **Client Due Diligence**

In order to comply with prevention of money laundering and funding of terrorism regulations, the trustees are required to verify your identity, address and source of wealth. Failure to provide complete information may delay your application.

#### 1. Verification of Identity

Please provide a certified copy of your passport clearly showing your name, passport number, photograph, nationality, date of birth, country of issue, date of issue and signature.

#### 2. Verification of Address

One form of proof of address verification is required. An address verification letter is not acceptable. Below is a list of acceptable documents. Please note that documents must be dated within the past 3 months.

- A utility, rates or Council Tax bill. Mobile telephone and Store card bills are not acceptable.
- An extract from the official register of electors.
- A current driving licence (only if not used as verification of the clients identity).
- A state pension, benefit book or other government produced document showing benefit entitlement
- A tax assessment document.
- A bank account or bank credit card statement. Statements that show a 'care of' address are not acceptable.
- Proof of ownership or rental of the residential address.
- Proof of payment for a PO Box service (which must also show the residential address), where the PO Box shown is also the correspondence address of the applicant.
- A mortgage statement.

#### A FURTHER PROOF OF ADDRESS VERIFICATION AND SUPPLEMENTARY DUE DILIGENCE MAY BE REQUIRED

Note – Any identity or address verification documents which are presented in a language other than English will require a certified translation to accompany it. Documents should be translated by a professional body or Sovereign representative and clearly state who has conducted the translation. Failure to provide a translation may cause a delay or documents being rejected by Compliance.

#### 3. Certification

Documents\* may be certified by a lawyer, notary public, senior civil servant, serving police officer or customs officer, an officer of an embassy, consulate or high commission, an accountant, an actuary or a director, company secretary or manager of a financial services provider recognised by a regulatory body.

The certification should be evidenced by a written statement stating that:

- The document is a true copy of the original document;
- The document has been seen and verified by the certifier; and
- The photograph is a true likeness of the applicant on ID documents

#### 4. Source of Wealth

The Scheme Administrator requires a full history of employment (with an explanation of any gaps) and/or business activities in order to establish source of wealth i.e. the origin of the pension funds to be transferred. To satisfy this requirement please provide an up to date copy of your curriculum vitae ("CV") or complete the Employment History section of this form.

\*Please see pages 22 & 23 for suitable certification guidelines

Please complete all sections of the form. Incomplete or inaccurate application forms may delay your application and acceptance as a member of The Aegean Lite Personal Pension Plan.

## **Personal Details**

Title:	Surname:
Full Forenames:	Marital Status:
Previous Name:	
Date of Birth:/	ex: Male: Female:
Residential Address:	
Correspondence Address (if different	t):
Tel:	Fax:
Mobile Tel:	E-mail:
Occupation:	Nationality:
Previous UK Address:	
Financial Adviser	
Name:	E-mail:
Company:	
Tel:	Fax:
Please apply your Financial Adviser's	stamp here:

# **Nominated Beneficiaries**

1.	Full Name:				
	Relationship:		Date of Birth:	/	/
	Tel:	Email:			
	Residential Address:				
	Total percentage of benefit:		%		
2.	Full Name:				
	Relationship:		Date of Birth:	/	
	Tel:	Email:			
	Residential Address:				
	Total percentage of benefit:		%		
3.	Full Name:				
	Relationship:		Date of Birth:	/	
	Tel:	Email:			
	Residential Address:				
	Total percentage of benefit:				
4.	Full Name:				
	Relationship:		Date of Birth:	/	/
	Tel:	Email:			
	Residential Address:				
	Total percentage of benefit:		%		

### **Employment History**

The Scheme Administrator requires a full history of employment (with an explanation of any gaps) and/or business activities in order to establish source of wealth i.e. the origin of the pension funds to be transferred. To satisfy this requirement please provide an up to date copy of your CV or complete the Employment History section below. Please continue on a separate piece of paper if necessary.

Date of Emp From:	loyment To:	Position Held:	Employer Name and Address:

**Contributions** (Only to be completed if additional voluntary contributions are required)

If a member wishes to make contributions either personally or via their employer the Trustee will always require relevant source of wealth details (together with the pertinent supporting documentation) on how the funds were accumulated (e.g. inheritance, sale of property, divorce, personal savings, employment bonus or remuneration).

Please advise how the above contribution has been accumulated:					
Regular Contribution:	Currency:	Amount:	_ Frequency:		
Single Contribution:	Currency:	Amount:	_		
Type of Contribution:	Personal	Employer			

Any contributions that are received will be held in the Trustee's account (non-interest bearing) and accumulated until such time an amount is reached that can be invested and transferred to your existing investment.

The Trustee will not accept contributions until due diligence procedures have been completed and the Trustee is in receipt of certified supporting documentation.

# **Details of Transferring Pension Fund 1** Name of Transferring Scheme: \_\_\_\_\_ Individual Pension Fund or Policy Number: \_\_\_\_\_ Pension Fund Address: Tel: \_\_\_\_\_\_ E-mail: \_\_\_\_\_ Approximate transfer value: \_\_\_\_\_\_Guarantee Date (if applicable): \_\_\_\_/\_\_\_ Pension Sharing / Court Order in respect of Pension Fund: Yes: No: If Yes please provide details: \_\_\_\_\_ **Details of Transferring Pension Fund 2** Name of Transferring Scheme: Individual Pension Fund or Policy Number: Pension Fund Address: \_\_\_\_\_ Tel: \_\_\_\_\_\_ E-mail: \_\_\_\_\_ Approximate transfer value: \_\_\_\_\_\_Guarantee Date (if applicable): \_\_\_\_\_/\_\_\_\_ No: Pension Sharing / Court Order in respect of Pension Fund: Yes: If Yes please provide details: \_\_\_\_\_

# **Details of Transferring Pension Fund 3** Name of Transferring Scheme: \_\_\_\_\_ Individual Pension Fund or Policy Number: \_\_\_\_\_\_ Pension Fund Address: Tel: \_\_\_\_\_\_ E-mail: \_\_\_\_\_ Approximate transfer value: \_\_\_\_\_\_Guarantee Date (if applicable): \_\_\_\_/\_\_\_ Pension Sharing / Court Order in respect of Pension Fund: Yes: No: If Yes please provide details: \_\_\_\_\_ **Details of Transferring Pension Fund 4** Name of Transferring Scheme: Individual Pension Fund or Policy Number: \_\_\_\_\_ Pension Fund Address: \_\_\_\_\_ Tel: \_\_\_\_\_\_ E-mail: \_\_\_\_\_ Approximate transfer value: \_\_\_\_\_\_Guarantee Date (if applicable): \_\_\_\_\_/\_\_\_\_ No: Pension Sharing / Court Order in respect of Pension Fund: Yes: If Yes please provide details: \_\_\_\_\_

## **Fee Schedule**

Initial establishment fee

Trustee's annual fee – flat fee payable annually in advance	£500
Additional Fees:	
Change of beneficiaries after first year	£100
Additional Contribution	£150
Termination Fees:	
Transfer to another Sovereign Group scheme	Nil
Transfer to another retirement benefit scheme provider or closure (including but not limited to full Flexi-Access Drawdown and death)	
Within one year of establishment	£ 1,500

Notes: Out of pocket expenses will be passed on to the Member.

Time charges for work undertaken which are not covered by the fee

schedule will be charged at £100 per hour.

Within three years of establishment, and thereafter

Within two years of establishment

#### Pension Commencement Lump Sum (PCLS) and Capped Drawdown (CDD) charges

Setup of PCLS	If requested in the first year, no charge. €50 thereafter
Setup of CDD	If requested in the first year, no charge. €50 thereafter
On-going CDD Fees	Annual payments are free, all other frequencies are €50 per payment
Interim Government Actuary's Department (GAD) calculation	€75 is charged only if the new calculation is used
Over 75 years old	€50 for each calculation

Fees are correct at the time of printing, February 2016.

£300\*

£ 1,000

£ 500

<sup>\*</sup>Fee includes up to four pension transfers, each additional pension will then be charged at £200.

### **Investment Objectives**

to provide benefits in retirement. Members are entitled to direct the Trustee on investments. However the Trustee is required to ensure the assets invested are properly diversified and invested in such a manner to ensure security, quality, liquidity and profitably. The following information is required to assist the Trustee in determining the preferred investment strategy. Please tick relevant box: I am very uncomfortable with any risk and accept that my capital may be eroded by inflation. I am prepared to take a small amount of risk to provide for the potential for growth over the medium to longer term. I am comfortable with risk and prepared to take a longer term view. This may mean the overall portfolio value fluctuates over the medium term however provides for the potential for growth over the portfolio over the long term. I am very comfortable with risk and willing to accept volatility in the portfolio value in order to provide for the potential for higher returns over the long term. Members are reminded that past performance shall not necessarily be a guide to future performance and that the value of investments can go down as well as up. The value of investments denominated in foreign currencies may be influenced by changes in exchange rates. **Risk Profile** Please tick the box that applies to you: Risk Category Typical Characteristics 1 **Lower Risk** People in this category are conservative with their investments. They prefer taking a small amount of risk to achieve modest or relatively stable returns. They accept that there may be some short term periods of fluctuation in value. 2 **Lower to Medium Risk** People in this category are relatively cautious with their investments. They want to try to achieve a reasonable return, and are prepared to accept some risk in doing so. Typically these portfolios will exhibit relatively modest yet frequent fluctuations in value. 3 **Medium Risk** People in this category are balanced in their attitude towards risk. They don't seek risky investments but don't avoid them either. They are prepared to accept fluctuations in the value of their investment to try and achieve better long term returns. These portfolios will be subject to frequent and at times significant fluctuations in value. **Medium to High Risk** People in this category are relatively comfortable with investment risk. They aim for higher long term returns and understand that this can also mean some sustained periods of poorer performance. They are prepared to accept significant fluctuation in value to try and achieve better long term returns. 5 People in this category are very comfortable with investment risk. They aim for high long term investment returns and do not overly worry about periods of poorer performance in the short to medium term. Ordinarily these portfolios can be subject to the full extent and frequency of stock market fluctuations. For further advice on risk profiling please consult your professional adviser.

The investment objective of The Aegean Lite Personal Pension Plan is to accumulate a trust fund from which

# **Investment Preferences** Please indicate your investment preferences: Other (please indicate your investment preference below and use separate application form where applicable) The Aegean Lite Personal Pension Plan ("the Scheme") is a retirement benefit scheme operated according to regulations and conditions imposed under the Income Tax Act 1989 ("the Act"). The investment objective of the Scheme is to accumulate a fund from which to provide retirement annuities and other benefits. Members are entitled to direct the Trustee on investments and may nominate an investment manager to instruct the Trustee on the member's investment preferences. However, the Trustee is required to comply with any restrictions imposed under the Act and to ensure that it does not lose sight of the principal objective of the Scheme. The Trustee has therefore prepared the following investment guidelines to assist members and their advisers. • Investments may be made into a range of product wrappers and funds offered by Skandia, Royal London 360° and others. Investments may also be made via platforms.\* • Investments may be made via recognised exchanges in stocks, funds, bonds, shares and other securities, cash, money market instruments, commodities and structured notes. • Not more than 66% of funds may be invested in structured notes and not more than 33% may be invested in structured notes with one issuer. • Please note that 5% of the initial funds transferred will be retained in cash from which the Trustee's fees and other agreed fees will be paid. • Loans to members or connected parties are not permitted. • The purchase of residential property is not permitted. Options, futures, swaps, forward rate agreements and other derivative contracts will not be permitted except for risk hedging purposes. Investments in private equity and contracts for differences will not be permitted.

\* Subject to Agreement with Trustees

#### **Declaration**

I hereby declare and acknowledge as follows:

- 1. Upon being accepted as a member of The Aegean Lite Personal Pension Plan ('the Scheme') I will be bound by the rules and the terms and conditions of the trust deed governing the Scheme.
- 2. I have been informed that the Trustee and administrator of the Scheme is Sovereign Pensions Limited of Sovereign House, 14-16 Nelson Street, Douglas, IM1 2AL, Isle of Man. I consent to the transfer of my pension fund described above to the Trustee for it to be administered under the Scheme. I acknowledge that all Guaranteed Minimum Pensions (GMP) and Protected Rights that I may be entitled to in respect of my current pensions will be forfeited on transfer to the Scheme and I am happy to proceed on that basis.
- 3. I understand that the Trustee may utilise the services of its associated companies within the Sovereign Group to collate information and documentation relating to my participation in the Scheme and I consent to my personal information and data being supplied to associated companies for such purposes and to third parties in connection with investments under the Scheme if and when necessary or required for regulatory purposes.
- 4. I will, upon request, make full disclosure in writing of any benefits I have received, may receive or may be entitled to receive from any other pension plan or employer.
- 5. I am aware that the Trustee may at any time disclose any information concerning the Scheme, any member or any benefits payable under the Scheme to any tax authority, regulatory or governmental body for any purposes, including for the purposes of maintaining recognition or the Scheme's status as a "Qualifying Recognised Overseas Pension Scheme" under the Finance Act 2004, and may also provide any tax authority, regulatory or governmental body with such undertakings as the Trustee considers necessary for the purposes of the Scheme.
- 6. I accept responsibility for the payment of any fees due (both initial and recurring) in accordance with the trustee's published scale of fees (as amended from time to time). I am aware that the Trustee or its associates may receive additional fees from the bond providers. These fees, if paid, are included in any charges deducted by the bond providers and do not affect amounts invested.
- 7. I hereby request that the funds transferred be invested in accordance with my preferences indicated above. I or my financial adviser may contact the Trustee from time to time and provide directions as to how I would like my pension fund to be invested. I understand that the investment objective is to accumulate a pension fund from which to provide benefits in retirement and that any directions will need to comply with restrictions contained in the trust deed or in any code of practice or guidelines affecting the Scheme. I confirm that the Trustee will be entitled to rely on my financial adviser's directions without reference to me until such time as I indicate otherwise in writing. I understand that my financial adviser may be remunerated by commission and/or trail fees payable by the bond issuer or investment house from charges to be deducted from my pension fund and I confirm that my financial adviser has fully explained to me the extent and nature of his fees.
- 8. I understand that the Trustee is entitled to be indemnified out of the trust fund to the extent permitted by law against any actions, claims or demands arising out of anything done or caused to be done or omitted by the Trustee (whether by way of investment or otherwise) in connection with the Scheme unless the same shall involve or arise from any fraud, wilful misconduct or negligence on the part of the Trustee. I acknowledge that neither the Trustee nor the bond provider or other investment house will have any responsibility or liability for any loss to the value of my pension fund arising from the directions or decisions of my financial adviser and I authorise the Trustee to indemnify the bond provider or investment house against all claims, demands and actions relating to any such loss, to include all costs and expenses including the cost of defending any claim.

Signed:			Member's Signature
Name:			Member's Name
Date:	/	/	

# **Deed of Adherence** THIS DEED OF ADHERENCE is made the \_\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ **SOVEREIGN PENSIONS LIMITED** (1) of Sovereign House, Sovereign House, 14-16 Nelson Street, Douglas, Isle of Man, IM1 2AL ("the Trustee"); and \_\_\_\_("the Member") (2) (Member's address) (Member) WHEREAS: (A) The Trustee is the current Trustee of the Aegean Lite Personal Pension Plan ("the Scheme") established by deed dated 24th April 2013 ("the Scheme Deed"). (B) The Member wishes to be admitted to the Scheme by the payment of contributions and / or the transfer to the Trustee of assets comprising his or her accrued pension benefits. NOW THIS DEED WITNESSETH: 1. By this Deed of Adherence the Member hereby applies to become a member of the Scheme and the Trustee accepts the Member as a member of the Scheme subject to and on the terms and conditions hereinafter appearing. 2. The Trustee agrees that upon receipt by the Trustee or representatives of the Trustee of the assets comprising the Member's accrued pension benefits, the Trustee shall hold those assets on the trusts of the Scheme and administer the same in accordance with the terms of the Scheme Deed and the Rules of the Scheme as set out in First Schedule of the Scheme Deed, a copy of which has been supplied to the Member and to which this Deed of Adherence shall be supplemental. 3. The Member agrees and acknowledges that by executing this Deed of Adherence that he or she consents to the Member's plan being administered in accordance with the terms of the Scheme Deed and the Rules set out therein as may be modified from time to time. 4. The Member agrees to execute any documents which may be required by any tax authority in order to retain the compliant status of the Scheme. 5. The Member agrees and acknowledges that a true copy of the Scheme Deed has been duly disclosed and shall be binding on the Member unless the Member notifies the Trustee of his or her written opposition thereto within two months of receipt of the Scheme Deed. 6. This Deed of Adherence may be executed in any number of counterparts each of which when executed and delivered is an original and all the counterparts together constitute the same document. IN WITNESS WHEREOF the parties have executed the Deed of Adherence the day and year first above written. Member: \_\_\_\_\_ Member's Signature Witness: Witness' Signature

The common seal of the Trustee was affixed in the presence of:

Witness: \_\_\_\_\_ Witness' Name

Title:	Surname:	
Full Forenames:		
Pension Commencement Lump Sum	("PCLS")	
Please select the level of PCLS benef	it you wish to receive from your pens	sion.
Specified amount £ / € / US\$*	(or)	%
The maximum** available:		
*Please indicate the currency in whi	ch you require benefit to be paid.	
maximum PCLS shall be 30% of the	n-UK tax resident for five full comple fund value at the time of determin e full complete and consecutive UK t f determination.	ation. For members who have beer
Note should be taken of the restrict	ions with PCLS in the Member Benefi	t Declaration.
Capped Drawdown		
Please select the level of income you	wish to receive from the Plan:	
No income at this stage:	The maximum available:	
Specified amount £ / € / US\$*	(or)	% of UK GAD limit
*Please indicate the currency in whi	ch you require benefit to be paid.	
Frequency Quarterly: Annu	ıally:	In arrears:
Note should be taken of the restrict	ions with Capped Drawdown in the N	Member Declaration.
Bank account details		
Details of the account you wish you account can be used).	r benefits to be paid. The account mu	ist be in your personal name. (A join
Bank Name and Address:		
Account Name:	Account Currency	/:
Account No:	IBAN No:	
	(if applicable) Swift code:	

## Benefit Election Form Continued (Only to be completed if you require immediate benefits from your pension on transfer)

I hereby request that the benefits indicated in this form are paid to me. I understand and agree that the level of Capped Drawdown (income) within limits may be amended although if I elect to amend the level at any time other than the normal review date an additional fee may be levied.

- 1. If I elect now or at any time in the future to take Capped Drawdown in preference to a Pension Commencement Lump Sum ("PCLS"), or I elect to take a reduced PCLS which is less than the maximum calculated at the determination, I waive the right to any further PCLS at a future date.
- 2. I understand that if I have been non-UK tax resident for more than five full complete and consecutive UK tax years I may elect to receive a PCLS of 30% of the fund value at the date of determination. I understand that this level of PCLS may be considered as an unauthorised payment under UK legislation. I confirm that if I return to the UK, I will indemnify the trustee against any penalties and interest which is payable by the trustee as a result.
- 3. I understand that it is my sole responsibility to declare any income I may receive from the Scheme in the country in which I am tax resident. I hereby provide a full and unconditional indemnity to Sovereign Pensions Limited for any tax liability, interest or charges which may occur and be levied on the trustee as the result of any false or incorrect declaration I have made which ultimately results in such a liability imposed by any tax authority in any country.

I hereby make this Benefit Election subject to and in accordance with the rules and the terms and conditions of the Scheme.

Signed:	Member's Signature
Printed Name:	Member's Name
Date:/	
Tax Residency Declaration (To be comple	eted by all applicants)
Complete the appropriate section.	
Have you ever been resident or ordinarily res	ident in the United Kingdom? Yes No
If yes, on what date did you become non-resid	dent in the United Kingdom? dd/mm/yyyy
Have you provided HMRC with a completed F	Form P85? Yes No No
If 'yes' please supply a copy with the applicat	ion.
The trustee may require proof of tax residency	(e.g. an identity card or tax assessment) before benefits can be paid.
	for tax purposes and have been non-UK tax resident for (enter secutive UK tax years**. I also confirm that it is not my intention security.
I am currently tax resident in (insert name of	country)
My current tax reference number is	·
** UK tax years run from 6th April to 5th Apr	ril.
<b>UK tax resident</b> I confirm that I am treated as a UK tax reside	nt:
Signed:	Member's Signature
Printed Name:	Member's Name
Date:/	

#### **Pension Review Waiver Form**

It is recommended that an independent review of the applicant's pension arrangements be carried out by a suitably qualified adviser before any transfer is requested. In the case of transfers from UK Defined ('safeguarded') Benefit Schemes with a Cash Equivalent Transfer Value (CETV) above £30,000, 'Appropriate Independent Advice' (AIA) from a UK FCA regulated and appropriately authorised adviser is required before the transfer can take place.

Applicants should ensure that AIA is received and an AIAS (Compliance Statement) accompanies the existing scheme's transfer documentation. For transfers from UK Defined ('safeguarded') Benefit Schemes with a CETV below £30,000 or for transfers from other types of schemes and where advice has not been taken, applicants must agree to and sign the waiver form below.

Sovereign Pensions Limited Sovereign House 14-16 Nelson Street, Douglas Isle of Man IM1 2AL
Date:/
Dear Sirs
I refer to my application to transfer my current pension to The Aegean Lite Personal Pension Plan. Having been advised that an independent pension review is recommended prior to the transfer, and having considered all of my options, I hereby waive my option to obtain an independent pension review relating to the said transfer.
Furthermore, I hereby indemnify and release the Trustee from any potential liability resulting from my decision not to obtain an independent review.
Yours faithfully
Applicant's Signature:
Applicant's Name:

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Note: This letter only authorises Sovereign Pensions Limited to request information on the above pension scheme and does not constitute an authority to make changes to said scheme nor an application to move the scheme to another provider.

Member's Signature:

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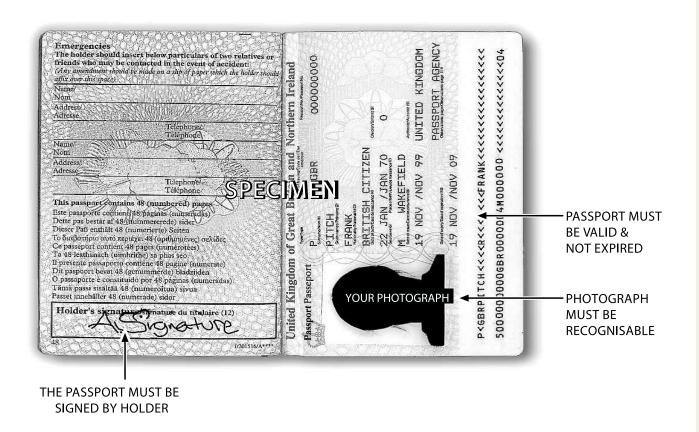
Note: This letter only authorises Sovereign Pensions Limited to request information on the above pension scheme and does not constitute an authority to make changes to said scheme nor an application to move the scheme to another provider.

Member's Signature:

Application Form Mandatory Documentation Checklist:
Deed of Adherence signed by the member in the presence of a witness.
Signed Pension Review Waiver Form if required.
Signed declaration.
Signed authority letter / letters.
Include the relevant HMRC CA Forms with this application: CA1881, CA1895, CA1890. Include the HMRC APS263.
Additional Personal Documents Checklist:
Original certified copy passport.
Certified proof of residential address not older than three months.
Additional identity documents required by the transferring scheme or schemes.
CV or employment history.

#### **CERTIFICATION GUIDANCE FOR IDENTITY DOCUMENTS**

**NOTE** - THE PASSPORT MUST BE VALID & IN DATE, WHILST THE PHOTOCOPY MUST BE CLEAR AND HAVE NO INFORMATION MISSING OR OBSCURED. COPIES WHERE INFORMATION IS MISSING OR THE CLIENT'S FACE IS UNRECOGNISABLE MAY BE REJECTED BY THE COMPLIANCE DEPARTMENT..



HAVING SEEN THE INDIVIDUAL AND THE IDENTIFICATION DOCUMENT AT THE SAME TIME, I CERTIFY THIS TO BE A FIRST TRUE COPY OF THE ORIGINAL DOCUMENT AND THAT THE PHOTOGRAPH BEARS A TRUE LIKENESS.

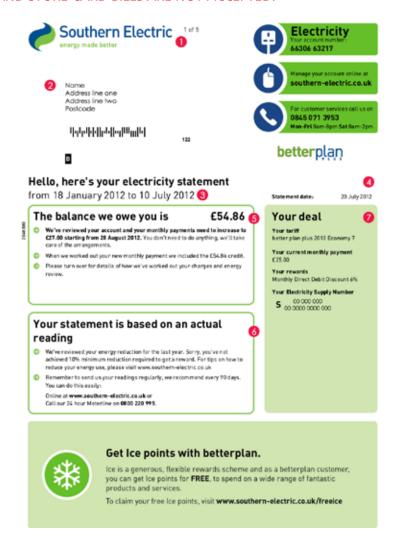
Declaration

Signature of the professional:  Name and position of the professional:		}	Signature, Name and Position of the professional, Date of approval & official Stamp or Seal
Date of approval:		J	
	Business Stamp/Seal	}	Official business stamp / seal is required - including address & telephone details

#### **CERTIFICATION GUIDANCE FOR ADDRESS VERIFICATION DOCUMENTS**

**NOTE** - THE UTILITY BILL MUST BE DATED WITHIN THE PAST 3 MONTHS AND CLEARLY STATE THE CLIENTS'S CURRENT RESIDENTIAL ADDRESS AND NAME. WHERE UTILITY BILLS ARE PRESENTED IN A LANGUAGE OTHER THAN ENGLISH, A CERTIFIED TRANSLATED COPY WILL BE REQUIRED.

MOBILE PHONE BILLS AND STORE CARD BILLS ARE NOT ACCEPTED.



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