

1. Personal details

Title	<input type="text"/>
First name	<input type="text"/>
Middle name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Client reference ¹	<input type="text"/>
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Before deciding how to invest, you need to choose the appropriate account(s) to hold your investments in. Each account type has different tax benefits and implications.

You may hold only one SIPP or ISA, but as many Investment Accounts as you need.

A glossary of terms and various product guides are available on our website and in your online Document library. Should you have any questions regarding the completion of this form, please contact the Investor Support Team using the details on our website.

¹ Your Client reference can be found in the drop down menu in the top right hand corner of your online portal e.g. ABC123_S

2. Account details

Category of status

☐ Employed
 ☐ Self-employed
 ☐ Unemployed
 ☐ Pensioner
 ☐ In full-time education

☐ Caring for one or more children under the age of 16
 ☐ Caring for a person aged 16 or over

☐ Other (Please detail):

Intended retirement age years
OR
 Intended retirement date
 D
 D /
 M
 M /
 Y
 Y
 Y
 Y

² The Money Purchase Annual Allowance (MPAA) will apply to you if you have accessed your pension in one of the ways shown. For more information please see the SIPP Glossary and Key Features document. These can be found in your Document library.

³ UFPLS is an authorised member payment made from funds which have not been used to provide pension benefits either by way of an annuity purchase or drawdown.

3. Money Purchase Annual Allowance (MPAA) ²

Are you subject to the Money Purchase Annual Allowance Rules? ☐ Yes ☐ No

If yes, please indicate the source of MPAA trigger

Uncrystallised funds pension lump sum payment ³ ☐

Flexi-Access Drawdown Income withdrawal ☐

Standalone lump sum ☐

Unknown ☐

From what date are you subject to the MPAA?
 D
 D /
 M
 M /
 Y
 Y
 Y
 Y

4. Protection details

Which protection are you entitled to? ⁴

Protection type	Entitled	If yes PCLS Entitlement ⁵	HMRC Reference	Other details
Enhanced Protection	<input type="checkbox"/> Yes	%		
Primary Protection	<input type="checkbox"/> Yes	£		Enhancement Factor:
Fixed Protection 2012	<input type="checkbox"/> Yes			
Fixed Protection 2014	<input type="checkbox"/> Yes			
Individual Protection 2014	<input type="checkbox"/> Yes			Amount £
Fixed Protection 2016	<input type="checkbox"/> Yes			
Individual Protection 2016	<input type="checkbox"/> Yes			Amount £

5. Investment choice – Default Fund

Once your SIPP is open you will be able to make personal contributions online and you have access to extensive fund information to help make your investment choices. If you do not want to select your own investment or feel uncomfortable making an investment choice you can opt to invest in our Default Fund ⁶ which is currently the Close Brothers Sustainable Balanced Portfolio fund (Factsheets and KIID documents are available via the Search Investment tool on your online account).

IMPORTANT: If you choose to use the Default Fund and CBAM determines that this fund is no longer appropriate for the type of clients whom our services are targeted, then you consent that CBAM can switch your investments to the replacement Default Fund without your instruction.

Please choose **one** of the below options:

- ☐ I am comfortable making my own investment choices
- ☐ I choose to use the Default Fund and will invest in the Close Brothers Sustainable Balanced Fund when I make a deposit online ⁷

6. Primary beneficiary nomination ⁸

Beneficiary 1

Beneficiary type: Individual/ Discretionary Trust/Charity	<input type="text"/>
Title	<input type="text"/>
First name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Permanent residential address	<input type="text"/>
	Postcode <input type="text"/>
Proportion of benefit ⁹	<input type="text"/>
Relationship to you	<input type="text"/>

⁴ Please note that we will require a copy of your HMRC protection certificate/ confirmation before any benefits can be paid.

⁵ Pension Commencement Lump Sum is the tax free amount that can be paid to you when your benefits under the SIPP have been used by way of an annuity or drawdown (crystallised).

⁶ We are required to offer a Default Fund which fits the needs of our target market:

- Digitally capable
- All levels of investing experience
- Not currently requiring financial advice
- Comfortable making their own investment decisions

⁷ Four weeks after the SIPP has been funded, if the Default Fund has not been invested in, we will contact you to check if you have changed your mind or if you need any help.

⁸ You can nominate beneficiaries of death benefits resulting from your SIPP in the event of your death. Please note that the Trustees will have the discretion to decide who to pay the death benefits.

You are able to nominate primary and alternative beneficiaries should the primary beneficiary predecease you or not be willing or able to receive the nominated benefits on your death.

Please be aware that nomination is the only means by which a beneficiary can take the benefits on as a pension for pension income. Without a valid nomination, they can benefit but only as a Lump Sum Death Benefit payment.

⁹ All of these should add up to 100%.

Beneficiary 2

Beneficiary type: Individual/
Discretionary Trust/Charity

Title

First name(s)

Surname

Date of birth

D

D

/

M

M

/

Y

Y

Y

Y

Permanent residential address

Postcode

Proportion of benefit 9

Relationship to you

Beneficiary 3

Beneficiary type: Individual/
Discretionary Trust/Charity

Title

First name(s)

Surname

Date of birth

D

D

/

M

M

/

Y

Y

Y

Y

Permanent residential address

Postcode

Proportion of benefit 9

Relationship to you

7. Alternative beneficiary nomination 10 11

Should any of the beneficiaries noted above predecease me or refuse the SIPP benefits for any reason, please consider the following alternative beneficiaries.

Beneficiary 1

Beneficiary Type: Individual/
Discretionary Trust/Charity

Title

First name(s)

Surname

Date of birth

D

D

/

M

M

/

Y

Y

Y

Y

Permanent residential address

Postcode

Proportion of benefit 9

Relationship to you

10 Please provide details of alternative beneficiaries for each primary beneficiary listed in Section 6 should those beneficiaries either predecease you or are not willing or able to receive the nominated benefits on your death.

If no alternative beneficiary is provided and the primary beneficiary is not able to receive the nominated benefits on your death, the trustees will have sole discretion on who these benefits are paid to.

11 Section 7 can be duplicated as required to allow for multiple primary beneficiaries to have alternative beneficiaries. Please continue on a separate sheet if required.

Beneficiary 2

Beneficiary Type: Individual/
Discretionary Trust/Charity

Title

First name(s)

Surname

Date of birth

D

D

/

M

M

/

Y

Y

Y

Y

Permanent residential address

Postcode

Proportion of benefit 9

Relationship to you

Beneficiary 3

[illegible]

8. Transferring your pension

To transfer an existing pension to your Close SIPP you should complete a Close SIPP Transfer Authority form which can be found in the document library of your online account. ¹²

9. Important information

At the point you fund your SIPP we will create a personalised SIPP illustration based on your details you will be able to access this in your online Document library. As accessing pension funds is an important decision that will impact your retirement, we recommend you take advice should you wish to make withdrawals and drawdown from your SIPP (see Close SIPP benefit form for more information).

By reading the information below and signing the declaration you accept that you are solely responsible for your investment decisions, for the product you have selected and that you understand the risks to your capital that are involved. Close Brothers Asset Management have no responsibility for determining the suitability of investments, unless we agree otherwise with you. We will also not assess the appropriateness of your investments, which means you will not be eligible for the FCA's suitability protection in relation to your engagement with us.

If you are unsure about the suitability of the product/investment for your needs, or if you have any doubts about buying or selling shares, or anything else regarding investing, we recommend that you seek professional financial advice.

By reading the information below and signing the declaration you accept that you are solely responsible for your investment decisions, and for the suitability of the product you have selected. As such you understand you will not share in the full protection offered by FSCS in respect of receiving incorrect or misleading advice.

This service is provided and will be carried out in accordance with the Close Brothers Asset Management Terms and Conditions. These are the standard terms of conduct for the business and are available in the online Document Library and at closebrothersam.com/general-terms-and-conditions should you wish to review them in future. For your own benefit and protection you should read these terms carefully before signing them. Please call us if you have any questions regarding these.

Charges

Where you are investing in funds a platform fee is typically payable to Close Brothers Asset Management and will be calculated at the highest possible rate, excluding any promotional discount for illustrative purposes. An annual administration fee applies to the Close SIPP. Details of our charges can be found in our Key Features and Charges document.

¹² Please note that only investments which are available within the Close SIPP can be transferred in-specie from your current arrangement. As part of the transfer process, investments which are not available will be sold and transferred as cash. Should the share class of your investment not be available on our platform, we may still be able to accept the transfer and will contact you to outline your options. You can search for your current holdings online to confirm that they are supported by our services.

Please also note that any cash held within your transferring plan will be transferred to Close Brothers Asset Management regardless of the estimated amount entered here.

N.B. You will be able to invest in your SIPP once it has opened.

10. Declarations

- I understand that the beneficiary nominations I have made in this form are not legally binding however in the event of my death, I request the Trustees of the Close SIPP to consider making any death benefit payment(s) to those nominated on this form.
- I hereby apply for membership of the Close SIPP and agree to be bound by the Trust Deed and Rules of the Close SIPP (as amended from time to time)
- I am aware my SIPP illustration will be available in my online Document Library
- I agree to provide to the Scheme Administrator any other information which it may need in connection with my membership of the Close SIPP from time to time
- I understand that my interest in the Scheme shall not exceed the value of net assets held in my Member Fund (as defined in the Rules)
- I understand that I am not entitled to any payment from the Scheme that would be an unauthorised payment under the Finance Act 2004
- I understand that I shall not do, or omit to do, anything if it would or might result in the Scheme Administrator becoming liable to pay a scheme sanction charge or a de-registration charge under the Finance Act 2004
- I confirm that I am a 'relevant UK individual' within the meaning of section 189 of the Finance Act 2004 and that I have taken tax advice if I am unsure of my status
- I confirm that the total contributions to any registered pension schemes in respect of which I am entitled to tax relief under section 188 of the Finance Act 2004 will not exceed the higher of:
(a) the basic amount (which is £3,600 gross at the time of application); and
(b) my relevant UK earnings, within the meaning of section 189 of that Act for that tax year
- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Close Asset Management Limited and my current provider 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
- I agree to give you notice in your capacity as the Scheme Administrator if an event occurs, as a result of which I will no longer be entitled to relief for my contributions under Section 188 of the Finance Act 2004, no later than:
(a) 5 April in the tax year of assessment in which the event occurs; and
(b) 30 days after the event
- I undertake to give you notice in your capacity as the Scheme Administrator if any of my personal details change in the future within 30 days of any such change
- I agree to the Scheme Trustee and the Scheme Administrator processing my personal data in accordance with the Data Protection Act 2018, and as set out in the Close Brothers Asset Management Terms and Conditions

I declare that the information in this application is correct to the best of my knowledge and belief. I have read and agree to the full declarations, terms and conditions, key features and charges schedules that have been shared with me and agree to be bound by these. I am aware that these documents will be available can also be found in my online Document Library should I wish to review them in future.

Signature

Print name (BLOCK CAPITALS)

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

To return this form, please scan and email it from your registered email address to:

investorsupport@closebrothersam.com

**Or you can post it to us using our FREEPOST address:
'Freepost CBAM Online Investor Support'**

Or, if signing electronically via DocuSign then click 'Finish' to submit

Close Brothers Asset Management is a trading name of Close Asset Management Limited (Registered number: 01644127) and Close Asset Management (UK) Limited (Registered number: 02998803). Both companies are part of the Close Brothers Group plc group of companies, are registered in England and Wales and are authorised and regulated by the Financial Conduct Authority. Registered office: 10 Crown Place, London EC2A 4FT. VAT registration number: 245 5013 86.

Don't let a scammer enjoy your retirement



Find out how pension scams work, how to avoid them and what to do if you suspect a scam.



Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scammers design attractive offers to persuade you to transfer your pension pot to them or to release funds from it. It is then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

Scam tactics include:



- contact out of the blue



- promises of high / guaranteed returns



- free pension reviews



- access to your pension before age 55



- pressure to act quickly

If you suspect a scam, report it

- Report to the Financial Conduct Authority (FCA)
by contacting their Consumer Helpline on **0800 111 6768** or using the reporting form at www.fca.org.uk
- Report to Action Fraud
on **0300 123 2040** or at www.actionfraud.police.uk
- If you're in the middle of a transfer, **contact your provider immediately** and then get in touch with MoneyHelper at: www.moneyhelper.org.uk

Four simple steps to protect yourself from pension scams

1

Reject unexpected offers

If you're contacted out of the blue about your pension, chances are it's high risk or a scam. Be wary of free pension review offers. A free offer out of the blue from a company you have not dealt with before is probably a scam. Fortunately, research shows that 95% of unexpected pension offers are rejected.*

2

Check who you're dealing with

Check the **Financial Services Register** (<https://register.fca.org.uk>) to make sure that anyone offering you advice or other financial services is FCA-authorised.

If you don't use an FCA-authorised firm, you also won't have access to the Financial Ombudsman Service or the Financial Services Compensation Scheme. So you're unlikely to get your money back if things go wrong. If the firm is on the FCA Register, you should call the Consumer Helpline on 0800 111 6768 to check the firm is permitted to give pension advice. Beware of fraudsters pretending to be from a firm authorised by the FCA, as it could be what we call a 'clone firm'. Use the contact details provided on the FCA Register, not the details they give you.

3

Don't be rushed or pressured

Take your time to make all the checks you need – even if this means turning down an 'amazing deal'. Be wary of promised returns that sound too good to be true and don't be rushed or pressured into making a decision.

4

Get impartial information and advice

MoneyHelper (www.moneyhelper.org.uk) – Provides free independent and impartial information and guidance.

Pension Wise – If you're over 50 and have a defined contribution (DC) pension, Pension Wise offers pre-booked appointments to talk through your retirement options at: www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise

Financial advisers – It's important you make the best decision for your own personal circumstances, so you should seriously consider using the services of a financial adviser. If you do opt for an adviser, be sure to use one that is regulated by the FCA and never take investment advice from the company that contacted you or an adviser they suggest, as this may be part of the scam.

Be ScamSmart with your pension. Check who you are dealing with.