

## Death benefits application form

This form is to be used to request a death benefit lump sum payment, or to establish a beneficiary drawdown plan. If you are neither a UK resident or a UK national, or wish to transfer to a dependant's annuity please contact us, using the below details, for an alternative form.

If the original plan was a Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP or Suffolk Life SIPP, please return your completed form via secure message or by post to:

Curtis Banks, 153 Princes Street, Ipswich, Suffolk, IP1 1QJ.

If you have any queries please email [claims@suffolklife.co.uk](mailto:claims@suffolklife.co.uk), or telephone 0370 414 7000.

For all other Curtis Banks SIPP products, please return your completed form via secure message or by post to:

Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ.

If you have any queries please email [benefitsclaims@curtisbanks.co.uk](mailto:benefitsclaims@curtisbanks.co.uk), or telephone 0370 414 7000.

Please complete all the sections that are relevant to you, otherwise your request may be delayed. Please complete this form in BLOCK CAPITALS.

We strongly advise you to seek financial advice before proceeding, especially if you're unsure how your current and future needs may influence your decision.

If you wish to transfer other funds into your beneficiary drawdown plan, or make contributions, the appropriate forms can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk). Please ensure these are returned alongside this form, or after the establishment of your beneficiary drawdown plan.

## 1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice, should you require further guidance on how we collect use and protect your personal information. This can be found at [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact us on the below:

For Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffolk Life SIPP the SIPP Support Team on 0370 414 7000 or [sippsupportteam@curtisbanks.co.uk](mailto:sippsupportteam@curtisbanks.co.uk). For all other Curtis Banks SIPP products the Client Management Team on 0370 414 7000 or [cmt@curtisbanks.co.uk](mailto:cmt@curtisbanks.co.uk).

## 2 Beneficiary's personal details

Before completing this form, please confirm the following details:

Full name of the deceased

Plan number of the deceased

Date of birth of the deceased

Day/Month/Year

### 2.1 Beneficiary's details

Title *Mr/Mrs/Miss/Ms/Other*

Male

Female

Forename

Middle name(s)

Surname

Date of birth *Day/Month/Year*

Nationality

## 2.1 Beneficiary's details (continued)

Please enter, in the boxes below, your National Insurance number, which is essential for this application to proceed.

National Insurance number

Permanent residential address

If you have lived at the above address  
for less than 12 months, please also  
give details of your previous address.

Home

Mobile

Telephone numbers

Email address

We strongly advise you to seek financial advice before proceeding, especially if you're unsure how your current or future needs may influence your decision.

## 2.2 Beneficiary's status

Please indicate below which situation applies to you. Tick one box only.

1

**Employed** If you have ticked this box, please give your employer's details below.

Employer's name

Employer's address

Postcode

2

**Receiving a pension chargeable to tax**

3

**Self-employed** If trading under a different name please write it in the box below.

4

**A child under the age of 16 years**

5

**Caring for one or more children under the age of 16 years**

6

**Caring for a person aged 16 years or over**

7

**In full time education**

8

**Unemployed**

9

**Other** If you have ticked this box, please give details below.

## 2.3 Identity and address verification

Please supply the information in boxes 1 and 2 below wherever possible. Please enclose a certified copy of the documents.

### Passport details

#### 1 Current full UK passport

We may be able to verify your name, address and age electronically by doing a search with an external agency if you provide us with your full UK passport number in the boxes below.

This is the number from the bottom line of your passport including the two digits at the end, highlighted in the image.



Passport Expiry Date

### Driving licence details

#### 2 Current full UK driving licence

Number  
Issue date  
Expiry date



Alternatively, if one of the above is not available, please tick one of the boxes below and enclose a certified copy of the relevant document.

- ☐ 3 HM Revenue & Customs tax notification dated within the past 12 months
- ☐ 4 State pension or benefits book/notification letter dated within the past 12 months
- ☐ 5 Council tax bill dated within the past 12 months
- ☐ 6 Mortgage statement dated within the past 12 months
- ☐ 7 Utility bill (not mobile phone) dated within the past 3 months
- ☐ 8 Bank/Building society/credit card statement dated within the past 3 months

If providing certified documents, please ensure that they are dated and certified by a proper person (a regulated individual or professional such as a solicitor or authorised financial intermediary) together with their name, position and contact details.

### 3 Adviser section

This section should be completed by an FCA regulated UK adviser/intermediary before the beneficiary completes the rest of the form. If you are not receiving regulated financial advice in relation to this request, please go to section 4.

#### 3.1 Adviser's details

Name of authorised individual

Full name of regulated organisation

All required non-regulatory correspondence will be sent to this address. Copies can also be sent to the client at their request.

Contact address

Telephone

Contact numbers

Email address

FCA reference number  
for organisation

FCA reference number  
for individual

If the regulated organisation is an appointed representative or part of a network, please give details below.

Name of principal or network

FCA reference number  
for principal or network

#### 3.2 Adviser's declaration and signature

##### Declaration

- I confirm that the organisation detailed in section 3.1 has signed into the Curtis Banks Adviser Terms of Business (where applicable).
- I understand that you will hold my title, full name, business email address, contact details and Financial Services Register reference number and all communications to and from me on your systems for your legitimate interest in the effective administration of my client's SIPP (you should also read our Group Privacy Notice. This can be found at [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice)).
- I agree to receive details of my client's SIPP by post, fax, by email and/or the Curtis Banks secure portal.
- I confirm that I have supplied my client with the documents listed in the 'Beneficiary's declaration' (Section 11).
- I confirm that I have verified that all relevant literature including this application is the latest available version. To check, please visit [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk).
- I confirm that I have the appropriate authorisation to sign this declaration for the organisation detailed in section 3.1.
- The organisation detailed in section 3.1 accepts responsibility to ensure that instructions they or any of their employees or agents give to any appointed investment manager to purchase investments will be in accordance with the latest available Schedule of Allowable Investments. This includes the requirement not to purchase investments that would give rise to a tax charge or liability as taxable property as defined under Part 2 Schedule 29A of the Finance Act 2004. If a non-allowable investment is purchased the organisation agrees to indemnify Curtis Banks for any loss or liability, including any tax charge or penalty levied by HM Revenue & Customs on Curtis Banks, as a direct result of the plan holding such an investment.

## 3.2 Adviser's declaration and signature (continued)

### Adviser charges

- Please discuss the figures in section 11 'Beneficiary's declaration' with your client before that section is completed.
- Where an initial adviser charge is to be paid, the organisation detailed in section 3.1 ("we/us") agrees in the event of any overpayment of any adviser charge in error, to inform Curtis Banks and repay the sum paid. Until the sum has been repaid in full, it shall be due and payable as a debt. Curtis Banks are entitled to set off any sums owed to them any other sum payable by any member of the Curtis Banks group of companies to us.

### Adviser's bank details

Please tick this box if Curtis Banks already hold your firm's bank details and email address for payment confirmation, by way of a completed Terms of Business document.

If Curtis Banks do not hold your payment details on record, please provide these on letter headed paper along with this form.

### Signature

Name

Position in organisation

Signed

Date

## 4 Benefits required

Please ensure you have read and understood the below bullet points before completing the remainder of the form:

If you select beneficiary drawdown:

- If the original client passed away under age 75, benefits will be tax free if designated within 2 years of notifying us of the clients passing.
- If the original client passed away age 75 or over, or under 75 and the designation exceeds the 2 year deadline, benefits will be taxed at your marginal rate of income tax.
- If you select beneficiary drawdown and are not receiving regulated financial advice in relation to this request, we are required to issue you an illustration. If you have not received an illustration, please contact either the SIPP Support team or Client Management Team, using the contact details in section 1.
- If you select beneficiary drawdown and wish to transfer to another pension provider, please also complete our Transfer Out form, available on our website.

If you select a lump sum:

- If the original client passed away under age 75, benefits will be tax free if designated within 2 years of notifying us of the clients passing. Any amount in excess of the original client's Lump Sum and Death Benefit Allowance will be taxed at your marginal rate of income tax, payable directly to HMRC.
- If the original client passed away age 75 or over, benefits will be taxed at your marginal rate of income tax.
- If any additional funds are received after a lump sum payment has been paid, these will be subject to the same 2 year deadline.
- Lump sums where income tax applies, can usually only be paid in cash.

 The tax treatment and tax benefits of your SIPP outlined in this document are based on our understanding of current tax law at April 2024, and draft legislation that can change. Tax treatment depends on your individual circumstances and may be subject to change in the future.

## 4.1 Benefit options

### Please remember

If we receive conflicting instructions (options) from another beneficiary, Curtis Banks may not be able to distribute benefits until an agreement has been reached.

Please select one of the following options, to confirm how you would like to receive your share of the fund.

#### Lump sum

Please complete sections 4.2, 5.1, 5.4 where applicable, 6.2, 8, 9 and 11.

#### Beneficiary drawdown

Please complete sections 4.2, 5.2 to 5.6 and 6 to 11.

#### Beneficiary drawdown with an immediate transfer out to another pension provider

Please complete sections 4.2, 5.2 to 5.6, 6 to 9 and 11, as well as a Transfer Out form, available on our website.

## 4.2 If submitting an application form without an adviser

Please note that we will not request any disinvestment of funds or instruct any in specie transfers until we have received your completed Risk Warnings Declaration. Where applicable, a Risk Warnings Declaration will be sent to you following completion of section 9.

However, if you wish us to do this in advance of receiving your completed declaration, please tick this box.

By ticking this box, you confirm that if you alter your instruction Curtis Banks will not be held liable for any loss of investment return for the period in which your funds have been held in the SIPP bank account.

## 5 Transfer details

### 5.1 Lump sum

Please select one of the following options, to confirm how you would like to receive your lump sum:

1

#### Cash

The assets, or your share of the assets, will be disinvested and cash transferred into your personal bank account.

We will arrange for you to receive your lump sum via BACS or Next Day Faster Payment.

**Please tick this box if you would like to receive your lump sum by CHAPS.**

- BACS transfers take between three and five working days, and Faster Payments will be received the next working day. CHAPS payments are same-day electronic bank transfers.
- Cash payments payable from Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffolk Life SIPP will be made by BACS unless CHAPS has been selected above.
- Cash payments payable from all other Curtis Banks SIPP products will be made by Next Day Faster Payment unless CHAPS has been selected above.
- There are no banking charges for BACS payments or Next Day Faster Payments. CHAPS payments are subject to a fee. These are detailed on our current schedule of fees which is available from our website: [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk).
- Payments to overseas bank accounts may attract additional fees charged by the intermediary and receiving banks. These fees will be deducted from the payment and Curtis Banks have no prior knowledge of any additional charges you may incur.

2

#### In specie

In specie transfers involve transferring shares and other assets without selling them. We will arrange for you to receive a proportion of each asset held in the plan if you choose this option.

Please confirm the investment account number we are to arrange the transfer of assets to:

Please also confirm the Investment Managers contact details in section 5.4.

Please tick this box if you do not wish to receive a proportion of each asset and would instead like to choose specific assets, up to the value of your share of the benefits.

Curtis Banks cannot transfer assets that would exceed the value of your share, and any remaining amount may be transferred in cash.

If you choose this option and there are multiple beneficiaries, your request may need to be actioned when all instructions are received.

Please enclose a copy of our in specie transfer schedule, available from our website, to specify the assets you would like to be transferred.

If you would like to transfer a property without selling it, you should ensure you have discussed this with our Claims and Bereavement team before completing this form.

#### Please note

In specie lump sums are usually not available when the payment is taxable.

### 5.2 Beneficiary drawdown

Please confirm how you wish for your share of the benefits to be transferred into your beneficiary drawdown plan:

1

#### Cash

The assets, or your share of the assets, will be disinvested and cash transferred into your beneficiaries' drawdown plan.

Please go to section 5.3.

2

#### In specie

In specie transfers involve transferring shares and other assets without selling them.

Please tick a or b below to confirm how you wish for the assets to be held in your beneficiary drawdown plan.

a

Assets are to be held in the same investment account(s) or via the same fund provider when transferred.

Please go to section 5.5.

b

I would like to choose an alternative investment firm(s) or direct investments.

Please complete the remainder of section 5.

Where you have selected option 2 above, we will arrange for you to receive a proportion of each asset held in the plan.

Please tick this box if you do not wish to receive a proportion of each asset and would instead like to choose specific assets, up to the value of your share of the benefits.

Curtis Banks cannot transfer assets that would exceed the value of your share, and any remaining amount may be transferred in cash.

If you choose this option and there are multiple beneficiaries, your request may need to be actioned when all instructions are received.

Please enclose a copy of our in specie transfer schedule, which is available from our website: [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk), to specify the assets you would like to be transferred.

If you would like to transfer a property without selling it, you should ensure that you have discussed this with our Claims and Bereavement team before completing this form.

#### Please note

Please ensure you have checked with your chosen Investment Manager that they are able to hold all assets that are being transferred.

## 5.3 Investment details

Please ensure that you have read our Schedule of Allowable Investments for your SIPP, available on our website.

Please tell us below which investment option(s) are to apply to your plan. If you have ticked option 1 in section 5.2 and wish for your funds to remain in cash, please go straight to section 6.

Please note: if you select option 1 or 2 below, please provide details of the investment firm in section 5.4. If we are required to complete any application forms for your chosen investment firm, please send these alongside this form.

### Investment firms

- 1 Investment using an investment manager, platform or execution only stockbroker that is one of our Investment Partners  
Our list of Investment Partners is available on our website at [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk).

- 2 Investment using any other investment manager, platform or execution only stockbroker

### Property

- 3 Commercial property purchase  
You will need to complete a Property Form, available on our website or upon request from us.  
  
Property Form to follow

### Direct investments

- 4 Directly held investments, including funds and deposit accounts  
Application forms to be provided to Curtis Banks by you/your adviser.

## 5.4 Investment firm details

Name of investment manager/platform/stockbroker [If this does not apply please go to section 5.5.](#)

Address

Contact name

Telephone

Fax

Email address

Name of regulator

Type of service required

Investment Manager  
- Discretionary

Investment Manager  
- Advisory

Investment Manager  
- Execution-only

Platform

Stockbroker

Please note: we cannot guarantee that we will be able to establish an account with your chosen investment manager, platform or stockbroker. We will notify you if it is necessary to appoint an alternative. If you wish to invest using more than one investment firm, please provide the above details for the other accounts separately.

## 5.5 Investment authority

[If this does not apply please go to section 5.6.](#)

If a third party other than your adviser detailed in section 3.1 will be giving investment instructions, we require your authority to accept them. Please indicate below the person from whom we are to take investment instructions.

I authorise Curtis Banks to act on instructions given by the person(s) indicated below and confirm that this arrangement will remain in place until I advise Curtis Banks, in writing, to the contrary.

Name

Relationship to client

## 5.6 Transfer of cash to the investment firm

If the original plan was a Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP or Suffolk Life SIPP, please complete the below. For all other Curtis Banks products, transfers, contributions and tax reclaims from contributions will remain in your SIPP deposit account until an instruction is received. Please skip to section 6.

Receipts of transfers, contributions and tax reclaims from contributions are to be transferred to the following investment manager, platform or execution only stockbroker:

Please note: this feature is not available for those investment managers or platforms that cannot hold cash.

For the effective operation of your SIPP, a minimum balance of £500 will be retained in the SIPP bank account if you only invest via our Investment Partners (otherwise £1,000) will be retained in the SIPP bank account. Additionally, sufficient funds will be retained to cover the minimum balance, and known outgoings due in the next three months. These could include transactions such as: our fees, adviser charges, income and pension payments, loan repayments, business rates, and property insurance.

All monies received are to remain in my SIPP bank account pending investment instructions.

Please note: this will be the default option if neither of the above are selected.

## 6 Income payment details

### 6.1 Initial gross income

Please note: if you haven't previously taken benefits from your SIPP, we will not have a tax code for you. If you have received a P45 from your previous employment and it's dated in the same tax year in which you are commencing income, please forward parts 2 and 3 of the P45 to us along with this form. We will check that the P45 can be used and, where permitted, we will use the tax code from your P45 when we process your first income payment. This code has to be applied on a month 1 basis.

If we have no tax code and no P45, HMRC rules state that we must use an emergency tax code on a month 1 basis until HMRC issues us with your tax code, which we will then be able to use against future payments. The emergency tax code may result in you initially paying too much, or too little, tax to HMRC.

Please ensure you read the below for details on your products income payment dates.

- All payments will be paid by BACS.
- International payments will attract an additional fee. Please refer to the Schedule of Fees for your product.
- Payments to overseas bank accounts may attract additional fees charged by the intermediary and receiving banks. These fees will be deducted from the payment and Curtis Banks have no prior knowledge of any additional charges you may incur.
- For Your Future SIPP, MasterSIPP, SmartSIPP, SimsIPP and Suffolk Life SIPP:
  - All regular income payments will be paid on the last working day of the month.
  - One off payments will be paid on the next working day, once all requirements are met.
  - Where you select quarterly payments, we will pay your income at the end of March, June, September and December.
  - Income payments being paid to an international bank account will be limited to 2 per year.
- For all other Curtis Banks products, payments will be paid on the 9th, 15th, 22nd and 28th of each month.
- For all other Curtis Banks products, please select which payment date you would like to receive your income:

	9th	15th	22nd	28th	Next available payroll date
I wish to take the following taxable income:					
Gross income required	Whole crystallised fund	Nil	Other, please specify amount	<input type="text"/> £ <input type="text"/> each year	
Frequency of income payments	One off	Monthly	Quarterly		
	Half-yearly	Yearly			

Date of first payment Month/Year

### 6.2 Your bank details

We are only able to make payments to a personal account in your own name, which includes joint accounts.

Bank or building society

Address

Sort code

Account in the name(s) of

Account number

Roll number

#### Please note

The bank account must be in your name. This includes joint accounts.

Payments may only be made to a UK bank account or to an account that can accept BACS, Faster Payments or CHAPS. Please speak to your bank if you have any questions as to whether your account is suitable. Please contact us directly if funds are to be paid to an international bank account.

Where the whole fund crystallised is to be paid out as pension income in a single payment, the payment will be made when the plan has been reconciled. This will incur a fee in line with the relevant schedule of fees.

We require ten working days' notice to establish or amend income payments. For monthly payments, if there is insufficient time to set up your first payment you will receive a double payment on the next payment date.

We also need sufficient cleared funds in your SIPP bank account ten working days prior to each payment date, otherwise the payment will not be made. It is your responsibility to ensure sufficient funds are available in the SIPP bank account.



## 7 Expression of wishes

You should complete this section to tell us who you wish to receive benefits from your plan if you die.

If you wish to name more beneficiaries than the spaces allow for, please continue on a separate sheet and attach it to this form.

Please refer to the Terms and Conditions for your plan for details of the different ways death benefits may be received.

### Declaration

- On my death, I wish the scheme administrator to pay any benefits from my plan(s) to the beneficiaries and in the proportion set out below.
- I accept that this is only an expression of my wishes. I understand that whilst the scheme administrator will pay due consideration to those wishes, they have absolute discretion as to the beneficiary(ies) and to the proportion of benefits paid to each beneficiary unless otherwise provided by law.
- I understand that if the scheme administrator chooses a beneficiary who has not been named in section 7.1 or 7.2, drawdown income would normally only be available in limited circumstances. Therefore in addition to the below, in order to allow the administrator to pay drawdown income to as wide a range of beneficiaries as possible and for the purposes of the relevant tax legislation, I nominate any individual who is eligible to receive a lump sum on my death under the rules of the scheme.
- I understand that I can change the beneficiaries at any time and that the scheme administrator will refer to the last completed form held.

### 7.1 Details of beneficiaries

The percentages in section 7.1 should add up to 100%.

#### 7.1.1 Individuals

Name

Address

Date of birth

Percentage payable to beneficiary

%

Name

Address

Date of birth

Percentage payable to beneficiary

%

Name

Address

Date of birth

Percentage payable to beneficiary

%

Name

Address

Date of birth

Percentage payable to beneficiary

%

## 7.1 Details of beneficiaries (continued)

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### 7.1.2 Trust

Name of trust

Name of trustees

Address where trust is held

Date of trust

Percentage payable to beneficiary  %

### 7.1.3 Charity

Name of charity

Address

Percentage payable to beneficiary  %

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Name of charity

Address

Percentage payable to beneficiary  %

Total of all percentages in section 7.1  100%

## 7.2 Alternative beneficiaries

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Please only complete this section if you wish to name alternative beneficiaries where all of the beneficiaries you name in section 7.1.1 either:

- die before you; or
- do not wish to receive benefits from your plan (for example, for tax planning purposes).

The percentages in section 7.2 should add up to 100%.

### 7.2.1 Individuals

Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

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Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

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Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

---

Name	
Address	
Date of birth	Percentage payable to beneficiary <input type="text"/> %

## 7.2 Alternative beneficiaries (continued)

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### 7.2.2 Trust

Name of trust

Name of trustees

Address where trust is held

Date of trust

Percentage payable to beneficiary  %

### 7.2.3 Charity

Name of charity

Address

Percentage payable to beneficiary  %

---

Name of charity

Address

Percentage payable to beneficiary  %

Total of all percentages in section 7.2  100%

## 8 Receiving guidance or advice

The FCA requires us to tell you about a service called MoneyHelper.

### 8.1 MoneyHelper guidance

MoneyHelper is a free, impartial service from the Government, which offers guidance to help you make an informed decision about what to do with your pension savings. This includes providing the different options available to you, in order to access your pension savings. Pensions guidance is delivered at an appointment with an independent pensions specialist, which you can choose to book yourself, or alternatively Curtis Banks can arrange this on your behalf. You can also receive advice from a regulated financial adviser. Advisers may charge you for their services.

Please ensure you have read the MoneyHelper privacy policy, which is available on their website, [www.moneyhelper.org.uk/en/about-us/privacy-notice](http://www.moneyhelper.org.uk/en/about-us/privacy-notice).

You can book online at [www.moneyhelper.org.uk/pensionwise](http://www.moneyhelper.org.uk/pensionwise) or call MoneyHelper on 0800 138 3944. Alternatively call us using the contact details on the first page and we'll book an appointment for you.

Please note that we are unable to arrange appointments with MoneyHelper for anyone below the age of 50 so these appointments would need to be arranged by you directly.

### 8.2 Regulated financial advice

Before making a decision about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit [www.moneyhelper.org.uk/choosing-a-financial-adviser](http://www.moneyhelper.org.uk/choosing-a-financial-adviser) to find one.

The regulations require you to confirm the following options before we can proceed with your application.

If you plan to take guidance and/or advice you should do this before completing this form.

Have you received guidance from MoneyHelper relating to this transaction in the last 12 months?

Yes                      Date guidance received

No. If you don't want to use MoneyHelper you need to opt-out. Please tick the relevant option below.

I've received regulated financial advice related to this transaction within the last 12 months.

Date advice received

I don't want guidance from MoneyHelper or regulated financial advice from an adviser.

Please go to section 9.

If you've already received guidance or regulated financial advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

## 9 Risk questions

Please answer the following question.

Prior to applying to take benefits have you taken advice from an authorised adviser?

Yes [please go to section 10 if opting for beneficiary drawdown, otherwise please go to section 11.](#)

No\* [please answer the below questions to highlight the risks.](#)

\* Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Curtis Banks on an execution-only basis on making the application. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration(s).

The Financial Conduct Authority requires us to make sure you have considered the potential risks of accessing your pension benefits. We are required to ask questions about your circumstances, so that we can provide warnings about the risks which might apply to you.

Once we have received your answers to the below questions, we will send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your application until we have received this signed declaration. We can accept copies by secure message, or by post to the contact details on page 1.

Please note that this exercise is only intended to highlight potential risks - your answers won't affect your options.

### Guaranteed income (not needed for lump sums)

Annuities offer a guaranteed income, but in drawdown there is no guarantee about the amount of income you might be able to take in the future. This is because the available income depends on your fund value, which is affected by many factors, such as investment performance. Are you comfortable with there being no guarantee of future income in drawdown?

Yes

No/unsure

### Tax

Money that you take from your pension may be taxed (please see the applicable Key Features Document or Beneficiary Options Fact Sheet for further information). If it is taxed as income, it is added to any other taxable income you receive during the tax year, and might push you into a higher tax bracket. It is also possible that the tax we deduct from any payments is not the final amount due: you may need to pay additional tax at the end of the year. Are you confident that you fully understand the tax implications of taking income from your plan?

Yes

No/unsure

### Investment scams

Some investment scams encourage people to withdraw money from their pensions in order to invest elsewhere. For example, they may offer unusually high rates of return, special offers, or there may be pressure to act quickly. The schemes can appear very genuine, but you risk losing some or all of your money. Are you aware of how to protect yourself from investment scams?

Yes

No/unsure

### Health

Annuities provide a guaranteed income for life and although the return may appear low, if your life expectancy is reduced because of poor health you may qualify for enhanced annuities which pay better rates. Are there aspects of your health or lifestyle which could make you consider whether you are potentially eligible for a better value annuity?

Yes

No/unsure

### Inflation

When planning your long term income needs you need to take into account of future inflation, which will erode the buying power of your money. For example, if inflation is 2% p.a., £1 today will be worth 82p in 10 years time. If you are planning to take a level of income or a large lump sum from your pension, do you understand that inflation will erode the value of what will be available for you in the future?

Yes

No

### Debt

Are you aware that money taken from your pension could be available to creditors in respect of any unpaid debts you might have?

Yes

No

### Benefits

Are you aware that taking money from your pension could affect your entitlement to means-tested benefits?

Yes

No

### Ongoing income

Any money taken from your pension now will reduce the amount that may be available to you in the future. Are you expecting this pension to provide you with income for the rest of your life?

Yes/unsure

No

### Further investment

If you withdraw money from your pension to invest elsewhere, the charges on the new investments may differ from the charges applicable to your pension. The new investments are also likely to be subject to income tax and capital gains tax, whereas investments in your pension are exempt from these charges. If you plan to invest your money elsewhere, do you understand the difference in charges and how this could affect the value?

Yes/not applicable

No/unsure

### Inheritance tax

Money taken from your pension becomes part of your estate, which will be assessed for inheritance tax purposes on your death. Money in your pension is held outside your estate and is highly unlikely to be subject to inheritance tax. Have you considered the inheritance tax implications of taking money from your pension?

Yes

No/unsure

### Shopping around

There are several ways in which you can access your pension savings. Different products, with different options and charges, are available from various providers. We recommend that you research the options available to you. Are you happy that you've researched your options and have made an informed choice?

Yes

No/unsure

### Beneficiaries

When you die, the remaining money in your pension can pass to beneficiaries, such as a spouse or other family members. Any money you take from your pension will reduce the amount which may be available to them on your death. Are you relying on this pension to provide for your beneficiaries when you die?

Yes

No/unsure

## 10 Investment Pathways

This section is to be completed for all transfers to a beneficiary drawdown plan that is remaining with Curtis Banks.

The Financial Conduct Authority requires us to make sure you have considered the potential risks of holding more than half of your plan in cash and/or cash like assets. Examples of cash like assets are funds which are held in a current or deposit account and certain Government bonds.

We are required to ask questions about your investment intentions, so that we can provide warnings about the risks which might apply to you. Once we have received your answers to the below questions, if required, we may send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your request until we have received this signed declaration. We can accept copies by secure message or email to addresses at the top of this form.

Please answer the following question.

Prior to applying to transfer benefits to a beneficiary drawdown plan have you received a personal recommendation from an authorised adviser in relation to how to invest the funds in your plan?

Yes [please go to section 11.](#)

No [please answer the below question in relation to the investments in your plan.](#)

Investment Pathways is a process defined by the Financial Conduct Authority to assist individuals who have not received financial advice in selecting ready-made investments for their drawdown funds. More information on Investment Pathways can be found on the MoneyHelper website [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk), or you can telephone 0800 011 3797.

Please select one of the below 3 options to confirm how you wish to select the investments for your plan:

Option 1      Use Investment Pathways

Where you have selected option 1, please select one of the below Investment Pathway options that corresponds most closely to your current intentions:

I have no plans to touch my money in the next 5 years

I plan to use my money to set up a guaranteed income (annuity) within the next 5 years

I plan to start taking my money as a long-term income within the next 5 years

I plan to take out all my money within the next 5 years.

Option 2      Select investments without using the Investment Pathways

Option 3      Remain invested within your current investments in your existing plan, if you have one

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Please note: Curtis Banks does not offer Investment Pathways, so we will be unable to proceed with your application if you have selected option 1. We recommend that you discuss your options and your personal circumstances with a financial adviser. If you do not have a financial adviser, you can visit the MoneyHelper website [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk), or you can telephone 0800 011 3797.

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[Please continue to section 11.](#)

## 11 Beneficiary's declaration (including adviser charges)

Before signing the declaration for your own benefit and protection you should read carefully the following documents of the relevant SIPP provided by Curtis Banks:

- This declaration
- Key Features Document
- Schedule of Fees
- Terms and Conditions and
- Schedule of Allowable Investments.

You should also read our Group Privacy Notice. This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or please ask your Adviser or us for a copy. If you do not understand any point then please ask your adviser or us for further information.

### Important please read:

#### Data protection

##### Use of your information:

Curtis Banks takes your privacy very seriously. We use the personal information collected through this form and any other information that you provide to us and personal information we collect from third parties ('your information') for the reasons and purposes as set out in our Group Privacy Notice.

#### Disclosures

We may need to transfer your information to countries outside the European Economic Area in order to provide our services to you.

We may disclose your information to other companies within the Curtis Banks group of companies, banks, investment managers and fund providers that are appointed to act for your SIPP, regulatory bodies, law enforcement agencies, the current and future owners of our business and suppliers we engage to process data on our behalf.

To protect you and us from financial crime, we may need to confirm your identity from time to time. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. We may ask you for further documents to confirm your identity.

#### Access

You have the right to ask for a copy of your information. To obtain a copy of your information, please write to Curtis Banks, 153 Princes Street, Ipswich, IP1 1QJ.

#### Consent

We would like your consent to provide you with relevant information about products and services within the Curtis Banks Group, and to share informative, relevant and education updates such as changes to pension legislation and regulation.

Please tick the box if you agree to receive this information.

#### HM Revenue & Customs warning

Since this application is also to be used as an application for tax relief at source, it is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution.

#### Declaration

- I declare that to the best of my knowledge and belief, the statements made in this form (whether in my handwriting or not) are correct and complete.
- I confirm that I have received the Group Privacy Notice, Key Features document, Schedule of Fees, Schedule of Allowable Investments and Terms and Conditions.
- I understand that you may undertake a search with a reference agency for the purposes of verifying my identity prior to paying death benefits. To do so, the reference agency may check the details I supply against particulars on any database (public or otherwise) to which they have access. A record of the search will be retained as an identity search.
- I understand that if my request for benefits detailed in section 4 conflicts with another beneficiary's request, Curtis Banks may not be able to distribute benefits until an agreement has been reached.
- If another beneficiary has asked to receive their share of the fund in cash, I authorise any disinvestments required in order to meet their request.
- I accept that Curtis Banks will correspond with my adviser (detailed in section 3) unless I give written notice on the contrary.
- I consent to information regarding my SIPP (including my personal data) being disclosed to my adviser orally, in writing (including by email) or through the Curtis Banks secure portals.
- I will inform the scheme administrator in writing (within 30 days) if:
  - I cease to be a UK resident or change my country of residence;
  - I contribute on aggregate more than 100% of my earnings to this and any other pension scheme in any tax year;
  - I cease to have relevant UK earnings;
  - I begin to have relevant UK earnings again;
  - There is a change in my employment status;
  - There is a change in my permanent residential address;
  - I apply for an enhanced Lifetime Allowance in respect of a pension credit or overseas transfer;
  - I lose or give up the right to enhanced or fixed protection.
- I confirm that my total gross contributions to all UK registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of £3,600 or 100% of my UK relevant earnings.



## 11 Beneficiary's declaration (including adviser charges) (continued)

### Declaration (continued)

- I accept that Curtis Banks is not responsible for checking whether I have triggered the Money Purchase Annual Allowance before accepting contributions in excess of the annual limit, which is currently £10,000.
- Where applicable, I authorise Curtis Banks to provide the necessary details to MoneyHelper.
- I authorise Curtis Banks to accept investment and all other instructions in relation to my SIPP from my adviser detailed in section 3 unless and until I inform Curtis Banks in writing to the contrary.

### Declaration for beneficiary drawdown

- I understand that no pension commencement lump sum is available from crystallised funds in dependants', nominees' or successors' drawdown at any time.
- I elect to receive income under dependants', nominees' or successors' flexi-access drawdown as set out in section 6.
- While Curtis Banks will request transfers in a timely manner, I understand that Curtis Banks is not responsible for the timely completion of the transfer.
- I understand that Curtis Banks will not request any in specie transfer until all of the information requested in the in specie transfer schedule has been provided and any necessary account with an investment manager, platform or execution-only stockbroker has been established.

### Declaration for lump sum

- I request a lump sum death benefit payment to be made in line with the instructions on this form.
- I understand that if the lump sum I am due to receive is taxable, Curtis Banks will make payment under the emergency tax code and I will have to claim this from HMRC directly. If I wish Curtis Banks to make a nominal payment beforehand to request a tax code from HMRC, I will provide confirmation of this in a covering letter when returning this form.

### Adviser charges

- Adviser charges
  - I authorise Curtis Banks to pay my adviser (detailed in section 3) the following adviser charges. I understand that an adviser charge will be paid from my SIPP bank account on receipt of an invoice or paid by my nominated investment manager to my adviser.
  - I confirm that any adviser charges are genuinely commercial arrangements between myself and my adviser and only relate to pensions advice and services provided.

	Fixed Amount (Excl.VAT)		Percentage (Excl.VAT)		Subject to VAT?	
Initial/one-off adviser charge	£ <input type="text"/>	and/or	<input type="text"/> %	of the initial transfer value(s) / funding included in this Application Form	Yes	No
Ongoing adviser charge	£ <input type="text"/>	and/or	<input type="text"/> %	of the plan value each year in arrears	Yes	No

Please make ongoing payments at a frequency of:

Yearly

Half Yearly

Quarterly

Monthly (Your Future SIPP only)

- I understand that adviser charges will only be paid if there are sufficient funds within the SIPP bank account.
- If I am signing this Application Form and declaration on behalf of a person who is under age 18 and/or who is incapable by reason of mental disorder of managing and administering his/her affairs. I also:
  - confirm that to the best of my knowledge and belief all the information given and statements made in this Application Form are full and accurate;
  - confirm that to the best of my knowledge and belief all of the declarations made in this Application Form are correct;
  - undertake the obligations falling on the applicant; and
  - understand that I may be required to provide further information relating to my status in completing this Application Form.

Print name

Signature of beneficiary

or person signing on behalf of a client who is under 18 and/or who is incapable by reason of mental disorder of managing and administering his/her affairs

Date

## 11 Beneficiary's declaration (including adviser charges) (continued)

If you are signing this form on behalf of a client who is under 18 and/or who is incapable by reason of mental disorder of managing and administering his/her affairs, where applicable please enclose a certified copy of a power of attorney document. Please note that we will contact the office of the public guardian or equivalent to confirm the power of attorney is registered.

For all clients aged under 18, please enclose an original birth certificate or an original certified copy. Please also provide your details below:

Full name

Address

Date of birth Day/Month/Year

Please supply the information in boxes 1 and 2 below wherever possible. Please enclose a certified copy of the documents.

**1 Current full UK passport**

Passport number

Expiry Date

**2 Current full UK driving licence**

Number

Issue date

Expiry date

Alternatively if you're unable to provide passport or driver's license details, please enclose a certified copy of one of the options listed in section 2.3

Curtis Banks will aim to electronically verify your identity. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. In the event that Curtis Banks is unable to complete the identity verification electronically, we will contact you to provide documentary evidence as an alternative.

You should also read our Group Privacy Notice. This can be found at [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice) or please ask your adviser or us for a copy.

# Notes

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0370 414 7000  
F 0370 414 8000

[curtisbanks.co.uk](http://curtisbanks.co.uk)

Curtis Banks,  
153 Princes Street,  
Ipswich, IP1 1QJ

T 0370 414 7000  
F 0370 414 8000

**Call charges will vary. We may record and monitor calls.**

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