



## Pension Portfolio Plan

### Single contribution application form

You'll need to complete this application form if you want to apply a single contribution to your existing Pension Portfolio Plan with Royal London and remain in your current investment choice.

#### 1 Important information

Please read this section carefully before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this application form.
- It's very important you understand that by completing this application form, you're asking us to:
  - **Invest your single contribution in the same investment choice as your plan's existing investments; and**
  - **Pay any adviser charge that you've agreed will be paid in relation to this single contribution, and is detailed in section 5 of this application form, to your current financial adviser held on our records.**If you would like your single contribution to be invested in a different investment choice and/or you would like your agreed adviser charge to be paid to a different financial adviser, you'll need to complete our main **Additional contribution application form (65A6)**.
- If you've not already told us who you would like to receive your retirement savings from your plan in the event of your death, or you would like to change who you've nominated, you'll need to tell us. You can find a copy of the **Payment of benefits on death form (14P27)** on our website at [www.royallondon.com](http://www.royallondon.com) or you can ask us for a copy.
- You should answer each question fully and accurately with your financial adviser. You should remember that your adviser is acting on your behalf not only by providing you with advice, but also regarding the completion of this form. If you need any further help completing this form you can contact us on **0345 60 50 050** (Mon–Fri, 8am – 6pm).
- You should keep a copy of this application form and any additional forms you send to us. When you took out your plan, you'll have received a copy of the **Plan booklet** detailing the terms and conditions of your plan. If you would like to receive another copy of the Plan booklet, you can request a copy from us at any time.
- Your completed form should be sent to us at **New Business team, Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL**. If you're returning your form in an A4 window envelope, then you'll need to read the additional instructions on the back page of this form.

#### 2 Checklist

Please read this section as you may need to complete and return an additional form.

**Money laundering – Confirmation of verification of identity certificate (CVIC).**

(You'll need to complete and attach this additional form if your single contribution is being paid by someone new for the first time. Please tick the box to confirm if you're attaching this form.)

### 3 Your details

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This section should be completed by all applicants.

Name	<input type="text"/>		
Date of birth	<input type="text"/>	National Insurance number	<input type="text"/>
		I don't have a National Insurance number	<input type="checkbox"/>
Plan number	<input type="text"/>		

### 4 Single Contribution

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Please complete this section.

Your single contribution (gross amount)	£ <input type="text"/>	Your employer's single contribution (gross amount)	£ <input type="text"/>
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Single contributions can be paid by cheque (which must be made payable to "Royal London") or by bank transfer. If the single contribution is being made via:

- **Bank transfer**, you must add your **plan number as the reference number**. If you contact us using the telephone number on the first page of this application form, we'll confirm Royal London's bank details.
- **Cheque**, you must write your **name, date of birth and plan number** on the back of the cheque;

Regardless of whether you make your payment by cheque or bank transfer, you'll need to ensure you pay us the net amount. This is because the contribution that you've entered above is the gross amount, made up of your net payment and tax relief which we'll claim from HM Revenue & Customs on your behalf. If you're an intermediate rate (Scottish taxpayers only), higher rate or additional rate taxpayer, you could be entitled to claim more tax relief through a self-assessment tax return or by contacting your local tax office. All contributions made by employers must be made gross of tax.

### 5 Adviser charges

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Please read this section carefully before completing it.

Have you agreed that adviser charges will be deducted from your plan in relation to your single contribution? Yes  No

If 'No' we'll not deduct any adviser charges in relation to this single contribution.

If 'Yes', please tell us the type and amount of adviser charges that are to be deducted.

#### Initial adviser charge

Percentage of contribution  % or Monetary amount £

#### Ongoing adviser charge

Percentage of fund  %

We'll deduct any ongoing adviser charge from your plan on a monthly basis.

If the adviser charge(s) include VAT and the rate of VAT applicable changes, your financial adviser will need to tell us the new total adviser charge(s) to be deducted from your plan.

## 6 How we'll use your personal information

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We'll use the information you've provided in this form to help you pay a single contribution into your pension plan with us.

We'll also share your information with selected third party companies such as service providers, regulators and research companies. Your information may be used to allow us to complete regulatory checks and to help us provide a better service for our customers.

If you want to know more about how we use your information, including your rights, our lawful basis, who else we may share it with and how long we keep it for, please take a look at our privacy notice at [royallondon.com/privacynotice](https://royallondon.com/privacynotice).

If you'd rather receive this information in another format, for example a recorded version, please call us on 0800 0853252.

## 7 Declaration

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**You should read and sign this section. If there's anything that you don't fully understand you should speak to your financial adviser or Royal London.**

I confirm that:

- this is my application to apply a single contribution which is detailed in section 4, to my existing Pension Portfolio Plan with Royal London;
- I want Royal London to invest my single contribution in the same investment choice as my plan's existing investments;
- if I've triggered the money purchase annual allowance (MPAA) by flexibly accessing my retirement savings with Royal London or any other provider, I've already made Royal London aware of this.
- the total contributions I make to any registered pension schemes, won't be greater than 100% of my relevant UK earnings for the relevant tax year or £3,600 if greater. Where I'm making regular or single contributions I confirm I'm a relevant UK individual, as defined in sections 188 and 189 of the Finance Act 2004, because I'm under the age of 75 and that either I am, or have been, resident in the UK in the current tax year, or I have relevant UK earnings or I'm a crown employee or a husband, wife or civil partner of a crown employee. As a result I'm eligible for tax relief on my contributions. If I cease to be entitled to tax relief I'll notify Royal London by the later of:
  - 5 April in the tax year I am no longer entitled to tax relief
  - 30 days after the date I am no longer entitled to tax relief.

I authorise Royal London to:

- accept any reasonable instructions regarding my plan from any financial adviser appointed by me as if the instructions were given by me directly. I accept Royal London cannot be held responsible for any consequences of relying on these instructions;
- disclose information concerning my plan, including any adviser charges, to any financial adviser appointed by me in order for them to provide me with advice and services that relate to my plan. If I don't want Royal London to share information about my plan, I accept that I can inform Royal London of this by writing in the way described in the 'Privacy notice' section.

I accept that:

- if I've agreed that adviser charges will be deducted from my plan in return for the advice and services I've received from my current financial adviser held on Royal London's records, and which relate to my single contribution, these are detailed in section 5 of this application form; and
  - any adviser charges I agree with my financial adviser are a matter between me and my financial adviser and Royal London will not get involved with any dispute I may have with my financial adviser regarding the adviser charges;
  - my financial adviser has discussed any agreed adviser charges with me and has explained the impact they'll have on my plan; if I want to find out how these adviser charges will be deducted from my plan, this is detailed within my Plan booklet;
  - if I've agreed my financial adviser will receive an adviser charge as a percentage of my single contribution, this adviser charge instruction will also apply to any future single contributions that I make to my plan within the next 24 months, unless I tell Royal London otherwise. However if I choose to make a further single contribution to my plan and more than 24 months has passed since I made my last single contribution, I accept Royal London will require a new adviser charge instruction;
  - if I want to change an agreed adviser charge instruction, I'll need to provide Royal London with a new instruction;
  - if I change my financial adviser I should let Royal London know as soon as possible. In such circumstances, Royal London will continue to pay any outstanding initial adviser charge to my previous adviser. I also accept that if I want to pay an adviser charge to a new financial adviser I will need to provide Royal London with a new adviser charge instruction;
  - if Royal London stops making adviser charge payments to my financial adviser for any reason, or if I instruct Royal London to discontinue paying an adviser charge to my financial adviser or if I cancel my single contribution within the cancellation period, I may remain liable to reimburse my financial adviser for the cost of the advice and services provided to me. I should check the terms of my agreement with my financial adviser in this event;
  - if I decide to cancel my single contribution within the cancellation period, Royal London will not refund any adviser charge payment that has been made to my financial adviser in relation to that single contribution;

## 7 Declaration continued

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- any adviser charge that I agree with my financial adviser will be in addition to any plan charges that may be required by Royal London;
- the terms of my plan are detailed within the plan booklet which I received when I applied for my plan. I also accept that if I require an additional copy of this Plan booklet I can request a copy at any time;
- the information detailed within this form will be used to structure my investments and provide benefits under my plan;
- if I've not already triggered the money purchase annual allowance under any other pension plan but do so in the future, then it's my responsibility to inform Royal London of this within 91 days of the trigger;
- I won't be able to cash-in, assign or take as a lump sum, any pension bought by my plan except as allowed by Part 4 of the Finance Act 2004 (as amended).

I confirm that the information and every answer I've provided in this application form is correct and complete to the best of my knowledge and belief, including any those answers not filled in by me. I also confirm that I've read and accept the declaration.

If you are under 18 (16 in Scotland) your legal guardian must sign the declaration below.

Signature

Date

**It's a serious offence to make false statements in order to obtain tax relief on contributions. The penalties are severe and could lead to prosecution.**

In order to protect our customers, we may have to verify your identity, or the identity of certain individuals connected to this plan. We'll do this electronically to make things easier for you.

If you'd prefer, we don't do this check electronically, please provide 2 pieces of identification (e.g. passport or driving licence and utility bill) with this application form. If you don't provide this evidence, then we'll take this as your acceptance and proceed with the electronic checks.

## Returning this form

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**New Business team  
Royal London House  
Alderley Park  
Congleton Road  
Nether Alderley  
Macclesfield  
SK10 4EL**

**Returning this form:** If you're using an A4 window envelope to return your completed application form then insert the completed form into the envelope, ensuring the address to the left is clearly visible in the envelope window.



**Royal London**  
[royallondon.com](http://royallondon.com)

We're happy to provide your documents in a different format, such as Braille, large print or audio, just ask us when you get in touch.

All of our printed products are produced on stock which is from FSC® certified forests.

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 117672. It provides life assurance and pensions. Registered in England and Wales, company number 99064. Registered office: 80 Fenchurch Street, London, EC3M 4BY. Royal London Marketing Limited is authorised and regulated by the Financial Conduct Authority and introduces Royal London's customers to other insurance companies. The firm is on the Financial Services Register, registration number 302391. Registered in England and Wales company number 4414137. Registered office: 80 Fenchurch Street, London, EC3M 4BY.