

The Minerva Self Invested Personal Pension

# Minerva SIPP



**Application Form**

The Retirement Planning Specialists

# Application Form

## Section A - Personal Information

This section must be completed by all applicants. The information supplied will be held in the strictest confidence and is subject to the provisions of Data Protection legislation.

### Personal Information

Please supply the following personal information.

Please ✓  Male  Female

Title	Forename(s)		
Surname			
Permanent residential address			
			Postcode
Home tel number		Email address	
Date of birth	Occupation		
Expected pension age (between 55 and 75)		Marital status	
National Insurance number		Spouse's / Civil Partner's date of birth	

### Status Declaration

Please indicate your current status.

- |  |   |  |
|--|---|--|
| <input type="radio"/> Employed               | <input type="radio"/> Child under 16      | <input type="radio"/> Caring for one or more children under 16 |
| <input type="radio"/> In Full Time Education | <input type="radio"/> Unemployed          | <input type="radio"/> Caring for person aged 16 years or over  |
| <input type="radio"/> Self Employed          | <input type="radio"/> Retired / Pensioner | <input type="radio"/> Other                                    |

If Other, please specify...
Estimate of pensionable earnings in the current tax year: £

### Legal Guardian Details

If applicable.

Name	
Address	
	Postcode
Date of Birth	Relationship to applicant

## Employer / Self Employment Information

Please give the following information which is required by HMRC.

Name of employer or trading name	
Address	
	Postcode
Business tel number	

## Financial Adviser Details

Did you receive financial advice specifically to take out a Minerva SIPP?

Yes  No

Did you receive financial advice on the suitability of transferring any employer-sponsored schemes (if applicable)?

Yes  No

Company Name		
FSA Number	Individual Authorisation Number	Contact Name
Address		
	Postcode	
Tel Number	Fax Number	

## Fee Agreement

I have appointed the above financial advisers to arrange my Minerva SIPP and provide me with ongoing advice.

I have agreed with them the following fees in respect of:

Establishing the arrangement	<input type="text"/> % per annum	or	<input type="text"/> £ fixed fee
Ongoing advice	<input type="text"/> % per annum	or	<input type="text"/> £ fixed fee

Fees will only be paid from your pension fund upon receipt of an invoice on your Financial Adviser's headed paper stating a monetary amount. The invoice is to be addressed to Minerva SIPP followed by the member(s) name(s).

## Section B - Contributions

### Personal Contributions

Please enter the **net** contributions you wish to pay and complete the Standing Order attached (if applicable)  
Please make cheques payable to: Minerva SIPP.

Single £	Regular £
Commencement date	

Annual     Monthly     Quarterly     Half Yearly

### Employer Contributions

Please enter the **gross** contributions you wish to pay and complete the Standing Order attached (if applicable)  
Please make cheques payable to: Minerva SIPP.

Single £	Regular £
Commencement date	

Annual     Monthly     Quarterly     Half Yearly

### Arrangements

Number of arrangements into each contribution source is to be split (max 1000)

No. of arrangements

**Note:** If not specified each contribution source will be treated as 1000 separate arrangements.

### Nominee Information

I wish the Scheme Administrator to consider payments of any lump sum death benefits to the beneficiaries and in the proportions set out below. I understand that this nomination is only an expression of my wishes and the Scheme Administrator will have absolute discretion as to beneficiaries and to the proportion of benefits paid to each beneficiary unless otherwise provided by law. I understand that I may change this nomination at any time and completion of beneficiary details below is not binding.

Name	Relationship	% Benefit

## Section C - Transfer Information

If you are transferring from another scheme please arrange to complete a separate transfer in form.

## Section D - Income Withdrawals

If you wish to take income drawdown or transferring benefits already in income drawdown please arrange to complete a separate benefit payment form.

## Section E - Proof of Identity & Residency

Applications from new customers must be accompanied by documents proving the identity and residency of the applicant. We require a document from each of the two lists below; one must prove your name and the other your address. The documents must be the originals except in the case of a Passport where a certified copy is required.

**Please supply one separate document from each of these two lists (a driving licence only counts as one item):**

**Note:** Documents from List B can be no older than 3 months

### List A

- Current full signed Passport
- Current UK Driving Licence
- EEA Member State ID Card
- Firearms certificate or shotgun licence
- Recent evidence of entitlement to state or local authority benefit, pension, tax credit or educational grant

### List B

- Current UK Driving Licence
- HMRC income tax notice
- Utility Bill
- Bank/Building Society Statement
- Mortgage Statement
- Credit card Statement

## Section F - Minerva SIPP Account Terms & Conditions

(Newcastle Building Society)

- a) Accounts can be held in single names only.
- b) Account operation and withdrawals can only be made in conjunction with the rules of the scheme.
- c) The minimum balance is £1.
- d) Your initial and subsequent funds into the account will earn interest from the third working day (inclusive) after we receive it (working days exclude Saturdays, Sundays and English bank holidays) until the day before the funds are withdrawn. Any funds in transfers will be made via BACS and will take 3 working days before it can be transferred to the Minerva SIPP Account.
- e) These terms and conditions should be read in conjunction with the current interest rates currently available and the timing of these interest payments.
- f) The Minerva SIPP Account is not ordinarily available to non UK residents or Corporate Sources.
- g) In the interests of security we may from time to time record telephone calls to and from us.
- h) Requests to close your account must be made in writing and in conjunction with the rules of the scheme.
- i) We may vary these terms and conditions from time to time if we do so will confirm details of any changes to you giving 30 days prior notice.
- j) We may discontinue the opening of new accounts of this type without notifying you.
- k) You will not be issued with a passbook since this account will be operated by InvestAcc Pension Administration Limited in conjunction with the rules of the scheme. This account conveys membership rights of the Society in agreeing to open this account you agree to be bound by the rules of the Society in force at the time.

## Section G - Declaration

### I apply to InvestAcc Pension Administration Limited for membership of the Minerva SIPP

- a) I agree to be bound by the rules of the scheme.
- b) I acknowledge and accept the terms and conditions for Minerva SIPP and have read and understood the SIPP Guide and the notes at the back of the Application form and agree to the charges detailed in the Minerva SIPP Fee Schedule.
- c) I confirm that to the best of my knowledge and belief the particulars given on the Application Form are correct and complete.
- d) I undertake to tell InvestAcc Pension Administration Limited in writing within 30 days if:
- There is any change in my residency status.
  - There is any change in my name or permanent residential address.
- e) For contribution purposes I can confirm I am under age 75 and I am a relevant UK individual.  
An individual is a relevant UK individual for a tax year if:
- The individual has **relevant UK earnings** chargeable to income tax for that tax year, or
  - The individual is resident in the United Kingdom at some time during that tax year, or
  - The individual was resident in the UK at some time during the five tax years immediately before the tax year in question and was also resident in the UK when they joined the pension scheme, or
  - The individual has for that tax year general earnings from overseas Crown employment subject to UK tax (as defined by section 28 of the Income Tax (Earnings and Pensions) Act 2003), or
  - The individual is the spouse or civil partner of an individual who has for the tax year general earnings from overseas Crown employment subject to UK tax (as defined by section 28 of the Income Tax (Earnings and Pensions) Act 2003).

For relevant UK individuals who do not have relevant UK earnings, the maximum contribution is the 'basic amount' (currently £3,600). Relevant UK earnings means:

- Employment income such as salary, wages, bonus, overtime, commission providing it is chargeable to tax under Section 7(2) ITEPA 2003
- Income chargeable under Part 2 ITTOIA 2005, that is income derived from the carrying on or exercise of a trade, profession or vocation (whether individually or as a partner acting personally in a partnership)
- Income arising from patent rights and treated as earned income under section 833 (5B) ICTA 1988
- General earnings from an overseas Crown employment which are subject to tax in accordance with section 28 of ITEPA 2003.

Where relevant UK earnings are not taxable in the United Kingdom due to section 788 of ICTA 1988 (double taxation agreements), those earnings are not regarded as chargeable to income tax and so will not count towards the annual limit for relief.

- f) I understand that this application determines whether I am entitled to basic rate tax relief at source on my contributions.
- g) I agree that the total contributions to any registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of:
- The basic amount, or
  - My relevant UK earnings for that tax year.
- h) If I am no longer entitled to tax relief on my contributions I will undertake to tell InvestAcc Pension Administration Limited in writing no later than:
- 5th April in the year of assessment in which this occurs, or
  - Within 30 days of this change
- i) I understand that the Pension Input Period for the Minerva SIPP Scheme ends 5th April annually unless I nominate otherwise.
- j) I understand if I have appointed a Financial Adviser, InvestAcc Pension Administration Limited will normally send correspondence to my appointed Financial Adviser unless I have requested otherwise.
- k) I request the issue of arrangements under the Scheme each of which is held by InvestAcc Pension Administration Limited as a separate trust fund, distinct from other arrangements under the Scheme. I understand that the details of the arrangements that will be issued in respect of this application are available on request.
- l) I understand that the value of this Plan may only be applied to provide benefits at the time I take retirement benefits or upon my death and that InvestAcc Pension Administration Limited will provide the appropriate benefits as required.

- m) I hereby give authority for InvestAcc Pension Administration Limited to accept investment and disinvestment instructions from my appointed Financial Adviser.
- n) I hereby request InvestAcc Pension Administration Limited, if applicable, to appoint any Investment Manager nominated by me but fully understand and agree:
- That I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of the Minerva SIPP.
  - I shall not hold InvestAcc Pension Administration Limited responsible for any claim in respect of such decisions.
  - That InvestAcc Pension Administration Limited have not carried out and shall not in future carry out any review of any nominated Investment Manager's financial status or their Investment and/or risk strategies. I/or my Financial Adviser are responsible for checking these matters on my behalf and ensuring that the Investment Manager is suitable for my investment objectives.

Applicant Signature	Date
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## Section H - SIPP Cancellation Rights

When you set up your SIPP we will normally offer you the right to cancel your plan within 30 calendar days of us accepting your application. Within this period InvestAcc Pension Administration Limited will retain all monies in your designated SIPP bank account until the cancellation period is up before we can proceed with actioning your benefit and investment instructions.

If you wish to waive your right to this 30-day cancellation period and take your benefits and/or investments immediately you can complete the following waiver:

**I would like to waive my right to this 30 day cancellation period and I fully understand the implications of this, including the fact that once I have waived my right to this cancellation period, I will no longer be able to have any contributions detailed in this form refunded or transfer payments detailed in the Transfer Form automatically returned to the transferring pension scheme provider.**

Applicant Signature	Date
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## Data Protection Statement

Whether or not I become a customer all the information I give to InvestAcc Pension Administration Limited and Newcastle Building Society or you hold on me including transactional data, may be shared with and used by the group of companies to which you belong, your associated companies, service providers or agents who may be located in other countries. I understand that you will ensure that my information is only used for the purposes of my membership of the Minerva SIPP and that you will ensure that it is given the levies of protection as required under the UK Data Protection Act.

I agree that my information may be used in this way for administration purposes to:

- Provide and run the product I have applied for and develop and improve your products and services.
- Invite me to take part in market research surveys.

**I would prefer not to receive up to date information on other products or services or be included in market research, I can tick here**

Before you can open my account you may make searches at credit references agencies who will supply you with information including information from the electoral register, for purposes of verifying my identity. Scoring methods may be used to verify my identity. The credit reference agencies will record details of the search whether or not the application proceeds but I understand this is not a credit check and will not be seen or used by lenders to assess my ability to obtain credit.

If you give false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by Newcastle Building Society or InvestAcc Pension Administration Limited. Law enforcement agencies may access and use this information. You and other organisations may search and use these records to prevent fraud and money laundering, for example:

- To help make decisions about credit and credit related services.
- Insurance proposals and claims and all types of facilities.
- To manage accounts and facilities (including tracing debtors) and recovering debt.
- To help make decisions about job applicants and employees.

You and other organisations may search and use from other countries the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies that you use is available by contacting you.

You may also give essential information about my account to others if necessary to run my account and for regulatory purposes information about me will be kept after my account is closed. I understand I have the right to see certain records you hold about me on payment of a fee and that an information sheet explaining my rights is available from:

InvestAcc Pension Administration Limited  
Minerva House  
Port Road Business Park  
Carlisle  
Cumbria  
CA2 7AF

## Section I - Agreement to assign windfalls to charity

- 1) Paragraphs 2 to 6 below will apply to me unless I am an **exempt customer** at the time when the account is **opened**.
- 2) I agree with the Society that, if the right to any **windfall benefits** is granted to me the **account is opened** I will assign those windfall benefits to the **selected charity** unless either of the following applies:
  - The period between my **account** being opened and the conversion **announcement date** is more than 5 years (or, if applicable the shorter period)
  - On the **conversion announcement date** I am a borrowing member of the Society.
- 3) I authorise the Society and its **successor** to pass any windfall benefits directed to the selected charity (or to any other charity which the selected charity may nominate to receive those benefits) without notice to me.
- 4) I understand that:
  - The Society has promised to transfer to the selected charity the benefit of the agreement which I have given under paragraph 2 above.
  - Neither the Society nor the selected charity will release me from that agreement; and
  - Any power of the Society to change the terms of its contract with me will not apply to any of the terms set out in this section of the application form.
- 5) I authorise the Society to give the selected charity any information about me or any account which I have with the Society (now or in the future) - but only if the selected charity reasonably needs it regarding the agreement I have given under paragraph 2 above.
- 6) I understand that the Society will require anyone who opens a share account (who is not then an **exempt customer**) to agree to assign to charity the right to any windfall benefits which that person may become entitled to. The terms of the agreement will be decided by the Society and may be different from the terms in paragraphs 1 to 5 above. This paragraph will no longer apply if the Society publishes a notice in the press of a decision by the Society that it will no longer require new shareholding members to enter into such agreements.

## Notes

These notes apply to paragraphs 1 to 6 above:

- a) The **"Society"** is the Newcastle Building Society.
- b) The **"account"** is the share account, which you are applying to open by completing this application form.
- c) The **"conversion announcement date"** means the date on which the Society makes a public announcement of a proposal to transfer its business to a successor.
- d) The **"current terms"** means terms which are the same as or similar to the terms set out in paragraphs 2 to 5 above.
- e) You are an **"exempt customer"** when you open the account if:
  - You have held shares in the Society (other than permanent interest bearing shares) at all times since 31st March 1999; or
  - You have already entered into an agreement with the Society binding you to the **current terms**. A list of these groups is available from the Society at any time. The Society may alter the number and composition of the groups from time to time but no alteration will apply retrospectively.
- f) A person **"opens"** an account either by opening a new account or by having an existing account transferred into his or her name (whether as sole or joint holder)
- g) The **"selected charity"** means the Community Foundation or, if its at any time no longer a registered charity, any other charity or charities selected by it to receive assignment of **windfall benefits**.
- h) A **"shorter period"** is applicable if when the Society opens your account, you belong to one of the groups of people who in the Society's opinion do not need to be asked to agree the usual 5 year period. A list of these groups stating the periods applicable to them is available from the Society at any time. The Society may alter the number and composition of the groups and the periods applicable to them from time to time, but no alteration will apply retrospectively.
- i) The **"successor"** is any company or other corporate body to which the Society transfers its business under section 97 of the Building Societies Act 1986 (or under any provision which amends or replaces it)
- j) The **"windfall benefit"** is a benefit which a person has the right to receive as a shareholding member of the Society, under the terms of any future transfer of the Society's business to a successor (i.e on a conversion take-over) other than:
  - The replacement of savings in a share account with the Society with savings in a deposit with the **successor** or
  - Any benefit which the Society has decided may be kept by a person who has a number of accounts and was an **exempt customer** when **opening** one or more (but not all) of them. A list setting out the conditions which determine whether and to what extent such person may keep a benefit is available from the Society at any time. These conditions may be altered by the Society from time to time but no alteration will apply retrospectively.
- k) When more than one of you is signing this form, paragraph 1 and (if applicable) paragraphs 2 to 6 above apply to each of you separately.
- l) If the Society no longer exists following a merger with another building society paragraphs 2 to 6 above will still apply between you and the other society.

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## Application Checklist

- Application Form
  - Supplemental Deed
  - Money Laundering Certificate and Certified Copies ID
- (Please see examples of acceptable forms of ID on page 4, Section E)

Please note that without all the documents mentioned above we cannot process your application.

In addition to the above, the following documents may also be needed.

- Transfer In Form
- Benefit Payment Form
- Property Questionnaire

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The Minerva SIPP is offered without pensions advice. A SIPP may not be suitable for all investors. If in doubt you should consult an independent financial adviser.

InvestAcc Pension Administration Limited is the Operator and Scheme Administrator and is responsible for the maintenance and running of the scheme.

InvestAcc Pension Trustees Limited is the Scheme Trustee.

The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor's tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Services Authority.

InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.

InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.

# Standing Order Mandate

Please fill in the whole form for Standing Order payments to be made to your SIPP:

Name and full postal address of your Bank or Building Society branch:

To the manager:

Bank or Building Society address	
	Postcode

Dear Sirs

Please establish a standing order in favour of the Minerva SIPP account until further notice.

Please debit my account as set out below:

Account Name	
Account Number	Sort Code      —      —
Monthly Amount Payable:	Payment to be made on:
Reference: (Sipp Number)	

Please credit the Minerva SIPP account as set out below:

Account Name:            **Minerva SIPP**  
Account Number:        **10023593**  
Sort Code:                **60 – 04 – 30**  
Bank Name:                **Natwest**  
Bank Address:            **92 English Street, Carlisle, CA3 8NF**

## Signed By:

(all signatories should sign)

Applicant Signature	Date
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Applicant Signature	Date
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Applicant Signature	Date
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## InvestAcc Pension Administration Limited

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Carlisle  
Cumbria  
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