

The OneSIPP/Portal Pension

Top up form

Regular/singular contributions /Transfer Payment to an existing
Personal Pension on a non-advised basis

Where we refer to Countrywide Assured plc ("Countrywide Assured") in this document, this includes CASFS Ltd ("CASFS") where appropriate.

Section 1. Account details

Your account number

Title (Mr/Mrs/Miss/Ms/other)

Surname

Forename(s) (in full)

Section 2. Contributions

Any new contributions will be invested as per the investment choice on your existing Personal Pension.

By completing this top up form, you confirm that contributions from all sources do not exceed your available annual allowance, including any unused annual allowance carried forward.

Are you subject to the Money Purchase Annual Allowance?

Yes No

If yes, what date does this apply from:

Further information on carry forward and the Money Purchase Annual Allowance can be found in our factsheet 'Pension Contributions and Tax Relief' which you can find on our website www.countrywideassured.co.uk.

Section 2a: Personal contributions

New regular contribution (or new total amount if increasing regular contribution)

£ (net)

Per month

Per quarter

Per annum

Increasing annually at Nil

In line with AWE index*

by %

(between 1% and 10%)

*Average Weekly Earnings index

If new contribution please select the date you would like the direct debit to collect on: (1st to 28th)

Please note if no date is selected we will collect on the anniversary of the commencement date.

If increasing existing contribution we will collect your revised contribution on the same date and at the same frequency as your existing contributions.

To start making regular contributions, please request or download a Direct Debit instruction available at www.countrywideassured.co.uk.

Do you want to pay a one-off single contribution?

Yes No

If yes, single contribution

£ (net)

We will collect your contributions net of basic rate tax, and HMRC will pay us the basic rate tax relief. Any higher or additional rate tax relief should be claimed via your self-assessment tax return, if you complete one, or by contacting HMRC for an adjustment to your PAYE taxcode.

To make a single contribution, please make any cheques payable to 'CASFS Ltd Client Account' or for an electronic transfer please instruct your bank/building society to send the payment to:

Account Name: CASFS Ltd Client Account

Sort Code: 20-13-42

Account Number: 70514543

Please note that if the payer of the contribution is not the Applicant, we will also require verification of their identity and address.

Customer due diligence

Countrywide Assured has a responsibility to satisfy itself that funds are from a legitimate source and for legitimate purposes where personal contributions are being paid. As such we are required to ask for the following additional details:

Nature of employment Annual Salary £

Source of wealth (please specify how the funds were accumulated)

Section 2b. Employer's contributions

What is the regular contribution your employer intends to contribute? (all employer contributions are paid gross)

New employer regular contribution (or new total amount if increasing regular contribution) £ (gross)
Per month Per quarter Per annum

Increasing annually at Nil In line with AWE index* by % Please specify (between 1% and 10%)

*Average Weekly Earnings index

Any increase will take effect on the Account's anniversary date unless you advise us of a different date. We will collect your employer's revised contribution on the same date and at the same frequency as their existing contributions.

If your employer intends to make regular contributions they should complete a Direct Debit instruction available on request or on our website at www.countrywideassured.co.uk

The Schedule of Payments below should be completed by the Employer for all regular employer's contributions including any personal contributions to be deducted from earnings by, and paid to us, by the employer.

Schedule of payments

This should be completed by your employer if regular payments, including any employee's contributions deducted from earnings, are to be paid to us by your employer.

If you are an employee and your employer is to make payments to your OneSIPP/Portal Pension, either as an employer's contribution or by deduction from your earnings, the law requires that these payments reach us no later than the 'due date'. The 'due date' is the nineteenth of the month following the date on which an employee's contribution is deducted from his/her earnings or an employer's contribution is payable.

We will use this Schedule of Payments to determine the 'due date' of your employer's payments. Your employer must tell us of any changes before they happen, so that a revised schedule can be in place by the date of the change. We may also have to make a report to the Pensions Regulator if the employer does not give us sufficient payment information, does not keep the Schedule of Payments up to date, or if we do not receive full payment by the 'due date'.

Month of new regular employee contribution to be deducted from earnings

Month of employer's new regular contribution to be paid

The month stated should **not** precede the date the application is signed

The amount and frequency of the contribution(s) are as stated in this application. I/We agree that, until further notice, the above shall be the schedule of employer's payments for any pension arrangements made as a result of this application.

Please note that your attention is drawn to the Consent to Processing of Data in Section 5a which should be read and understood by all parties completing this application.

Signed on behalf of the employer:

Signed

Date

Print name

Job title

Name of employer

Address

Postcode

Does your employer want to pay a one-off single contribution?

Yes

No

If yes, single contribution

£

(gross)

If your employer intends to make a single contribution please attach your employer's cheque for the gross amount made payable to 'CASFS Ltd Client Account'.

Section 3. Transfer Payments

Do you have an existing pension that you wish to transfer to us?

Yes

No

If yes, are any of these transfers from a Defined Benefit scheme

Yes

No

Please complete a Transfer Authority form and submit it with this form.

Section 4. Ongoing adviser fees

Where you have previously agreed for an ongoing adviser fee to be facilitated under your Personal Pension and this fee is expressed as a percentage of your fund value, the fees we pay to your adviser will increase proportionately in line with the increase in your fund value resulting from the top up payment(s) you are agreeing to by completing this form.

Section 5. Declarations (important, please read)

Section 5a. Data protection

Countrywide Assured and CASFS take the security of your personal data very seriously and as data controllers we will only use your personal data in accordance with applicable data protection laws. Our Privacy Statement explains how we use your personal data and can be obtained via our website at: www.countrywideassured.co.uk, or by email at: enq@countrywide-assured.co.uk or by telephone on 03330 155 600, Monday to Friday between 9am and 5pm (excluding bank holidays).

By completing and submitting this form you acknowledge you have received and read our Privacy Statement.

Section 5b. Non-advised declaration

You have chosen to make an additional payment(s) and/or make a transfer payment into your Personal Pension on a non-advised basis. This means:

- you have not asked for or received advice;
 - it is your decision alone to proceed with the payment(s); and
 - we are not taking any responsibility for whether the transaction is suitable for you.
- I confirm that I have neither sought, nor have been given advice regarding the additional payment(s) into my existing Personal Pension. I therefore understand that Countrywide Assured are not responsible for the decision to undertake this transaction.
 - I confirm that I have read and retained or have access to the Key Features Document, Guide to Charges, the Terms & Conditions and this Declaration (together the "Terms") relating to my Personal Pension and I have been given the opportunity to raise any questions I may have concerning their contents. I further acknowledge the Terms will apply to this additional payment and my Personal Pension.
 - I acknowledge Countrywide Assured shall not be responsible for any losses, claims and expenses which may arise from additional payments made or in respect of my Personal Pension except where this is due to their negligence or wilful default.
 - I am aware that because Countrywide Assured has not provided me with advice regarding this transaction, any rights to redress relating to the suitability of this transaction may be affected.
 - I confirm that the additional payment will be invested in line with my existing Personal Pension and that if I wish to alter my investment choice I will need to speak to my appointed Financial Adviser.
 - I confirm that if I receive an ongoing service from my appointed Financial Adviser this additional payment(s) will form part of this ongoing service and the previously agreed ongoing fee will reflect any additional investment(s), unless I advise otherwise.

Section 5c. Declaration

HM Revenue & Customs' Warning

This application may also be used as an application for tax relief at source. If any information held by us is incorrect or any details in this form change you must tell us. If you don't, or you fail to tell us any other relevant information, it may make your account void or voidable.

Your Declaration to Countrywide Assured

I am a relevant UK individual, as defined in the applicable pensions tax legislation.

I declare to the best of my knowledge and belief, the total payments to any registered pension scheme, in respect of which I am entitled to tax relief under Section 188 of the Finance Act 2004, will not exceed the higher of:

- the basic amount for that tax year; or
- my relevant UK earnings, within the meaning of Section 189 of the Finance Act 2004;

for that tax year.

I understand it is my responsibility to declare, on my self-assessment tax return, any contributions to registered pension schemes and I will be liable to a tax charge on any contribution in excess of the annual allowance.

I declare I will advise Countrywide Assured, in writing, if any event occurs as a result of which I will no longer be entitled to tax relief on my contributions under Section 188 of the Finance Act 2004, by the later of:

- the following 5 April, and
- 30 days after the event occurs.

I confirm any contributions paid before age 75 which are classed by HMRC as significant, will not be funded from any pension commencement lump sum paid from a registered pension scheme which would be regarded as recycling by HMRC.

I declare that, to the best of my knowledge and belief, all of the information given and statements made in this application are correct and complete whether in my handwriting or not, and all of the declarations made in the application are correct.

If this application and declaration are being signed on behalf of a person:

- i) who is under age 18, or
- ii) who is incapable by reason of mental disorder of managing and administering his/her property or affairs, or
- iii) suffering from a physical disability by reason of which he/she has difficulty executing documents in respect of the management and administration of his/her property and affairs

the person signing it declares that, to the best of his/her knowledge and belief, all of the information given and statements made in the application are correct and complete, and all of the declarations made in the application are correct, and undertakes the obligations falling to the applicant and they are authorised to provide the information in this form. They understand that they may be required to provide further information relating to their status in completing this application. They further confirm they have received the our Privacy Statement which explains how personal data is processed. They confirm if they have provided personal data including sensitive personal data (such as health information) they are authorised to do so.

I confirm I have read, understood and accept the terms relating to 'Client money arrangements' as set out in the previous Personal Pension application form that I have signed.

I confirm if I am, or I become subject to, the Money Purchase Annual Allowance (MPAA), under another registered pension scheme, whilst pension contributions are being paid by me or on my behalf to the Countrywide Assured Retirement Scheme, I will notify Countrywide Assured within 91 days of the date that the MPAA comes into effect.

Applicant's signature

Date

Applicant's name (please print)

A copy of your completed application form is available on request.

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