

Request for Flexi-Access Drawdown

Existing customers only on an advised basis

Application form (OneSIPP or Portal Pension)

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

| | |
|------------------------------|----------------------|
| Policy/account holder name | <input type="text"/> |
| National Insurance Number | <input type="text"/> |
| Policy/sub-account number(s) | <input type="text"/> |

Please include all policy/sub-account numbers from which you wish to take income.

Section A. Request payment of Flexi-Access Drawdown Income

Amount to be crystallised¹ £ or all my fund

Amount of tax free cash required £ ¹ or maximum

¹If you don't specify how much you wish to crystallise or don't wish to take any income, we will only crystallise enough of your fund to justify the amount of tax free cash requested.

Amount of total gross income required nil or £ per year

How often would you like your income to be paid?

monthly quarterly half-yearly yearly single (ad-hoc) payment

All regular and single income payments will be taxed as pension income.

| | | | |
|-------------------------------------|----------------------|-----------|----------------------|
| Name of bank/building society | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | Postcode | <input type="text"/> |
| Name of account holder ² | <input type="text"/> | | |
| Account number | <input type="text"/> | Sort code | <input type="text"/> |
| Building society roll number | <input type="text"/> | | |

²**NB:** This should be a personal account in your name or as a joint account holder

Lifetime Allowance Information

You must tick one of the boxes in A or B below otherwise we cannot make any payments to you. For more information please refer to the factsheet entitled 'Pension Scheme Allowances & Tax Charges' available on request or from our website at www.countrywideassured.co.uk, or speak to your Financial Adviser.

Before you take any pension benefits, we are required to test the value of your pension savings against your Lifetime Allowance. This includes your Countrywide Assured plc pension fund and any other pension funds you have, including any from which you are already receiving benefits, but excluding your State Pension. If the total value of your funds from which you have taken, or will be taking benefits, exceeds your Lifetime Allowance, you will be subject to income tax at your marginal rate on the excess.

For most pensions you have taken you will have received information about the amount of Lifetime Allowance used up – this will be a percentage, for example 56%. If your only pension in payment started before 6 April 2006 this must now be assessed to find out how much Lifetime Allowance this has used. For more information on how to do this please contact us or speak to your Financial Adviser.

If you do not have any form of protection* which may give you a higher Lifetime Allowance, the Standard Lifetime Allowance will apply. **This is £1,073,100.**

* Since April 2006 pension members could protect the value of their benefits by applying to HMRC for a personal lifetime allowance. There are different types of protection and if you have a protected lifetime allowance you must inform us. Otherwise we will test the value of your benefits against the standard lifetime allowance.

Based on your personal situation, please tick **one** of the boxes in A or B below.

- A.** I confirm that I have read the above and that the total value of all my pension funds, including any which are in payment and those from which I am about to start taking benefits, is less than the Standard Lifetime Allowance, as described above.
- B.** I am unsure whether the value of my pension benefits is more than my lifetime allowance. Please send me an additional form to assess whether I will be subject to income tax on any excess benefits.

Transferred benefits

Have you transferred any pension benefits to an overseas pension scheme? Yes No

If yes, we may need to request further information.

HMRC protection

I have been granted HMRC protection. Yes No

If yes, please let us know what type of protection you have. Please tick all that apply.

| | | | | | |
|----------------------------|--------------------------|---|--------------------------|----------------------------|--------------------------|
| Primary protection | <input type="checkbox"/> | Enhanced protection | <input type="checkbox"/> | Fixed protection 2012 | <input type="checkbox"/> |
| Fixed protection 2014 | <input type="checkbox"/> | Fixed protection 2016 | <input type="checkbox"/> | Individual protection 2014 | <input type="checkbox"/> |
| Individual protection 2016 | <input type="checkbox"/> | A lifetime allowance enhancement factor | | <input type="checkbox"/> | |

Please provide evidence of confirmation of the type of protection(s) you have received from HMRC. You will either have received a certificate from HMRC, or have 2 reference numbers if you applied online via your (Government Gateway) account. Please provide a copy of the certificate if you have one or provide the reference numbers here:

HMRC reference number

Pension scheme administrator reference (eg PSA12345678A) for online protections only

Section B. Details of Beneficiaries

The Scheme Administrator has discretion over how and to whom death benefits are paid. These can be paid to one or more of your beneficiaries according to the rules of the scheme, and are normally free of inheritance tax.

Please nominate who, in the event of your death, you wish any death benefits to be paid to.

Schedule of nominations

I wish to nominate the following person(s) to receive any death benefits which become payable under my Account. I understand that any nomination(s) made by me is an expression of my wishes, and is not binding on the Scheme Administrator.

Please indicate the percentage of the fund that you would like each to receive. You can also make a nomination to other types of beneficiaries, such as the trustees of a trust, but a trust can only receive death benefits as a lump sum.

| | | | |
|------------------------------|----------------------|--------------------|------------------------|
| Title (Mr/Mrs/Miss/Ms/other) | <input type="text"/> | Surname | <input type="text"/> |
| Forename(s) (in full) | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| | <input type="text"/> | Postcode | <input type="text"/> |
| Relationship to you | <input type="text"/> | Percentage of fund | <input type="text"/> % |
| Title (Mr/Mrs/Miss/Ms/other) | <input type="text"/> | Surname | <input type="text"/> |
| Forename(s) (in full) | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| | <input type="text"/> | Postcode | <input type="text"/> |
| Relationship to you | <input type="text"/> | Percentage of fund | <input type="text"/> % |

Please ensure that the percentages allocated total 100%.

If you wish to nominate the trustees of a trust to receive a lump sum death benefit, please contact us and we will advise the details we require.

Charity lump sum death benefit

You may nominate a charity to whom your pension fund may be paid as a lump sum on your death. This can be paid only if you have no dependants at the time of your death. Any charity lump sum death benefit will be paid tax free. Please contact us if you wish to nominate a charity.

Tax

In the event of your death, the benefits may be paid to one or more beneficiaries either as a lump sum, or as flexi-access drawdown.

On death before age 75, all benefits will be paid free of tax if paid or designated to flexi-access drawdown within two years of notification of death.

On death on or after age 75, the benefits will be liable to tax. Details of the tax rates that apply are as set out in our factsheet "Pension Scheme Allowances & Tax Charges", available on our website or on request.

Following the death of a beneficiary the tax treatment will depend on the age of the beneficiary who was holding the pension at their death. For example, this will normally be tax free if death occurs before age 75, and taxable if death occurs after age 75.

If your beneficiary has not withdrawn the entire pension fund before their death then the funds can be passed on again. Your beneficiary will be able to nominate other beneficiaries (also known as successors) who they want the funds to go to following their death.

The successors will then have the option of taking the funds as a lump sum or using it to provide an income.

Keeping your nomination up to date

You may tell us of a change of nominated beneficiary at any time. It is important to keep your nomination up to date and that it reflects your current circumstances. The Scheme Administrator has discretion how and to whom the death benefits are paid. We will on your death make enquiries of your potential beneficiaries and take account of your wishes, but the Scheme Administrator is not bound by them.

Section C. Investment Options

If you are converting to OneSIPP from another legacy pension product, and you wish to change your investment choice, or you have been advised that a fund is no longer available, please complete the boxes below. Details of the funds available are on our website www.countrywideassured.co.uk.

Your choice of Pinnacle Range of funds (maximum 10)

| Fund name | Percentage | Fund name | Percentage |
|------------------------------------|------------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> % | <input type="text"/> | <input type="text"/> % |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> | <input type="text"/> % |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> | <input type="text"/> % |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> | <input type="text"/> % |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> | <input type="text"/> % |
| Total (must add up to 100%) | | | <input type="text"/> % |

Section D. Adviser Fees instruction

This section needs to be completed if payment of Adviser Fees is to be facilitated from OneSIPP.

Note: All Adviser Fees must be for advice given on pension products only; otherwise HMRC may deem these to be unauthorised payments.

Initial Adviser Fee

Amount

£

or

% of gross transfer/fund value

%

Ongoing Adviser Fee

Payment of ongoing Adviser Fees will be facilitated as a percentage of the fund value. Please indicate the fee percentage agreed:

% per annum

Payment frequency: Monthly Quarterly

Investor's Declaration and Authority to pay Adviser Fees

- I authorise Countrywide Assured to pay the Adviser Fees detailed above from my OneSIPP to my Financial Adviser whose details are provided in Section H.

I confirm that:

- I have discussed with my Financial Adviser and understood the Adviser Fees that will be paid and the effect these will have on my OneSIPP;
- I have received a key features document and illustration relating to this application.

I understand that:

- any ongoing Adviser Fee will be calculated as an annual percentage of the fund value at each calendar month end or calendar quarter end, divided according to the payment frequency selected;
- if any further Adviser Fees are to be paid I will be required to authorise these before they are paid from my OneSIPP or any other product with Countrywide Assured;

- I may instruct Countrywide Assured in writing to cease payment of Adviser Fees at any time, provided they receive notice not less than 5 working days before the payment due date;
- if I wish to vary the amount of Adviser Fees to be paid from my OneSIPP, I must give Countrywide Assured prior written notice not less than 5 working days before any payment due date and any subsequent variations will only be allowed at the frequency permitted by Countrywide Assured from time to time;
- it is my responsibility to pay Adviser Fees I have agreed with my Financial Adviser and this responsibility remains with me if I cancel or vary the instruction to facilitate payment of Adviser Fees from my OneSIPP;
- if I change my Financial Adviser, I must advise Countrywide Assured in writing and that any Adviser Fees being paid to the Financial Adviser whose details are provided in Section H will cease.

I acknowledge that:

- it will be my responsibility to recover any payments made to my Financial Adviser before any instruction from me to cease payment takes effect.

Section E. Declaration

I understand that:

- by making this request, if I have elected to take income from my flexi-access drawdown fund, I will be subject to the money purchase annual allowance. Please refer to our factsheet “Pension contributions & tax relief” for more information;
- I may instruct Countrywide Assured in writing to cease or vary payments of regular drawdown income payments at any time. The instruction to cease or vary payments will take effect from the working day after the instruction is received, so long as this is received more than 7 working days before the payment due date. Any subsequent variations will only be allowed at the frequency permitted by Countrywide Assured from time to time;
- where I am receiving regular drawdown income and wish to receive a one-off drawdown income payment, the one-off drawdown income payment will be paid on the same date as the regular drawdown income;
- my drawdown income can only be paid on the 6th, 14th, 21st and 28th of the month. All our requirements must be satisfied at least 3 working days before my desired first payment date;
- my drawdown income is taxed at my personal rate of income tax. Where I am taking income for the first time, and no P45 is available, income tax will be deducted at a temporary rate of tax on the first payment, until a tax code is received from HMRC. I may need to reclaim income tax from HMRC. Single drawdown income payments are taxed as if I receive them on a monthly basis so the income tax deducted could be higher than the overall amount payable and I will need to contact my local tax office for a refund.

I acknowledge and accept that Countrywide Assured will normally use the unit prices for the funds prevailing on the next working day following receipt of my request and subject to fulfilment of all other requirements of Countrywide Assured.

If I hold a Portal Pension, my investment choice will remain unchanged and assets will need to be sold before payment(s) can be made. If I hold a self-invested fund under OneSIPP, there must be sufficient cash held in the fund to make the payment(s).

If I am converting to OneSIPP from a Countrywide Assured legacy pension product:

- I confirm that my investment choice will remain unchanged unless I have indicated otherwise in Section C;
- I have received and been given the opportunity to read the Key Features Illustration;
- I have also received and been given the opportunity to read the OneSIPP Key Features Document, OneSIPP Guide to Charges and the current OneSIPP Terms and Conditions (“the Terms”), available at www.countrywideassured.co.uk. I have been given the opportunity to have any questions answered to my satisfaction, and I agree to the Terms.
- I have read and acknowledge the Client Money Arrangements and information relating to the Holding of Investments under OneSIPP in Sections F and G and been given the opportunity to have any questions answered to my satisfaction.

I confirm I am entitled to the proceeds of the policy/sub-account identified on the previous page and wish payments to be made as specified in Section A.

I accept responsibility for any claims, losses and expenses that Countrywide Assured may incur as a result of any incorrect information provided by me in this form. I understand that making this request will not prevent me from bringing a claim against Countrywide Assured, in the event that any negligent act or omission by them is established.

| | | | |
|------------------|--|------|--|
| Signature | | Date | |
| Print name | | | |
| Telephone number | | | |
| Email | | | |

(in case we need to contact you about this form)

**Once the form has been completed in full, please return it to:
Client Services, Countrywide Assured, One Temple Quay, 1 Temple Back East, Bristol, BS1 6DZ**

Section F. Client Money Arrangements

- a) Money received from you by CASFS under your OneSIPP, or held on your behalf by CASFS, will be deposited no later than the next business day after receipt into a client money bank account held in CASFS' name (CASFS Designated Client Money Account). Money received from you will normally be transferred within three business days of initial receipt from the CASFS Designated Client Money Account to Countrywide Assured for investment in a unit linked pension policy (the Policy) issued by Countrywide Assured to CASLPTS plc ("CASLPTS), the Trustees of the Countrywide Assured Retirement Scheme (the Scheme).
- b) Money held in the CASFS Designated Client Money Account will be held as client money in accordance with the Regulator's rules. The CASFS Designated Client Money Account is a trust account held in CASFS' name at a bank selected by CASFS in accordance with the Regulator's rules, and is named in accordance with those rules. Money held in the CASFS Designated Client Money Account is segregated from CASFS' own funds, but will be pooled with money held on behalf of other CASFS clients. This means that your money held by CASFS will be held as part of a common pool of money, so you will not have a claim against a specific sum in a separate account; rather your rights will vest in the client money pool.
- c) You will not receive interest on money that is held in the CASFS Designated Client Money Account.
- d) You will receive interest on money that is held in a Custody Account (a nominee account held on behalf of the Countrywide Assured Retirement Scheme), provided such money is not immediately required for settlement (for the avoidance of doubt such money is not held as client money). Interest will accrue daily at CASFS' published standard interest rate from time to time (available on request), and will be credited to your holding in the fund every three months.
- e) CASFS may undertake a transaction for you that involves your money being passed by CASFS to any third party for the purposes of that transaction, including (but not exclusively) an exchange, clearing house, intermediate broker, settlement agent or over the counter (OTC) counterparty located either in the UK, or in a jurisdiction outside the United Kingdom. In the event of your money being passed to a third party, including (but not exclusively) an intermediate broker, settlement agent or OTC counterparty outside the UK, the legal and regulatory regime applying to the intermediate broker, settlement agent, or OTC counterparty may be different to that of the United Kingdom. In the event of a failure of that entity, your money may be treated differently to the way it would be treated if it were held by such a third party in the United Kingdom.
- f) In certain circumstances, CASFS may hold money for you, which has been allocated to you but has not been claimed by you. CASFS reserve the right to cease treating unclaimed monies as client money under the Regulator's Rules provided CASFS have taken the appropriate steps (as defined by the Regulator) to trace and return such monies to you. Provided the steps outlined by the Regulator have been taken and we continue to act reasonably and fairly, we may pay such monies to a registered charity. You should note that we undertake to make good any valid claim against monies that were released from being treated as client money, upon the provision by you of information to evidence the validity of any claim.
- g) In agreeing to these terms you consent to your monies in the CASFS Designated Client Money Account being held at our bankers, currently Barclays Bank Plc and JP Morgan.

Section G. Holding of Investments

I understand that:

- if I am investing in a OneSIPP, except where Countrywide Assured has previously agreed that all assets will be held by the Trustees of the Scheme in the Trustee Fund, any asset that Countrywide Assured determines to be a permitted link (as defined in the Regulator's Handbook) and is an acceptable asset to be held under the Master Policy, will be held in a policy sub-account under a Master Policy issued by Countrywide Assured to the Scheme Trustee;
- the level and type of protection provided by the Financial Services Compensation Scheme (FSCS) is dependent upon whether the underlying assets are held within a life policy or held directly in trust. Benefits determined by reference to assets held in the Trustee Fund are covered by a different level of protection than benefits determined by reference to the value of units allocated to a policy sub-account. Trustee held assets are normally covered under the Investment part of the FSCS. Life policies are covered under the Insurance element of the FSCS. Full details are available on the FSCS web site www.fscs.org.uk and in our factsheet "FSCS Compensation Limits".

Section H. Financial Adviser's declaration

a. Where Adviser Fees are being facilitated from the Personal Pension, I confirm that:

- I have discussed and agreed the Adviser Fees detailed in Section D with the applicant;
- The Adviser Fees agreed are in respect of pensions advice and related ongoing services;
- I have provided the applicant(s) with a key features document and illustration in relation to this application;
- I have read and understood the Guide to Adviser Charging for Financial Advisers.

b. I confirm that:

- I acknowledge and accept Countrywide Assured's current Terms of Business
 - The advice in connection with this application has been provided on the following basis
- 'Advised' where advice has been given in relation to the application.

Advised

c. Confirmation of verification of identity for private individual(s)

Before you complete this section please read the Important Notes.

By completing this section we will assume your consent has been given for us to rely on your verification of identity obtained. If you do not consent to this, please inform us immediately and do not complete the details of the individual.

Details of Individual

Full name of client

Date of birth

Address

Postcode

Previous address if individual has changed address in the last three months

Postcode

- I have verified the identity of the client in line with the UK Money Laundering regulations.

- The information in this form was obtained by me in relation to the client.
- The evidence I have obtained to verify the identity of the client meets the standard evidence set out within the current guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group (JMLSG).
- I confirm that I hold the appropriate documentary evidence to support the identification of the client and that Countrywide Assured retain the right to request sight of the underlying evidence.

| | | | |
|-----------------------------------|--|----------|--|
| Signature | | Date | |
| Name | | | |
| Firm reference number | | | |
| Position | | | |
| Name of regulated firm | | | |
| Address | | | |
| | | | |
| | | Postcode | |
| Contact number | | | |
| Email | | | |
| Countrywide Assured agency number | | | |

Important notes:

For the verification of any third party payers or attorneys please use the standard 'Confirmation of Verification Identity' forms provided within the JMLSG Part 1 Guidance.

This form cannot be used to verify the identity of any client who falls into one of the following categories:

- Those exempt from verification as being a current client of the introducing firm before the introduction of the requirement for such verification.
- Those whose identity has not been verified by virtue of the application of a permitted exemption under the UK Money Laundering Regulations.
- Those whose identity has been verified using the source of funds as evidence.

Where the application is being made on behalf of an individual who cannot make the application him/herself because of incapacity, an Identity Verification Certificate is required for both the attorney/guardian and also the person on whose behalf the attorney/guardian is acting and, if different, for the person making the investment.

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