

Request for Flexi-Access Drawdown

Existing customers only - execution only

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 crystallised ¹	<input type="text" value="£"/>	or all my fund	<input type="checkbox"/>
Amount of tax free cash required	<input type="text" value="£"/>	or maximum	<input type="checkbox"/>

¹ Crystallised means the amount of your pension pot you wish to use to provide tax free cash with the remainder invested as flexi-access drawdown which you can take income from as and when required. If 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"/>	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"/>		

Please note that we may need to contact you before we can accept your instruction, to draw your attention to the need to take advice, consider investment pathways and your investment selection and for you to read the appropriate risk warnings.

²NB: 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 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 it's now only possible to apply for Fixed and/or Individual Protection 2016 if certain conditions are met 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.

You should speak to your Financial Adviser if you have one, if you need help in completing this section.

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

You have previously been provided with your investment options. Please now confirm how you would like to invest your pension fund. The options are:

Option C1. Investment Pathways. Please complete section C1.

Option C2. Self-select and choose your own investment fund(s). This option also applies where your existing fund choice is no longer available. For existing OneSIPP clients and legacy pension clients, please complete section C2A. For clients with an existing account starting SN, please complete section C2B.

Option C3. Remain in your current investment fund(s). Please tick the box in section C3.

Section C1. Investment Pathways

If you have previously been provided with information on an investment pathway and wish to proceed with your investment pathway choice, please tick the investment pathway you have selected.

1. I have no plans to touch my money in the next 5 years - IFSL atomos Balanced Fund
2. I plan to use my money to set up a guaranteed income (annuity) within the next 5 years - IFSL atomos Defensive Fund
3. I plan to start taking my money as a long-term income within the next 5 years - IFSL atomos Cautious Fund
4. I plan to take out all of my money within the next 5 years - SIP L&G Cash Trust Fund

Section C2A. Your choice of Pinnacle Range of funds (maximum 10)

Details of the funds available are on our website www.sanlamlifeandpensions.co.uk

Fund name	Percentage	Fund name	Percentage
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
		Total (must add up to 100%)	<input style="width: 20px;" type="text" value="%"/>

Section C2B. Your choice of Portal funds

For clients with an existing account number starting SN, your choice of Portal fund(s). You can find details of the funds available on the Cofunds website <https://digital.feprecisionplus.com/aegonc>

Fund name	Percentage	Fund name	Percentage
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>	<input type="text"/>	<input style="width: 20px;" type="text" value="%"/>
		Total (must add up to 100%)	<input style="width: 20px;" type="text" value="%"/>

Section C3. Remain in your current investment fund(s)

I wish to remain in my current investment funds.

Please ensure you have only completed one investment option section.

Section D. 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 confirm that I have been given the opportunity to read the risk warnings and have any questions concerning the risk warnings answered to my satisfaction, and I confirm I am happy to proceed with this request for flexi-access drawdown.

I confirm I have been given the opportunity to select an Investment Pathway and where I have chosen to do so or selected my own investment fund(s) or remain invested in my current investment selection, I have not been advised by Countrywide Assured as to which funds to invest in.

If I hold a Portal Pension, 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 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;
- I confirm that I have read and retained the Key Features Illustration, OneSIPP Key Features Document, OneSIPP Guide to Charges, the OneSIPP Terms & Conditions (the “Terms”) and I have been given the opportunity to raise any questions I may have concerning their contents;
- I have read and acknowledge the Client Money Arrangements and information relating to the Holding of Investments under OneSIPP in Sections E and F 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.

You have chosen to undertake this application for Flexi-Access Drawdown on an Execution Only basis. This means:

- you have not asked for or received advice;
- it is your decision alone to proceed with the application; and
- Countrywide Assured is not taking any responsibility for whether the transaction is suitable for me.

Remember the value of your fund can go down as well as up and you may get back less than you paid in.

Declaration:

I confirm that I have neither sought, nor have been given advice regarding this Flexi-Access Drawdown arrangement. I have entered into this transaction and selected my investment option on an informed basis and I therefore understand that Countrywide Assured are not responsible for the decision to undertake this transaction or for my selected investment choice and that they have not and will not provide any advice specific to my pension planning arrangements.

I acknowledge Countrywide Assured shall not be responsible to me for any losses, claims and expenses which may arise from this transaction or in respect of my OneSIPP except where this is due to Countrywide Assured's negligence or wilful default.

I confirm that I have had the opportunity to ask any questions relating to the application prior to completing the transaction and the selection of my investment choice.

I am aware that because Countrywide Assured have not provided me with advice regarding the transaction or my investment choice, any rights to redress relating to the suitability of the transaction may be affected.

I confirm that I have made my application without any face-to-face contact with Countrywide Assured or a Financial Adviser.

Signature	<input type="text"/>	Date	<input type="text"/>
Print name	<input type="text"/>		
Telephone number	<input type="text"/>		
Email	<input type="text"/>		

(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 E. Client Money Arrangements for OneSIPP clients

- 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 Ltd ("CASPLTS"), 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 Ltd 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 F. Holding of Investments

I understand that:

- if I am investing in a OneSIPP, except where Countrywide Assured has 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".