



# Request for Flexi-Access Drawdown

## Existing customers only - execution only

### Application form (Transfer Pension Portfolio)

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

Account holder name

Sub-account number(s)

#### Section A. Request payment of Flexi-Access Drawdown Income

##### Pension Commencement Lump Sum

Amount of Pension Commencement Lump Sum  
(tax-free cash) required

Maximum  Other £

Important: If you have specified an amount of Pension Commencement Lump Sum under the 'Other' option (i.e. an amount that is less than the maximum permitted) you will not be able to draw any further amount of Pension Commencement Lump Sum at a later date.

##### Flexi-Access Drawdown

Amount of total gross income required per year.

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

Address

Postcode

Name of account holder<sup>1</sup>

Account number

Sort code

Building society roll number

**'NB:** This should be a personal account in your name or as a joint accountholder

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.

## Pension allowances 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](http://www.countrywideassured.co.uk), or speak to your Financial Adviser.

We are required to test the value of any non-taxable lump sum payments from your pension savings against your Lump Sum Allowance (LSA) and/or your Lump Sum and Death Benefit Allowance (LSDBA) whenever certain lump sum benefits are paid out. Any lump sum benefits in excess of these allowances will be subject to income tax.

You may have been granted protection from HMRC which may entitle you to higher allowances. If you applied for and received a Transitional Tax-free Amount Certificate this may also give you a higher Lump Sum Allowance. If either of these apply, please provide details below.

**The Lump Sum Allowance is £268,275.**

**The Lump Sum and Death Benefit Allowance is £1,073,100.**

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 the non taxable lump sums from my pension funds, including any already paid and those to be paid, is less than the Lump Sum Allowance and/or my Lump Sum and Death Benefit Allowance, as described above.
- B.** I am unsure whether the value of my non taxable lump sum pension benefits exceeds my Lump Sum Allowance and/or my Lump Sum and Death Benefit Allowance. Please send me an additional form to assess whether I will be subject to income tax on any excess benefits

### HMRC protection

I have been granted HMRC protection.

Yes  No

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

### Transitional Tax-free Amount Certificate:

Please advise the transitional tax-free amount and provide a copy of the Certificate.

£

## Section B. Details of Beneficiaries

The death benefits from your fund will normally be paid as a lump sum to either your legal personal representatives (i.e. your estate) or into a specified trust arrangement, if there is one in place. Where the lump sum death benefit is paid to your estate, it will form part of your estate for inheritance tax purposes.

If your Transfer Pension Portfolio is under trust then, subject to any HM Revenue & Customs' requirements, the death benefits payable will be dealt with by the trustees of that trust in accordance with the trust provisions and will not normally form part of your estate. However, if you are in ill health at the time of setting up the trust and die within 2 years, the value may be added to your estate for inheritance tax purposes.

You may if you wish, nominate one or more of your beneficiaries, who may include your dependants, to receive payments from your fund as flexi-access drawdown. Such payments are normally free of inheritance tax. Please note the scheme administrator has discretion over the way in which benefits are paid but will take any nominations for flexi-access drawdown into account in making their decision.

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

If you wish the scheme administrator to consider paying the death benefits as flexi-access drawdown to a beneficiary, please provide their details below.

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"/> %

**If you wish to nominate more than one beneficiary, please provide full details on a separate sheet. Please ensure that the percentages allocated total 100%.**

### Charity lump sum death benefit

You may nominate a charity to whom your pension fund may be passed as a lump sum on your death. This can be paid only if you have started to take pension benefits, or you are aged 75 or over at the time of your death and have no dependants at the time of your death. Any charity lump sum death benefit will be paid tax free and will not count towards your Lump Sum and Death Benefit Allowance. Please contact us if you wish to nominate a charity

### Tax

On death before age 75 all lump sums paid that are below the member's remaining Lump Sum and Death Benefit Allowance will be paid free of tax if paid within two years of notification of death. Any lump sum benefits in excess of the remaining Lump Sum and Death Benefit Allowance will be subject to income tax at the beneficiary's marginal rate of tax. Any benefits paid in the form of income to a beneficiary will not be subject to income tax.

On death on or after age 75, all benefits whether paid as a lump sum or pension income, will be liable to income tax at the beneficiary's marginal rate of income tax.

Following the death of a beneficiary, if there is some pension fund remaining this can be passed on again to successors and the tax treatment will depend on the age of the beneficiary who was holding the pension fund at their death. For example, lump sums will normally be tax free up to their remaining Lump Sum and Death Benefit Allowance if death occurs before age 75, with successors able to receive benefits as income free of income tax. All benefits will be taxable if death occurs after age 75.

### 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

Please select how you would like to invest your pension fund:

**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.

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

### Section C1. Investment Pathways

Please tick the investment pathway you have selected.

1. I have no plans to touch my money in the next 5 years - SIP IFSL atomos Balanced Fund
2. I plan to use my money to set up a guaranteed income (annuity) within the next 5 years - SIP IFSL atomos Defensive Fund
3. I plan to start taking my money as a long-term income within the next 5 years - SIP 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 C2. Your choice of Pinnacle Range of funds (maximum 10)

Details of the funds available are on our website [www.countrywideassured.co.uk](http://www.countrywideassured.co.uk)

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"/> %
		<b>Total (must add up to 100%)</b>	<input type="text"/> %

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

I wish to remain in my current investment funds

## Section D. Declaration

### I understand that:

- once an amount of pension commencement lump sum is taken, no further pension commencement lump sum is available from the Flexi-Access Drawdown fund and that this applies even if I choose to take less than my maximum pension commencement lump sum entitlement;
- 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 need to 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 requirements must be satisfied at least 3 working days before the 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 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 am converting to Transfer Pension Portfolio 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, Transfer Pension Portfolio Key Features Document, Transfer Pension Portfolio Guide to Charges and the current Transfer Pension Portfolio Terms and Conditions ("the Terms"), available at [www.countrywideassured.co.uk](http://www.countrywideassured.co.uk). I have been given the opportunity to have any questions answered to my satisfaction;
- I have read and acknowledge the Client Money Arrangements under Transfer Pension Portfolio in Section E and been given the opportunity to have any questions answered to my satisfaction;
- I understand that the Transfer Pension Portfolio cannot be surrendered, assigned or commuted except as provided for in the Terms, and is one policy established under a registered pension scheme.

If I hold a self-invested fund under my Transfer Pension Portfolio, there must be sufficient cash held in the fund to make the payment(s). If not, then I give my instruction to sell assets to enable the payment to be made. I will provide specific instructions regarding this if appropriate. I understand that, if assets have to be sold, this may delay my drawdown payment.

I confirm I am entitled to the proceeds of the 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.

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 Transfer Pension Portfolio 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, PO BOX 13493, Chelmsford, CM99 2GP.**

### Section E. Client Money Arrangements

Money received from you by CASFS for your Transfer Pension Portfolio will be deposited no later than the next business day after receipt. It will be deposited with our bankers, currently Barclays Bank Plc and J P Morgan in a designated client money account in CASFS' name (CASFS Designated Client Money Account). Please note that you will not receive interest on money that is held in the CASFS Designated Client Money Account.