Philip J Milton & Company Plc Managed Self-Invested Personal Pension (SIPP) Application Form

Section 1 – To be completed by your Financial Adviser in all cases

This application consists of:

☐ New Initial contribution(s) from Member

☐ New initial contribution from Employer

☐ Transfer values coming from ..... different sources
(Separate Transferring Scheme Declarations must be completed and attached for each one).

Approximate value of each transfer:

Ceding Scheme Name	Approximate Transfer Value

☐ Regular contribution from member

☐ Regular contribution from employer

☐ Immediate vesting (please attach appropriate capped or fixed drawdown request form).

Section 2 – To be completed by the Applicant

Please ensure you read the Key Features and Terms and Conditions before completing this application.
Please use BLOCK letters when completing the form and use BLACK or BLUE ink when completing the form.
NB Making false or deliberately misleading statements is a serious offence and could lead to prosecution.

Surname:	Date of Birth (DD/MM/YYYY)
Forenames:	Marital Status
Title:	National Insurance Number Your National Insurance Number is required for the application to proceed

Permanent Residential Address Post Code: "Care of" and PO Box addresses are not acceptable. If you wish us to correspond with you at an alternative address, please advise us on a separate sheet.	Previous address (if you have moved in the last two years) Post code:
Male ☐ Female ☐	Expected retirement age:
Home Telephone:	Mobile Telephone:
Email address:	

2.1 – Main Status

Please select your primary status (only one) which we must report to HM Revenue and Customs each year. The status declaration must be completed by all applicants.

1. Employed ☐
2. Receiving a pension chargeable to tax ☐
3. Self employed ☐
4. Caring for one or more children under the age of 16 years ☐
5. Caring for a person aged 16 years or over ☐
6. In full time education ☐
7. Unemployed ☐
8. Other (please state) ☐

2.2 - Eligibility

Please confirm you are eligible to join the scheme by ticking one box only:

I am a UK relevant individual* ☐

Unlimited contributions can be made to your Pension although you will only receive tax relief up to the higher of £3,600 gross (£2,880 net) or 100% of your taxable earnings. If total contributions exceed the annual allowance, there will be a tax charge to you of 40% on the excess over the annual allowance.

*A UK relevant individual is one who:

1. Has relevant UK earnings chargeable to income tax for the tax year; and
2. Is resident in the UK at some time during the tax year; or
3. Was resident in the UK at some time during the 5 tax years immediately before the tax year in question and was also resident in the UK when the individual joined the pension scheme; or
4. Has general earnings for that tax year from overseas Crown employment subject to UK tax (as defined by S28 of the Income Tax (Earnings and Pensions) Act 2003); or
5. Is the Spouse of an individual who has general earnings for that tax year from overseas Crown employment subject of UK tax (as defined by S28 of the Income Tax (Earnings and Pensions) Act 2003)

I was UK resident or had earnings chargeable to UK tax in the last 5 years** ☐

**You are entitled to receive tax relief on contributions up to £3,600 gross (£2,880) net.

I have not been resident in the UK or had earnings chargeable to UK tax, in the last 5 years, but am establishing this pension to receive a transfer of benefits from an existing UK pension scheme. ☐

2.3 - Benefit Protection

	Yes	No
Do you have enhanced protection?	☐	☐
Do you have primary protection?	☐	☐
Do you have fixed protection?	☐	☐
If so, do you have fixed protection from 2012, 2014 or 2016?	☐	☐
Do you have Individual Protection from 2014 or 2016?	☐	☐

If you have answered yes to any of these questions, please provide us with the appropriate certificate.

2.4 – Flexible Access

Have you flexibly accessed any benefits (from the scheme you are transferring or elsewhere) which also included any taxable benefits? Yes ☐ No ☐

If yes, when did you first take taxable benefits from your pension (the date you became subject to the Money Purchase Annual Allowance)? ☐☐/☐☐/☐☐

2.5 - Contributions

Personal contributions are paid net of basic rate income tax which we claim back from HMRC and add to your plan. Any employer's contributions must be paid gross.

Details of contributions:

Your net single contribution	£
Your employer's single gross contributions	£

Any cheques should be made payable to : PJMilton

Your net monthly contribution	£
Your employer's gross monthly contribution	£

Monthly contributions will be taken on the 15th of each month

If your employer is paying contributions or deducting contributions from your salary and passing them on to us, your employer will need to complete the employer section below.

Employer Name	

Employer's address

Postcode

Contact Name	
Telephone Number	
Email address	

Employer's Declaration

(To be read, signed and dated by the Employer)

- We agree that we are willing to pay Quai Investment Services Limited the amount(s) indicated above.
- Where an employee contribution is paid by the employer we confirm the net payments will be deducted from the employee's net pay. Employer contributions will be paid gross.
- We understand that for the company to be able to claim Corporation Tax relief on an employer contribution it must rank as a valid business expense.
- Regular employee and employer contributions will be collected from the employer's bank account on the 15th of the month, or if this is not a working day, the next working day.
- We understand that if an employee contribution is not received by Quai Investment Services Limited by the 22nd of the month following the calendar month the payment is deducted from pay then this will be classed as a late payment.

- Quai Investment Services Limited are required to report the late payment of a contribution, where it is likely to be of material significance, to The Pension Regulator.
- We understand that it is the responsibility of Quai Investment Services Limited to monitor payment of contributions and that we must provide any information requested to fulfil this requirement. Failure to provide information that prevents Quai Investment Services Limited from monitoring the payment of contributions must be reported to The Pension Regulator.
- We understand that employer contributions paid to the Philip J Milton & Company Managed SIPP cannot be refunded unless the Pension member cancels their Pension within the cancellation period.
- We agree to pay the contributions stated in this application, until further notice and will notify Quai Investment Services Limited immediately of any changes to the amounts due.
- We agree to advise Quai Investment Services Limited immediately if the member is to leave our employment unless otherwise agreed in writing, we confirm that employer contributions will only be paid in respect of people currently employed and will cease if the member leaves employment.

Signed on behalf of the Employer	
Date (dd/mm/yy)	/ /
Name	
Position/Title	
Telephone Number	

2.6 - Beneficiaries on death

Please provide details of those people you would like to nominate to receive any benefits payable under the Scheme on your death.

Full Name	
Address	
	Post Code
Relationship	
Proportion of benefits	

Full Name	
Address	
	Post Code
Relationship	
Proportion of benefits	

Total proportion of benefits figures above must equal 100%

This expression of wish will not bind the trustee but will help to pay out the benefits in line with your wishes.

If you wish to have more than two beneficiaries please advise us in a separate letter.

2.7 - Where would you like to invest?

Philip J Milton & Company Plc is responsible for both advising you and investing your pension fund on a discretionary basis, in accordance with the Discretionary Client Agreement.

2.8 - Declaration by Applicant

Please read the following carefully before signing and dating the application:

I apply to join the Philip J Milton & Company Plc Managed SIPP as provided by Quai Investment Services Limited and administered by Quai Administration Services Limited. I understand that Quai Administration Services Limited will administer the plan in accordance with the Terms & Conditions of the Scheme.

I request Quai Investment Services Limited to provide appropriate benefits as may be required from time to time.

I confirm that I am eligible to join the scheme as set out in Section 2.2 of the application form.

When a transfer payment is being made, I request and consent to the payment of any transfer value detailed in the transferring scheme Declaration from my previous scheme/arrangement to the Scheme.

I consent to Quai Administration Services Limited obtaining details from the administrator/trustees or insurance company or other pension of any scheme, arrangement or contract of which I am or have been a member and authorise the giving of any such detail to Quai Investment Services Limited..

I have read in full, understand, agreed to and retained the Key Features and Terms and Conditions of the Philip J Milton & Company Plc Managed SIPP. I confirm my agreement to the charges applied by Philip J Milton & Company Plc and hereby authorise and request you to pay them on my behalf, in accordance with the Terms and Conditions of the Philip J Milton & Company Plc Managed SIPP, from the funds held in my Pension.

I agree to inform Quai Administration Services Limited in writing if:

- I cease to be a UK resident or change my country of residence;
- I cease to have UK relevant earnings;
- I begin to have UK relevant earnings again;
- There is a change in my employment status;
- There is a change in my permanent residential address;
- I apply for an enhanced lifetime allowance in respect of a pension credit or overseas transfer; or
- I lose or give up the right to enhanced protection

I will do this by the later of;

- 5th April in the year of assessment in which the event occurs; or
- 30 days after the event occurred

I confirm that my total gross contributions to all UK registered pension schemes in respect of which I am entitled to tax credit will not exceed the higher of £3,600 or 100% of my UK relevant earnings and will be beneath my Annual Allowance.

Please note, this application is also to be used as an application for tax relief at source. It is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution.

Signed	
Date	