

# JOINING FORM FOR GROUP STAKEHOLDER PENSION

Authority from an employee to join and, where applicable, have transfer value(s) received from an existing pension arrangement or arrangements applied to the Scottish Widows Stakeholder Pension Scheme.

Name of Employee (please print) the "Applicant"

Employee telephone number

Employee email address

Name of Employer the "Employer"

Nationality "the Applicant"

## How much do you want to pay in each month?

Your monthly contribution (minimum £20) in addition to your employer's contribution OR £ (gross/net)  
% of earnings (gross/net)

## When do you want to take your benefits?

Please insert your selected retirement age . This is the age from which you plan your pension to become payable.  
 This must normally be between the ages of 55 and 75.

## How do you want to invest your pension fund?

Investment selection is a very important decision. You can choose a Pension Investment Approach in box 1 or indicate your own choice of investment fund(s) in box 2. We may change the selection of funds we make available at any time.

### You should complete only one box

If you don't complete any of the boxes, all contributions will automatically be invested using our default investment approach (the Balanced Pension Approach).

### 1. Pension Investment Approaches (If you complete this box, don't complete box 2.)

Please tick one of the following boxes if you wish to select a Pension Investment Approach. For full details please refer to our Pension Investment Approaches Guide. As you get closer to retirement, we will automatically gradually adjust and move your plan into lower risk investments. ✓ your choice

Cautious (targeting annuity)	Balanced (targeting annuity)	Adventurous (targeting annuity)
Cautious (targeting encashment)	Balanced (targeting encashment)	Adventurous (targeting encashment)
Cautious (targeting flexible access)	Balanced (targeting flexible access)	Adventurous (targeting flexible access)

### 2. Fund Selection (If you complete this box, don't complete box 1.)

You can invest in up to 10 funds at any one time, however restrictions may apply on the amount that can be invested in certain funds. Please contact us for further details. For full details of the funds available, please refer to our Pension Funds Investor's Guide.

Fund Name	% Split	Fund Name	% Split
<b>Total</b>			<b>100%</b>

There is no maximum limit on how much can be paid to your plan, although we can only accept contributions from you that are eligible for tax relief\*. Relief is available on contributions which don't exceed your UK relevant earnings, or £3,600 if higher. We'll add basic rate tax relief to the regular and single payments you make. Your tax relief depends on your main place of residence as advised by HMRC for the current tax year. Each year, tax relief is available on payments which don't exceed your relevant UK earnings, or £3,600 if higher. If you're a higher or additional rate taxpayer, you can claim additional tax relief via your self-assessment tax return. Any payments you make which are not eligible for tax relief will be refunded. Employer contributions are paid gross. The value of the tax benefits of a personal pension depend on your personal circumstances. Both your circumstances and tax rules may change in the future.

\*If you are a Scottish taxpayer the tax relief you will be entitled to will be at the Scottish rate of income tax, which may be different from the rest of the UK.

The Treasury sets an annual allowance on the amount that can be paid into all your registered pension schemes without incurring a tax charge. Higher earners will have a lower annual allowance limit, called the Tapered Annual Allowance. Your annual allowance may also be limited to the Money Purchase Annual Allowance if you have flexibly accessed a pension with us or any other provider <sup>[see note 1]</sup>. Please speak to your financial adviser if you are unsure about how much you can pay.

1. Have you flexibly accessed any pensions with us or any other provider? Yes      No

If 'Yes'    Date of first payment (DD MM YYYY)

#### Note 1

The Money Purchase Annual Allowance (MPAA) is currently £4,000. The MPAA applies to you if you have flexibly accessed your pensions from us or any other provider and have received any of the payments listed below from 6 April 2015 onwards:

- a payment from a flexible access drawdown fund (also known as a flexi-access drawdown fund);
- a payment from a capped drawdown fund which would exceed existing capped drawdown limits;
- a pension encashment (also known as an uncrystallised funds pension lump sum);
- a payment under a flexible annuity contract;
- a pension payment from a money purchase scheme which has fewer than 11 other pensioner members;
- a stand-alone lump sum from a money purchase arrangement where you were entitled to primary protection with a right to take a lump sum of greater than £375,000.

The MPAA applies to all contributions you pay (or that are paid on your behalf e.g. employer contributions and death-in-service premiums) each year to all money purchase pension schemes of which you are a member. If the MPAA applies to you and your contributions exceed it, you will be liable to pay a tax charge based on your highest rate of income tax. The MPAA does not apply if you have taken only:

- income from a capped drawdown plan;
- tax-free cash (pension commencement lump sums) when using your plan to purchase an annuity or drawdown plan; or
- "small pots" taken as a cash lump sum.

In these circumstances, the higher annual allowance applies to you.

## DECLARATION

### SCOTTISH WIDOWS' STAKEHOLDER PENSION SCHEME (the Scheme)

Please ensure that you read the following important statements relating to your policy:

- a) I understand that an application has been made on my behalf to join the Scottish Widows Stakeholder Pension Scheme and that a policy has been issued in my name. Scottish Widows will run the scheme according to the scheme rules, a copy of these rules are available on request.
- b) I agree that the information detailed in the application made on my behalf is correct and complete.
- c) I confirm that I am habitually resident in the UK.
- d) I authorise Scottish Widows to collect the payments I agree to make, including any transfer payments from other pension arrangements. Where necessary, I consent to Scottish Widows seeking further information from other pension arrangements.
- e) I agree that if the basic rate of tax changes, Scottish Widows will amend the amount collected, but only to the extent necessary to maintain the total payment. Total payments by me in any tax year will not exceed the higher of £3,600, and my relevant UK earnings.
- f) I agree to pay contributions which are at least equal to the difference between the contributions my employer is paying and the minimum total contributions required by the Pensions Act 2008 (as amended). I understand that my employer has agreed to ensure that the total of my employer's contributions and my contributions is high enough to cover the minimum total contributions required by legislation. If Scottish Widows realise that the total contributions are not high enough I understand that Scottish Widows will report my employer to the Pensions Regulator who may issue an unpaid contribution notice to my employer requiring my employer pay additional contributions.
- g) I will inform Scottish Widows within 30 days if I am no longer entitled to receive tax relief.
- h) I will inform Scottish Widows if I stop residing in the United Kingdom.
- i) I authorise my employer to appoint and/or change the financial adviser for the policy.
- j) I agree that my employer, its agents, any agent of mine acting in connection with the plan, and Scottish Widows may exchange such information concerning me as is necessary to effect and administer the plan.
- k) I have received the 'Important Notes for Applications' document and the Key Features Document.

Please read these documents. If you do not understand any point, please let us know.

For your own benefit and protection, please read these documents before you sign this application. Scottish Widows will rely on them when administering your contract. If you do not understand any point, please let us know.

## MARKETING PREFERENCES

We would like to keep you up to date on products and offers that may be of interest to you. Please select how you would like to hear from us below. These choices won't affect any necessary information we need to send you such as statements and, don't worry, you can change your mind and update your preferences at any time.

### SCOTTISH WIDOWS WEBSITES

You may see relevant messages when you log in to our online services.

If you choose 'no', you may still see messages, but they will not be tailored to you.

Yes No

### EMAIL

Yes No

### POST

Yes No

### DEVICE NOTIFICATIONS

As we develop mobile applications you'll receive relevant notifications to your mobile device

Yes No

### TEXT MESSAGES

Yes No

### PHONE

Yes No

By saying yes, you are giving consent for Scottish Widows to use your personal information to send you relevant offers and information about our products. Scottish Widows includes the following legal entities: Scottish Widows Ltd, Scottish Widows Unit Trust Managers Limited, Scottish Widows Administration Services Limited and HBOS Investment Fund Managers Limited. Occasionally we will send you selected offers from other companies within Lloyds Banking Group that may be relevant to you.

Signature of Applicant

Date (DD MM YYYY)

Scottish Widows Limited. Registered in England and Wales No. 3196171. Registered office in the United Kingdom at 25 Gresham Street, London EC2V 7HN.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register number 181655.

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