

# Internal Transfer to Modular iSIPP Form

Applicable to James Hay Modular iSIPP (pre Modular iPlan), James Hay iSIPP, James Hay eSIPP, Private Client SIPP and Select SIPP



**Application guide**

This internal transfer form should only be used if you have a Modular iSIPP (pre Modular iPlan), James Hay iSIPP, James Hay eSIPP, Private Client SIPP or Select SIPP and wish to transfer it to a Modular iSIPP. More information for the Modular iSIPP is available on our website [www.jameshay.co.uk](http://www.jameshay.co.uk) or from your Financial Adviser.

Please complete this form in BLOCK CAPITALS and black ink and return it to James Hay Partnership, Dunn's House, St. Paul's Road, Salisbury, SP2 7BF. If you require any assistance please call your Service Executive Team or our general enquiry number 03455 212 414.

Product Type (tick one box only)

- James Hay Modular iSIPP (pre Modular iPlan)
- James Hay iSIPP
- James Hay eSIPP
- Private Client SIPP
- Select SIPP

SIPP Member number(s)

**1 Personal details** Applicant to complete

Important: Please answer all questions in this section. If you do not fully complete this part of the form, it may delay the application process.

Title

Forename(s)

Surname

Date of birth

Permanent residential address

Daytime phone  Postcode

Mobile  Evening phone

Email

Nationality

Do you have dual nationality? Yes  No  If 'Yes', please specify

Are you a US Person or resident of the US for tax purposes? Yes  No

**2 Financial Adviser details and adviser charges (if applicable)**

Applicant to complete

Please only complete this section if you have appointed a Financial Conduct Authority (FCA) regulated Financial Adviser who is going to receive adviser charges to provide advice to you in respect of your Modular iSIPP. If you wish to pay adviser charges to your Financial Adviser from your Modular iSIPP, please also complete the relevant Adviser Charges Section below.

Company name

Network name (if applicable)

Contact name

Financial Services Register reference number

Address

Postcode

Telephone  Email

PLEASE NOTE: Your Financial Adviser will need to sign up to our Financial Adviser Terms of Business. This is available from our website at [www.jameshay.co.uk](http://www.jameshay.co.uk).

**2a Adviser charges: One off charge**

Applicant to complete

If the Financial Adviser intends to charge a one off amount for the establishment of your Modular iSIPP, please indicate the amount that is required below. We will make this payment automatically when sufficient funds are available.

One off charge amount £

**2b Adviser charges: Product level**

Applicant to complete

All adviser charges will be calculated and paid automatically by James Hay. If your financial adviser would prefer to invoice us instead, please tick here

Upon receipt on an invoice, we will check to ensure the amount does not exceed the amounts detailed below and/or overleaf.

**PLEASE NOTE: The maximum adviser charge we will facilitate from the Product is 5% (including VAT).**

**INITIAL ADVISER CHARGES FOR CONTRIBUTIONS****Option 1**

Percentage  % of each contribution received

OR

**Option 2**

Fixed amount £  of each contribution received

**INITIAL ADVISER CHARGES FOR TRANSFERS IN****Option 1**

Percentage  % of each pension transfer received

OR

**Option 2**

Fixed amount £  of each pension transfer received

Do you want your adviser charge calculated on the value of contributions before or after any tax reclaims are applied?

Before  After  N/A

## ONGOING ADVISER CHARGES

## Option 1

Percentage  % of the value of your Product

OR

## Option 2

Fixed amount  £

OR

## Option 3

Tiered percentage

From £0.00 to  £ take  %

From  £ to  £ take  %

From  £ to  £ take  %

From  £ to  £ take  %

Over  £ take  %

For Options 1 and 3, are any percentage based ongoing adviser charges to be applied across **all** assets in your Product?

Yes  No

If 'No' which category do you wish to **exclude**?

- Cash in the Product Bank Account
- Cash held with Cash Panel provider
- Investment Centre Funds (including Managed Portfolio Panel)
- Assets held with an Investment Manager or Stockbroker (whether Panel or Off Panel)
- Commercial property
- Specialist investments
- Other whole of market assets

How frequently would you like your ongoing adviser charges paid? Monthly  Quarterly  Half yearly  Annually

If the fixed amount of product level adviser charges exceeds 5% (including VAT) this may be queried with you.

## INITIAL ADVISER CHARGES FOR INVESTMENTS IN THE JAMES HAY INVESTMENT CENTRE

%

## INITIAL ADVISER CHARGES FOR WHOLE OF MARKET AND/OR SPECIALIST INVESTMENTS

## Option 1

Percentage  %

OR

## Option 2

Fixed amount  £

## ONGOING ADVISER CHARGES FOR WHOLE OF MARKET AND/OR SPECIALIST INVESTMENTS

## Option 1

Percentage  %

OR

## Option 2

Fixed amount  £

If your Financial Adviser wishes to take investment level adviser charges on any investment this should be stated when the trades are placed.

If the level of investment level adviser charges stated on a trade instruction exceeds the levels stated above, this may delay the trade as we will query this.

Please note: The maximum adviser charge to be facilitated must not exceed 5% (including VAT).

### 3 Investment details

Applicant to complete

Please give us your instructions as to how you would like to transfer your existing SIPP investments into your Modular iSIPP. Please note, we will allocate your investments into the appropriate Module on your behalf and this will result in the relevant Module charges being applied.

Please tick one of the boxes below:

I wish to transfer my existing investments to the Modular iSIPP without making any other changes

Please go to section 5.

I wish to sell all my investments and transfer the cash into the Modular iSIPP

Please go to section 5.

I wish to transfer my existing investments to the Modular iSIPP and for them to be held as set out in the table below

Please complete table.

Please note, any cash and investments not listed below will be transferred across to the Modular iSIPP in their current form.

IM/Fund provider name	Asset name or Investment Manager portfolio	Fund providers policy/ account number	Asset code e.g. Sedol code	Transfer to Investment Centre		Transfer to Selftrade* (please tick)	Transfer to a Panel or Off Panel Investment Manager or Stockbroker: Please insert the name of the Investment Manager or Stockbroker**	Investment to be sold and cash transferred (please tick)
				Select (please tick)	Collect (please tick)			

\* If you do not have an existing Selftrade account, please complete the Selftrade Sharedealing application form available at [www.jameshay.co.uk](http://www.jameshay.co.uk). Unit trusts and OEICs cannot be held within the Selftrade account established by your Modular iSIPP, these must be re-registered, where possible, into the Investment Centre.

\*\* If you do not have an existing Investment Manager or Stockbroker account, please complete their relevant application form and send it to us.

#### For sales only:

If a fund provider sale charge is applicable, please confirm if you wish us to proceed with the sale without advising you of the level of the charge.

Yes  No  If 'No' we will advise you of the amount of the charge before making the sale.

If there is a fund provider charge for a CHAPS transfer of money to us please confirm if you wish us to proceed with the instruction deducting the charge from the sale proceeds.

Yes  No  If 'No' we will instruct the fund provider to send the sale proceeds by Faster Payments or cheque, whichever payment carries no charge.

### 4 Commercial property

Applicant to complete

If your existing SIPP owns a commercial property, please note: if the property is jointly owned with other SIPP members, all SIPP members owning the property will need to internally transfer to a Modular iSIPP. Each SIPP Member will need to complete a separate internal transfer form.

### 5 Evidence of your identity

Applicant to complete

If you have been a client of James Hay for many years we may not have originally carried out full identity checks on you when you took out your current SIPP, as the requirements to identify clients have changed over the years. If this is the case, we will verify your identity as part of this internal transfer. We will do this by searching at credit reference agencies who will supply us with information, including information from the electoral register, for the purposes of verifying your identity. Scoring methods may be used to verify your identity. If this does not provide us with sufficient verification, we may need to contact you or your financial adviser to obtain documentary evidence of your identity, such as a copy of your passport and a utility bill.

**Before signing this declaration, it is important that you carefully read the Modular iSIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; the James Hay Online Terms and Conditions; Key Features of the Modular iSIPP; the Modular iSIPP Member Guide; and the Modular iPlan Technical Guide. These documents specify important information about your Modular iSIPP, how the product works, the benefits and risks and the charges you will pay.**

**There is a lot of information for you to consider so, if you are in any doubt about whether the Modular iSIPP is right for you, we strongly recommend that you seek advice from a regulated Financial Adviser.**

**If you would like to speak to a Financial Adviser, but do not have one, please visit [www.unbiased.co.uk](http://www.unbiased.co.uk) to obtain a list of Financial Advisers in your local area.**

**If you have any queries for James Hay Partnership, please direct them to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, Wiltshire, SP2 7BF; or telephone us on: 03455 212 414.**

I hereby instruct and apply to:

1. James Hay Partnership to: (1) transfer my existing SIPP to the Modular iSIPP, and I acknowledge that my existing SIPP terms and conditions will be replaced by the Modular iSIPP Terms and Conditions; and (2) fulfil my instructions in Section 3 above.
2. James Hay Insurance Company Limited for membership of the Modular iSIPP.

I hereby declare as follows:

- a) I agree at all times to be bound by, and comply with, the Trust Deed and Rules of the James Hay Personal Pension Plan, as amended from time to time; Modular iSIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; and and the James Hay Online Terms and Conditions.
- b) To the best of my knowledge and belief, the particulars given on this internal transfer form are correct and complete.
- c) I undertake to tell you in writing within 30 days if:
  - there is any change to my name, permanent residential address or residency status;
  - I am made bankrupt; or
  - there are any changes to the information contained in this internal transfer form as soon as I am aware that what is stated is no longer true and complete.
- d) I agree that the total contributions to any registered pension schemes in respect of which I am entitled to tax relief will not exceed the higher of:
  - £3,600; or
  - my relevant UK earnings for that tax year.
- e) If I am no longer entitled to tax relief on my contributions I undertake to tell you in writing no later than:
  - 5 April in the year of assessment in which this occurs; or
  - within 30 days of this change.
- f) I accept that if I appoint a Financial Adviser, you will send correspondence to my Financial Adviser unless I have requested otherwise or if I cease to use the services of a Financial Adviser.
- g) I accept that the value of my Modular iSIPP may only be applied to provide benefits at the time I take retirement benefits or upon my death and that James Hay Pension Trustees Limited will provide the appropriate benefits as required.
- h) If I have appointed a Financial Adviser, I give my authority for you to accept investment and disinvestment instructions from them and to pay adviser charges to them as detailed in this internal transfer form.
- i) If I have indicated that I wish to use the services of Selftrade or any other Stockbroker/Investment Manager under Section 3 of this internal transfer form, I accept and agree that:
  - I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of my Modular iSIPP; and
  - you have not carried out and shall not in future carry out any review of Selftrade or any other Stockbroker's/Investment Manager's financial status or their investment and/or risk strategies. I am/my Financial Adviser is responsible for checking these matters and ensuring that Selftrade or the Stockbroker/Investment Manager is suitable for my investment objectives.
- j) If I am investing in a UCITS fund, I certify that before providing investment instructions to James Hay Partnership I will have either:
  - printed a copy of the current version of the Key Investor Information Document (KIID); or
  - saved an electronic copy of the current version of the KIID.
- k) I accept full responsibility in respect of any claims, losses and expenses that you and the current provider(s) may incur as a result of any incorrect information provided by me in this internal transfer form or of any failure on my part to comply with any aspect of this internal transfer form.

**Data Protection Statement**

We will ensure that your information is only used in accordance with your instructions and our own strict internal confidentiality policies. If because of your instructions your personal data is held or disclosed in countries that do not have the same level of protection as in the United Kingdom we will take appropriate steps to protect it.

Your information may be used in this way for administration purposes, and to:

- provide and run your Modular iSIPP and develop and improve our products and services;
- identify and advise you by post, telephone or electronic media of products or services, which our Group of companies and associated companies think may interest you; and
- invite you to take part in market research surveys.

**MARKETING COMMUNICATIONS:** If you do not want to receive (by post, telephone or electronic media) up to date information on other products or services, please tick this box to opt-out

Before we can make the internal transfer, we may conduct searches at credit reference agencies who will supply us with information, including information from the electoral register, for the purposes of verifying your identity. Scoring methods may be used to verify your identity.

The credit reference agencies will record details of the search whether or not the internal transfer proceeds. This is not a credit check and will not be seen or used by lenders to assess your ability to obtain credit.

If you give us false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by IFG Group PLC. Law enforcement agencies may access and use this information.

We and other organisations may search and use these records to prevent fraud and money laundering, for example to:

- help make decisions about credit and related services, insurance proposals and claims, and all types of facilities;
- manage accounts and facilities (including tracing debtors) and recovering debt; and
- help make decisions about job applicants and employees.

We and other organisations may search and use from other countries the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies that we use is available by contacting us.

We may also give essential information about your Modular iSIPP to others if necessary to run your Modular iSIPP and for regulatory purposes, including other companies within the Group and its reinsurers, and any third parties with whom your Modular iSIPP holds investments. We may disclose your personal data to third parties where we consider it appropriate and lawful to do so, such as for fraud prevention, business analysis purposes or where you have given us permission to do so.

If you have a Financial Adviser appointed, your Financial Adviser may view any additional products you hold with us on James Hay Online, even though your Financial Adviser is not appointed for those additional products.

Information about you will be kept after your Modular iSIPP is closed. You have the right to see certain records we hold about you on payment of a fee. An information sheet explaining your rights is available from James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

This internal transfer form must be completed by you or an FCA authorised Financial Adviser who holds the appropriate permissions. If completed by an FCA authorised Financial Adviser, you must still check that the completed information is correct, as by signing below you are confirming this.

It is an offence to make false statements and the penalties are severe and could lead to prosecution.

By signing this internal transfer form below I agree to be bound by, and to at all times comply with, the Modular iSIPP Terms and Conditions; the Modular iSIPP Charges Schedule; the Modular iSIPP Permitted Investments List; James Hay Online Terms and Conditions; the above Declaration; and the above Data Protection Statement.

Applicant's name

Applicant's signature

Date

We are able to provide literature in alternative formats. For a Braille, large print or audio version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Insurance Company Limited (JHIC) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHIC has its registered office at 3rd Floor, 37 Esplanade, St Helier, Jersey, JE2 3QA. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL and IPS Plc have their registered office at Trinity House, Buckinghamway Business Park, Anderson Road, Swavesey, Cambs CB24 4UQ. PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services.(01/14)