

## Introduction & Contact Details

This document summarises the key features of the Yorsipp Registered Pension Scheme.

The scheme has been established under a master trust by a set of Trust Deed and Rules, which may be subject to change from time to time.

An application form must be completed to apply for membership.

On acceptance an account will be opened with the Royal Bank of Scotland as an asset of the scheme.

Yorsipp (Trustees) Limited is the scheme trustee and they have chosen to delegate the day to day management and administration to Yorsipp Limited.

You may contact both Yorsipp Limited and Yorsipp (Trustees) Limited at: Eadie House, 74 Kirkintilloch Road, Bishopbriggs, Glasgow G64 2AH.  
Email: info@yorsipp.com Telephone: 0141 772 3365

## Aims of the SIPP

The Yorsipp SIPP is designed to:

- Allow you to save for your retirement in a tax efficient manner.
- Provide you with flexible pension benefits when you retire.
- Enable you to make decisions with your financial adviser as to how you would like your pension savings to be invested.
- Allow you to make transfer payments from other appropriate pension arrangements.

## Your Commitment

- To pay regular and/or single contributions to your plan and/or transfer benefits from other appropriate pension arrangements.
- To notify us of any changes to your personal circumstances that may affect your SIPP.
- To advise us of your wish to take benefits.
- To regularly review with your FCA regulated financial adviser, your investment portfolio, contribution levels and pension withdrawals (if applicable).
- To keep within the rules of the SIPP and those set by HM Revenue & Customs (HMRC).
- To have sufficient liquid funds in your SIPP to meet all relevant charges.

## Risk Factors

Penalties/charges may be applied by your existing pension provider if it is transferred to your SIPP.

You may be giving up rights in the form of benefits by transferring other pension arrangements into your SIPP. You should consult an FCA regulated financial adviser prior to transferring any existing pension schemes. We reserve the right to refuse a transfer in.

HMRC and/or any other governing body may change the law for Registered Pension Schemes at any point. This may affect the amount of tax relief we can reclaim on your behalf.

The value of your investments may fall as well as rise and are not guaranteed.

If you continue to withdraw an income in excess of the rate at which your investment grows, your fund may be eroded earlier than expected. This may affect the income level available to you throughout your retirement and/or result in a lower level of dependant's pension.

There is no guarantee that annuity rates will improve in the future. If you opt to purchase an annuity, the level of pension you receive when you purchase the annuity may be higher or lower than the pension being paid under drawdown pension and/or the annuity you could have purchased initially.

The investment returns on your fund may be less than those shown in any illustration you may receive from us or your adviser.

It may be difficult to realise certain types of asset when you want to do so, or indeed at all. Typically, this would apply to property or esoteric investments which can be illiquid and there may be times where repurchase or surrender might be delayed if the underlying asset is not readily saleable.

In addition, any valuation of such an asset will be the opinion of the valuer. Yorsipp imposes certain restrictions on the types of asset acceptable to the Trustees and reserves the right to refuse any investment request.

You may cancel the plan within the first 30 days. However, if you have already invested before cancelling, the investment may be worth less than you paid in or may not be able to be cancelled.

You will be responsible for paying outstanding charges and any other sums due where there is insufficient cash within your SIPP to meet these sums.

## Your Personal Illustration

We will provide you with a personalised illustration which will give you details of the potential benefits and costs.

## What is the Yorsipp SIPP?

It is a registered pension scheme which allows you to invest in a wide range of assets. Your selected investment choice will be held under the name of the trustees, Yorsipp (Trustees) Limited.

You should be aware that personal and stakeholder pension schemes are generally available and these may meet your needs at least as well as the Yorsipp Registered Pension Scheme.

## Who Will Administer My SIPP?

Your SIPP will be administered by Yorsipp Limited in accordance with the Trust Deed and Rules, which may be varied from time to time. A copy of the Trust Deed and Rules is available on request.

## Will I Have a SIPP Bank Account?

You will be set up with an individual bank account with the Royal Bank of Scotland (the bank). This will enable payments to be received, standing orders to be set up and payments out in the form of BACS, CHAPS, Cheque and Faster Payment. The Trustee is the only signatory to each account.

Should the bank fail in the future, protection is available under the Financial Services Compensation Scheme (FSCS). Please refer to the Compensation section below for further details.

We may hold some or all of the cash in your SIPP bank account on a Virtual Fixed Term Deposit account. Whilst such cash will not physically leave your individual SIPP bank account, it will be notionally allocated to a pooled account in the bank. This will be kept wholly separate from cash belonging to Yorsipp Ltd and will be for a maximum period not exceeding 12 months. Yorsipp reserves the right to retain some or all of the interest from such an account.

In the event of the bank's failure, your FSCS claim will be a share of the cash held in all pooled bank accounts at the bank.

## What Will My Plan Be Worth?

The final value of your SIPP is not guaranteed and will depend on a number of factors including, payments received, duration of investment, charges paid and the performance of your chosen investments. Please remember that the value may go down as well as up.

We will send you a review of how your SIPP is doing each year.

## Contributions

Anyone can make contributions to a UK registered pension scheme. However, you will only be entitled to tax relief if you are a Relevant UK Individual. To qualify as a Relevant UK Individual, you must meet at least one of the following criteria:

- you have relevant UK earnings chargeable to UK income tax for that year; or
- you are tax resident in the UK at some time during that year; or
- you were tax resident in the UK at some time during the five tax years immediately before that year and when you became a member of the pension scheme; or
- you or your spouse / civil partner have, for that year, general earnings from overseas Crown employment subject to UK tax.

You can choose to make one off or regular payments. If you are employed, your employer can also make payments on your behalf.

Any other person or company can contribute to your SIPP on your behalf; any such payments are treated as though they were made by you personally.

Contributions after the age of 75 do not qualify for tax relief regardless of whether or not you are a Relevant UK Individual.

HMRC set the Annual Allowance for pension contributions. For the tax year 2016/17 this is set at £40,000. The Annual Allowance is reduced for those with an "Adjusted Income" (broadly total taxable income plus pension input amounts) above £150,000. For every £2 of income between £150,000 and £210,000, the Annual Allowance will be reduced by £1. This does not apply to those with "Threshold Income" below £110,000 (broadly taxable income excluding pension inputs, except salary sacrifice arrangements set up from 9 July 2015).

If you have accessed pension benefits flexibly from any UK Registered Pension Scheme (via Flexi-Access Drawdown or Uncrystallised Funds Pension Lump Sum) the Money Purchase Annual Allowance will be triggered. The Money Purchase Annual Allowance is £10,000 for 2016/2017 and applies to contributions to Money Purchase schemes only, including your SIPP.

It may be possible to carry forward any unused Annual Allowance from the previous three tax years. There is no carry forward of the Money Purchase Annual Allowance.

## What Tax Benefits Are Available?

All Relevant UK Individuals are eligible for tax relief on contributions up to £3,600 gross per annum or 100% of relevant UK earnings, if greater. Tax relief is restricted to the Annual Allowance (or Money Purchase Annual Allowance where applicable).

Your contributions are paid net of basic rate tax and Yorsipp Limited reclaims tax relief on your behalf in accordance with the current rules set by HMRC.

If you are a higher or additional rate taxpayer then you will be able to claim further tax relief through your self assessment tax return or by otherwise contacting your local inspector of taxes if you do not normally complete a tax return.

For example, we will reclaim £20 from HMRC in respect of a contribution of £80.

If your employer makes contributions on your behalf, these will normally be treated as a business expense and tax relief will be granted by the local inspector of taxes, although this is not guaranteed.

Assets held within the SIPP will generally be free of taxation.

## What Can I Invest In?

You may invest in a wide range of investments including:

- Bank Accounts
- Commercial Land or Property
- Quoted and unquoted shares
- Insured policies
- Collective Investments

You cannot purchase residential property or any tangible moveable property such as art, antiques, wine, jewellery, classic cars, racehorses etc.

Investments under the Singular SIPP and Step Up SIPP are limited to those classed as standard for SIPPs by the Financial Conduct Authority (FCA). Some types of non-standard investments are permitted under the Full SIPP, subject to the investment satisfying our due diligence checks and receiving our approval prior to investment. Further details on standard and non-standard investments can be found on our website: [www.yorsipp.com/investments/](http://www.yorsipp.com/investments/). If you are in any doubt whether an investment is standard or non-standard you should check with us first.

Yorsipp (Trustees) Limited retains the right to refuse any investment. However, we will only exercise this right if we believe that the investment may give rise to a financial liability or a breach of regulatory requirements. Yorsipp (Trustees) Limited uses a 3rd party platform to assist with the due diligence of certain unregulated investments.

## Pension Wise

Pension Wise is the government's free and impartial service, designed to help you understand more about your pension and choices at retirement. Whilst they cannot make a personal recommendation, they can help you understand your options. The guidance is available online, by telephone or face to face. Further information can be found on their website at: [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk) or by telephone on 0300 330 1001 or 0800 138 3944 (+44 20 3733 3495 if you are outside the UK).

## When Can I Withdraw Pension Benefits?

You are allowed to take benefits from age 55 onwards. Benefits may be taken earlier in the case of ill health if you are no longer able to carry out your current occupation. You may take all or part of your retirement benefits.

## What Benefits Will Be Available To Me When I Retire?

The amount of benefits available will depend on the value of your pension fund at retirement.

You may take up to 25% of your pension fund as a Pension Commencement Lump Sum (PCLS).

This is normally free of any taxation. The remaining fund is used to provide income. If you take part of your fund as cash, this will leave less to provide pension payments.

A Lifetime Allowance charge may apply when retirement benefits are taken, depending on how much is taken, and how much Lifetime Allowance you have remaining. The Lifetime Allowance applies to the total of all benefits you have in Registered Pension Schemes. The standard Lifetime Allowance is £1 million for tax year 2016/2017. However, there are a number of forms of protection which might increase your Lifetime Allowance.

## Capped Drawdown

This is income taken directly from your fund and is capped at a limit of your pre-6 April 2015 drawdown pension fund.

The maximum that can be taken annually is capped at 150% of the relevant rate dependant on your age. This rate is set by the Government Actuaries Department (GAD).

Under age 75 your level of income is reviewed every three years and then annually thereafter from age 75.

Your income can be paid monthly, quarterly, half yearly or yearly.

Income payments will be taxed at your marginal tax rate.

## Flexi-Access Drawdown

This option is available to everyone crystallising benefits post 6 April 2015, age 55 and over.

There is no limit to the income being withdrawn.

Income payments will be taxed at your marginal tax rate.

When you withdraw income from your flexi access fund the amount you can contribute to any money purchase arrangement will be restricted, see "Contributions".

## Uncrystallised Funds Pension Lump Sum

This lump sum is made up of 25% cash, paid tax free, with the remaining 75% subject to tax at your marginal tax rate.

If you receive an Uncrystallised Funds Pension Lump Sum the amount can contribute to any money purchase arrangement will be restricted, see "Contributions".

## What Happens If I Die Before Taking Benefits?

### • Lump Sum

If you are under age 75 a lump sum up to the value of the Lifetime Allowance (£1 million 2016/17) may be paid free of tax. If you are over 75 this is taxed at the recipient's marginal rate of income tax, however no test against the Lifetime Allowance will be required. These benefits must be paid out within 2 years of your death.

### • Income Withdrawal

Where death occurs before age 75 your beneficiary is able to designate funds for income withdrawal within two years of your death. This amount will be tested against your Lifetime Allowance, with any excess subject to a Lifetime Allowance charge, but the income will not be taxed. If you are over 75 at the time of your death, income withdrawal can still be paid but it will be subject to the beneficiaries' marginal rate of tax. However there will be no test against your Lifetime Allowance.

### • Annuity

This is a pension purchased by your pension fund with an annuity provider. The pension payable is dependent on the type of annuity and the annuity rate applicable at that time.

## What Happens If I Die After Taking Benefits?

### • Lump Sum

The fund can be paid to your named beneficiary less tax at their marginal rate.

### • Income Withdrawal

Your spouse, civil partner, dependants or beneficiaries are able to continue with income withdrawals, under flexi-access drawdown.

### • Annuity

Your spouse, civil partner or dependant is able to purchase an annuity.

Where an annuity has already been purchased it will continue to be paid on the basis of the selected dependant's pension and for the guaranteed period selected at the time of purchase.

## Expression of Wish

You can complete the section in the application form or the separate SIPP Member Expression of Wish Form to advise us of your wishes of who should receive the death benefits paid from the SIPP. Whilst we will take your wishes into consideration the trustees are not bound by these instructions.

## What Are The Charges?

Details of the charges that will apply to your SIPP are shown on the Yorsipp Fee Schedule. This can be found at our website, [www.yorsipp.com/products-services/sipp/sipp-fees/](http://www.yorsipp.com/products-services/sipp/sipp-fees/)

## Your Right To Change Your Mind

You may change your mind about having a Yorsipp SIPP. When your plan commences you will receive a cancellation notice. This will give you the right to cancel it during the next 30 days.

You may waive the right to cancel your SIPP and certain other assets held within the SIPP. Information on this is provided in the Yorsipp application form.

This waiver is not available if the investment is a transfer value from deferred pension benefits.

If you cancel your SIPP you will receive a refund of all of your contributions. If the value of any investment made falls prior to us receiving your cancellation notice you may not receive the original investment amount back.

It may not be possible to return transfer funds to the original pension arrangement should you return the cancellation notice. You will need to arrange for these funds to be transferred to an alternative registered pension scheme who will accept the funds.

## Complaints

Should you feel the need to express concern or complain about any aspect of the service received, please contact us at the following address:

Compliance Officer  
Yorsipp Limited  
Eadie House  
74 Kirkintilloch Road  
Bishopbriggs  
Glasgow G64 2AH

*If the matter is not dealt with to your satisfaction, you can write to one of the following:*

The Pensions Advisory Service  
11 Belgrave Road  
London SW1V 1RB

Financial Ombudsman Service  
Exchange Tower  
London E14 9SR  
<http://www.financial-ombudsman.org.uk>

## Compensation

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the FSCS if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

If you are eligible, investments in pension schemes are generally covered up to a maximum limit of £50,000 or £85,000 for bank and building society accounts. Some types of investment are not eligible for compensation from the FSCS. Further information on compensation arrangements can be found at the FSCS website, [www.fscs.org.uk](http://www.fscs.org.uk)

## Law

In legal disputes the law of England and Wales will apply.

## Disclaimer

This document is for guidance and information purposes only and reflects Yorsipp Limited and associated companies' understanding of the regulations at the time of writing.

You should not rely solely on this document when making any decisions.

Please note that Yorsipp Limited does not give financial or investment advice. Yorsipp Limited strongly recommends that you consult a suitably qualified Financial Adviser.



PENSION ADMINISTRATORS

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Yorsipp Limited is authorised and regulated by the Financial Conduct Authority