

## Member Application

### 1 Introduction

Please refer to Yorsipp's Prestige SIPP Key Features for further information on the Yorsipp Registered Pension Scheme, prior to completing this application form. Yorsipp Ltd is not authorised to provide financial advice and would strongly recommend that advice is sought from an FCA regulated Financial Adviser. If you do not currently have an adviser, you may wish to obtain details of advisers in your area via [www.unbiased.co.uk](http://www.unbiased.co.uk).

Please note that making a false declaration on this application can have serious consequences.

Incomplete information may cause delays in the processing of this application.

### 2 Personal Information

Name	Title	Forename(s)	Surname
Address			
	Postcode		
Home Tel No		Work Tel No	
Email Address		Mobile No	
Marital Status		Nationality	
Date of Birth		Spouses Date of Birth	
N. I. Number		Member's Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
I do not have a National Insurance Number	<input type="checkbox"/>		
Tax Reference		Tax Reference District	
Expected Retirement Age		Country of Residence	

Please indicate here as to whether you wish Yorsipp to accept instructions from the email address detailed above  Yes  No

Employment Status    Employed     Self-Employed     Pensioner     Full Time Education     Unemployed     Other

If you have ticked "Other" please complete the following:    Caring for a person over age 16     Full time education

Unemployed     Other  (Please give details)

### 3 Protection against the Lifetime Allowance Charge

Have you registered with HM Revenue & Customs for protection against the Lifetime Allowance Charge?

Yes  No

If yes, please tick all that apply and provide a copy of the certificate or enter the HMRC reference number, as appropriate.

Enhanced Protection	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Enhanced Protection with Lump Sum Protection	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Primary Protection	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Primary Protection with Lump Sum Protection	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Fixed Protection (2012)	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Fixed Protection 2014	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Individual Protection 2014	<input type="checkbox"/>	Certificate Enclosed	<input type="checkbox"/>
Fixed Protection 2016	<input type="checkbox"/>	HMRC Reference	<input type="text"/>
Individual Protection 2016	<input type="checkbox"/>	HMRC Reference	<input type="text"/>

### 4 Contributions

Have you drawn flexible benefits from any UK Registered Pension Scheme? (i.e. Flexi Access Drawdown or Uncrystallised Funds Pension Lump Sum)

Yes  No

Earnings for Current Tax Year

	Member and Third Party Contributions	Employer Contributions	Nil Relief Contributions
Single	<input type="text" value="£"/> <i>net/gross*</i>	<input type="text" value="£"/> <i>gross</i>	<input type="text" value="£"/>
Regular	<input type="text" value="£"/> <i>net/gross*</i>	<input type="text" value="£"/> <i>gross</i>	<input type="text" value="£"/>

\* Delete as appropriate

Frequency of regular contributions:

Monthly  Quarterly  Half-yearly  Annually

Yorsipp will need to verify the identity of any person or company making contributions to your SIPP. Please speak to your adviser for further details or contact us if you do not have an adviser.

If your employer wishes to contribute to your SIPP please arrange for them to complete a Record of Payments Due form. Please visit our website or contact us if you require a copy of this form.

In Specie contributions? Yes  No  If yes, please contact us for further instruction.

### 5 Transfers

Are you transferring the benefits under one or more Registered Pension Scheme(s) into your SIPP?

Yes  No

If yes, please provide the following information and complete a separate SIPP Transfer In Application form for each transfer.

	Number	Total estimated value
Cash transfer	<input type="text"/>	<input type="text"/>
In specie	<input type="text"/>	<input type="text"/>

## 6 Investment Instructions

The attached Property Questionnaire has been completed

or

The property is being purchased by a group of SIPP members and I have signed the Property Questionnaire which has been submitted with another member's application

Please confirm where you intend to invest the assets of the SIPP, other than the property detailed in the Property Questionnaire.

## 7 Benefits

Do you intend to commence benefits immediately? Yes  No

Are you currently in receipt of benefits? Yes  No

If yes, please complete a SIPP Benefit Payment Form.

## 8 Expression of Wish

On your death, your remaining Individual Funds will be applied in accordance with the rules of the Scheme to provide lump sum and/or pension death benefits. Within the overall limits of the tax legislation, the rules give wide discretion over the exact form of benefits, and the recipients.

Do you want the Scheme Trustees to consider paying benefits to a particular individual(s), a trust, or a charity? Yes  No

If yes, please complete a SIPP Member Expression of Wish Form, which is available on request or from our website:  
<http://www.yorsipp.com/literature/>

## 9 Financial Adviser Details

Name	Title	Forename(s)	Surname
Company Name			
Address			
	Postcode		
Tel No	Mobile No		
Email Address	FCA Reg No		

Do you wish your Financial Adviser to receive remuneration from your Yorsipp Plan?  Yes  No

Do you wish us to accept investment instructions from your financial adviser?  Yes  No

Remuneration	Initial (Set Up)	Amount	£		or	Percentage		%
	Additional Funds	Amount	£		or	Percentage		%
	Annual (Renewal)	Amount	£		or	Percentage		%

Annual fees are generally paid annually at the time Yorsipp produces the Annual Valuation Statement. Percentage-based annual fees will be calculated using the total fund value at that time.

Any additional fees must be submitted by an invoice signed off by the member.

## 10 Member Declaration

I wish to become a member of the Yorsipp Registered Pension Scheme.

I understand that I will only be eligible to receive tax relief on my contributions if I meet at least one of the following criteria:

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

I agree to be bound by the Trust Deed and Rules of the scheme and as amended from time to time.

I have received and read the Yorsipp Prestige SIPP Key Features.

I declare that the 'total' contributions to any UK registered pension scheme in respect of which I am entitled to receive tax relief, will not exceed the higher of the basic amount or my relevant UK earnings and in any event shall not exceed the Annual Allowance as determined by HM Revenue & Customs. I understand that the reduced Money Purchase Annual Allowance will apply where I have accessed benefits flexibly from any UK Registered Pension Scheme.

I declare that to the best of my knowledge and belief the information provided on this form is correct and complete. I further declare that to the best of my knowledge and belief the above declaration concerning tax relief is correct.

I declare that I will give notice to the Scheme Administrator if an event occurs which may affect my entitlement to tax relief on my contributions by the later of 5 April in year of assessment or 30 days from the date of its occurrence. These include:

- I cease to be a UK resident
- I contribute in excess of the basic amount, 100% of my earnings or the annual allowance (whichever is lower)
- I cease to have UK relevant earnings
- I access pension benefits flexibly from any UK Registered Pension Scheme
- I change my permanent residential address
- I apply for or lose any protection against the Lifetime Allowance Charge

I understand that if I have not used all of my Annual Allowance in one or more of the last three tax years, it may be possible to carry forward any unused amounts to the current tax year. There is no carry forward of the Money Purchase Annual Allowance.

I accept the Yorsipp Ltd and Yorsipp (Trustees) Ltd fees (as amended from time to time) and that they will be deducted from my fund. Should additional administration require to be carried out by Yorsipp I understand and accept that an extra cost may be incurred and applied to my fund.

I consent to my Financial Adviser receiving fees as detailed in the Financial Adviser Details section until such a time as I cancel them in writing. I understand this is an agreement between me and my adviser and that Yorsipp simply facilitates the payment. Due to the strict rules surrounding payments made from a pension scheme, I understand that Yorsipp may request further information from my financial adviser before making a payment.

I understand and accept it is my responsibility to ensure that the appropriate cleared funds are available to pay any fees (financial adviser or administration) that are due to be paid from my fund.

In the event that insufficient liquid funds are available within my SIPP for Yorsipp's fees to be deducted, I understand and accept that Yorsipp may invoice me directly.

I wish to nominate the persons named in the SIPP Member Expression of Wish form to receive any death benefits payable under the scheme on my death. I understand that this request does not bind the trustees of the scheme to carry out my wishes.

If this Application Form is being submitted in respect of a child under the age of 16 it is hereby declared that it is being signed on the child's behalf by a parent or legal guardian.

If this Application Form is being submitted in respect of a person who by reason of mental disorder is incapable of managing his affairs or by reason of physical disability has difficulty in signing documents for the management of his affairs it is hereby declared that it is being signed on that persons behalf by his/her attorney or guardian.

I understand that to comply with anti-money laundering rules, Yorsipp Limited and/or Yorsipp (Trustees) Limited must carry out various checks and procedures and will not be ready to commence work instructed by me or for me until these procedures have been completed to our satisfaction. I further understand that you may use the services of an electronic provider to verify any information provided to you.

### Instructions

The member should give all instructions or notices regarding the scheme to the Trustees as Trustees and Administrator. The Trustees may act upon oral, facsimile instruction or electronic instructions in a form acceptable to the Trustees but reserve the right to refuse to act until the original written instruction is received. Subject to the aforesaid, any notice, request or consent under this agreement shall be in writing. Any notice to the member shall be sufficiently served if sent by first class post to the member's address as stated herein or otherwise as formally notified to the Trustee. Any notice to the Trustee to be sufficiently served shall require to be sent by first class recorded delivery post to the Registered Office concerned, marked for the attention of the Company Secretary or other such official as the party concerned may from time to time intimate in writing to the member. Any notice sent by first class post shall be deemed to have been duly served on expiry of two days after the day of posting. In proving service it shall be sufficient to prove that the envelope containing the notice was duly addressed to the party concerned and in accordance with this clause and posted to the place to which it was so addressed.

If agreed with you in advance Yorsipp may accept instructions from you by e-mail provided that such instructions bear to have been sent from an e-mail address which has been notified to us for this purpose. Yorsipp will send you written confirmation that we have acted on your instructions by post to your address and in the event that the instruction was not sent by you, you must contact Yorsipp to advise us of this immediately. The security of emails cannot be guaranteed as they are transmitted over a public network and Yorsipp accepts no responsibility in respect of it. You agree to accept this risk and shall indemnify Yorsipp against any resulting liability provided that we have acted in good faith.

The Trustee will use reasonable endeavours to ensure that any paper instruction given by the member is acted upon by the Trustee within a reasonable time. However the member accepts that delay may ensue in relation to any instruction:

- (a) which is received late, in particular after 3pm or on a bank holiday, local holiday or non business day for financial purposes, or
- (b) which requires clarification, or
- (c) on which the Trustee is of the view that independent or additional advice is requested

Where an instruction for the member involves instructing the scheme administrator, other adviser, consultant or third party, the Trustee will have no responsibility or liability beyond taking reasonable steps to ensure that the instruction is, in terms hereof, duly passed on.

### Data Protection

I accept that under the Data Protection Act 1998, Yorsipp (Trustees) Ltd (the trustees) are required to obtain my consent to process data about me. I therefore consent to the trustees and Yorsipp Ltd (the administrators) processing data relating to me for the purpose of administering and operating the scheme. In addition to this I authorise the data being transferred to third parties in connection with the administration and operation of the scheme.

I have the right to ask for a copy of the personal data held on record of me for the payment of a nominal fee. Any inaccuracies that require to be corrected will be amended as and when requested.

Signature

Date

### SIPP Cancellation Rights

When your SIPP is set up we will offer you the right to cancel your plan within 30 calendar days of us accepting your application. Within this period Yorsipp will retain all monies in your designated trustee bank account until the period is up before we can proceed with actioning your benefit and/or investment instructions.

If you wish to waive your right to this 30 day cancellation period and take your benefits and/or investments immediately you can complete the following waiver. (Please note you are unable to waive your right to cancel where your SIPP is set up wholly or in part by the transfer of deferred benefits from an occupational pension scheme).

I would like to waive my right to the 30 day cancellation period and I fully understand the implications of this, including the fact that once I have waived my right to this cancellation period, I will no longer be able to have any contributions made refunded or transfer payments automatically returned to the transferring pension scheme provider.

Signature

Date

### 1 Introduction

This questionnaire should be completed for each property that is to be purchased/transferred. If property is to be purchased as a group purchase with other SIPP members, only one property questionnaire should be completed for the group, but all members should sign at Appendix 1. A multi-member agreement must also be completed. A separate Member Application should be completed by each member.

Please note that making a false declaration on this application can have serious consequences.

Please refer to our Prestige Property SIPP Property Purchase Guide before completing this form. The guide can be downloaded from our website here: <http://www.yorsipp.com/investments/>.

Please also refer to our Prestige SIPP Fee Schedule for details of the fees that apply to property transactions. This can be downloaded from our website here: <http://www.yorsipp.com/products-services/sipp/sipp-fees/>.

### 2 Property Information

Property Address	<input type="text"/>
	<input type="text"/>
	Postcode

Type of Property	<input type="text"/>
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Title Number(s)	<input type="text"/>
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Is the property being purchased from a connected party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property contain residential accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the property been registered at Land Registry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property Freehold or Leasehold?	<input type="checkbox"/> Freehold	<input type="checkbox"/> Leasehold
If Leasehold, please state the remaining term <input type="text"/> years	Annual ground rent (if applicable)	£ <input type="text"/>
Is the property adjacent to property owned by a connected party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property form part of an in-specie transfer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property form part of an in-specie contribution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 3 Purchase Information

Purchase Price

VAT

Is the property currently VAT elected?

Yes  No

Are the Trustees to Opt to Tax the property?

Yes  No

Is the purchase to be treated as a transfer of a going concern?

Yes  No

Please note the property must be VAT elected for a transfer of a going concern to take place.

### 4 Funding Information

Source of Funds

1

2

3

Amount

£

£

£

### 5 Lease Information

Is the tenant a connected party?  Yes  No

#### Existing Lease

Company Name

Address

Postcode

Contact Name  Tel No

Email Address

Lease Start Date  Term  years

Current Annual Rent  Repayment Frequency  Monthly  Quarterly

Is this lease to remain after the purchase?  Yes  No

#### New Lease

Company Name

Address

Postcode

Contact Name  Tel No

Email Address

Lease Start Date  Term  years

Annual Rent  Repayment Frequency  Monthly  Quarterly

## Tenant's Solicitor

Company Name		
Address		
	Postcode	
Contact Name	Tel No	
Email Address		

## 6 Professional Appointments

For properties acquired through the Prestige Property SIPP, the relevant solicitor named below will be appointed to act for Yorsipp (Trustees) Limited in the purchase, and the relevant surveyor named below will be appointed by Yorsipp (Trustees) Limited to carry out all necessary valuation work. For all properties we arrange insurance through Marsh Ltd, except where there is a property management contract in place under which it is compulsory that the property manager arranges the buildings insurance. Their details are provided below for reference; however members and their advisers should correspond with Yorsipp at all times, rather than directly with the solicitor or surveyor acting for Yorsipp. Full details for all other professional appointments should be completed below.

### Solicitor

*For properties situated in Northern Ireland*  
Wilson Nesbitt Solicitors, Hamilton House,  
Joy Street, Belfast, BT2 8LE

*For properties situated in the rest of the UK*  
Morton Fraser LLP, 145 St Vincent Street, Glasgow, G2 5JF

### Surveyor

*For properties situated in Northern Ireland*  
McQuoids Chartered Surveyors, 432-434 Ormeau Road,  
Belfast, BT7 3HY

*For properties situated in the rest of the UK*  
J & E Shepherd Chartered Surveyors, 35 Queens Road,  
Aberdeen, AB15 4ZN

### Insurance Broker

Marsh Ltd, 5 George Square, Glasgow, G2 1AR

### Vendor

Company Name		
Address		
	Postcode	
Contact Name	Tel No	
Email Address		

### Vendor's Solicitor

Company Name		
Address		
	Postcode	
Contact Name	Tel No	
Email Address		

### Sales Agent

Company Name		
Address		
	Postcode	
Contact Name	Tel No	
Email Address		



## 7 Property Manager

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

If you wish to act as the Property Manager please refer to Yorsipp Ltd for approval.

## 8 Declaration

I/We confirm that I/we have read the purchase property guide and understand the following:

I/We confirm that I/we wish to purchase the property as an investment in my pension scheme.

Yorsipp (Trustees) Ltd will instruct the aforementioned firms, individuals and companies in connection with the property purchase. I/we understand that Yorsipp do not have responsibility for the performance of the said companies.

All instructions to the aforementioned firms must be instructed by Yorsipp (Trustees) Ltd and that I/we cannot make a binding agreement or contract on behalf of Yorsipp.

I/We understand that incorrect, or failure to disclose, information may delay the purchase. Where it is contrary to current legislation this may lead to tax penalties.

Yorsipp shall have no personal liabilities under any covenants, obligations on its part contained in any documentation, whether express or implied, relating to the property. The liabilities of Yorsipp shall be limited to the extent of the assets for the time being held under the pension arrangements of the member signing this application under the scheme.

I/We undertake not to make any claim against Yorsipp in respect of any defect in title, state, or condition of the property and/or resulting from the management, repair, refurbishment, development, value marketability of the property, or otherwise.

I/We confirm where the property purchase is on behalf of more than one member that Yorsipp may disclose information relating to the property to all members and their agents.

Where the purchase is on behalf of more than one member the nominated member for contact is:

All correspondence will be sent by email, where appropriate, please provide a contact email address:

It is the responsibility of the nominated member to inform all group members of information provided.

The nominated member will also be the contact for all post purchase correspondence, unless notified to us in writing and agreed by all group members.

If a syndicate agreement or other multi-member agreement is entered into, it is the members' responsibility to ensure it is suitable for their needs.

I/We the member(s) give authority for you to provide copies of the property account and all relevant information to any of the participating members.

I/We confirm the nominated member may give instructions on behalf of the group regarding all matters including bank borrowing, lease agreements etc.

Signature

Date

## Appendix 1

Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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Member Name 

Title	Forename(s)	Surname
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Member Reference 

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**Signature**

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**PENSION ADMINISTRATORS**

Eadie House, 74 Kirkintilloch Road, Bishopbriggs, Glasgow G64 2AH

Tel 0141 772 3365 Fax 0141 762 1862

Email: [info@yorsipp.com](mailto:info@yorsipp.com)

Web: [www.yorsipp.com](http://www.yorsipp.com)

Registered Office: c/o Calvert Dawson Ltd., 288 Oxford Road, Gomersal, Cleckheaton BD19 4PY Registration number 05743279

Yorsipp Limited is authorised and regulated by the Financial Conduct Authority