

The Retirement Account

Application for Starting Contributions form

Checklist

Please include the following with the completed application:

- Copy of accepted **Retirement Account** illustration.
- Quote reference of **The Retirement Account** illustration that you wish to accept:

RA _____

The quote reference is shown on your **Retirement Account** illustration. It is important that you check the information shown in the illustration is correct as it shows the impact of the charges you have requested.

- Financial adviser** and **adviser charge** details in sections 4 and 5.
- Employer and third party **contribution** forms (if applicable).
- Declarations signed and dated by you.
- Expression of wish form (optional).

How to return your form

By post

Canada Life
PO Box 4993
Worthing
BN99 4AE



By email

newbusiness.ra@canadalife.co.uk



Section 1

Your details

Forenames

Retirement Account number (if known)

RA

Surname

Section 2

Payments into your Retirement Account

Regular contributions and/or one-off contributions

Please specify any one-off and/or regular contributions you would like to make into your **Retirement Account**. **Contributions** can be made by either you or a third party on your behalf, not both. If you are employed your employer can also make **contributions**.

Regular **contributions** can be paid monthly, quarterly or yearly. If both you and your employer are paying regular **contributions** then the employer's **contributions** must be paid at the same frequency as yours (ie. monthly, quarterly, yearly). Please see the **terms and conditions** for more information on your **contributions** to your **Retirement Account**. **Contributions** can only be made if you are under age 75.

	Regular	One-off
Investor contribution	Net £	Net £
Employer contribution	Gross £	Gross £

Regular contribution frequency

Monthly Quarterly Yearly

Please tick if the investor **contribution** is being made by a third party on your behalf.

Please tick if the investor **contribution** is to increase each year by the Retail Prices Index (RPI).

If a one-off contribution is being paid, what is the source of this contribution?

Employment Inheritance Property sale Divorce settlement

Other (please specify)

Your status

Please indicate which of the following applies to you. If more than one applies, please select the one that represents your main status.

Employed Yes No Self-employed Yes No

Retired Yes No Child under 16 Yes No

If you have answered 'No' to all of the above, please indicate which of the following (if any) applies to you:

Caring for one or more children under age of 16? Yes No

In full time education? Yes No

Unemployed? Yes No

Caring for a person aged 16 or over? Yes No

Other (please specify)

Section 2

Payments into your Retirement Account (continued)

Your annual earnings

- No earnings
 Up to £25,000
 £25,001 to £50,000
 £50,001 to £70,000
 £70,001 to £100,000
 £100,001 to £150,000
 Over £150,001

Money Purchase Annual Allowance (MPAA)

- If you have previously triggered the MPAA by flexibly accessing your benefits (ask your financial adviser for assistance), please tick.

If you have triggered the MPAA please provide the date you became subject to the MPAA

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Employer/third party details (if applicable)

If your employer is paying into your Retirement Account

Employer's name

Employer's address

Postcode

Contact telephone number

Email address

If a third party is paying into your Retirement Account

Third party surname / company name

Full name

Address

Postcode

Contact telephone number

Email address

If your employer or a third party is going to pay contributions please ask them to complete the employer / third party contribution forms which can be downloaded from our website. These forms will ask for further information about the employer / third party and contain the direct debit instruction for any regular contribution.

Section 2**Payments into you Retirement Account (continued)****Regular contributions****Methods of payment**

For your personal regular **contributions**, please complete the direct debit instruction on page 5. Note that the amount we'll deduct from your **nominated bank account** will be the net amount.

Note that by default all regular **contributions** will be deducted on the 20th of each month or the next working day when the 20th falls on a weekend or bank holiday.

If you would like personal **contributions** to be deducted on an alternative day of the month please indicate here.

One-off contributions**Methods of payment**

One-off **contributions** from you, your employer or a third party can be paid by cheque, made payable to **Canada Life** or by electronic bank transfer which should be made to:

Payee	Canada Life
Sort code	20-00-00
Account number	93489884

Please let us know which method will be used:

Cheque

BACS transfer

**Important information**

If the payment is by Building Society cheque please make sure that the Building Society has endorsed the cheque with the account holder's name and account number. Otherwise you'll need to send us verification of the account the money is coming from, which will slow down your **application**.



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Section 3**Investments**

Where you are making a one-off contribution we will invest your **Retirement Account** according to the instructions you gave us which we used for your illustration. This will also include any instruction to rebalance your **investments** (see **terms and conditions** and key features document for more information).

Where you are setting up regular contributions we will invest your **Retirement Account** as per your current investment strategy. In either case you can ask us at any time to change the investments held in your Retirement Account.

Section 4**Adviser Charges**

Please complete this section to instruct us to pay any amounts in respect of **adviser charges** that you would like us to deduct from **The Retirement Account** and pay to your **financial adviser** on your behalf.

Further details regarding deductions of amounts in respect of **adviser charges** are set out in the **terms and conditions**.

Please note that, although you are free to agree to pay any amount or type of **adviser charge** to your **financial adviser**, if the **adviser charge** is not part of a genuinely commercial remuneration arrangement between you and your **financial adviser** or the amount you have agreed to pay your **financial adviser** is not appropriate in relation to the advisory or related service your **financial adviser** provides to you, this may mean that the deduction of amounts in respect of **adviser charges** from **The Retirement Account** may be **unauthorised payments** from **The Retirement Account** for tax purposes. The making of **unauthorised payments** from **The Retirement Account** would result in a tax charge on you and/or the plan. If we carry out your instructions to make a deduction in respect of **adviser charges** which results in a tax charge on you or us, we shall not be liable to you for any tax charge as a result.

Adviser charge

£

Regular contribution adviser charge

% of each regular **contribution****Section 5****Financial adviser details (only applies if you have a new financial adviser)**

Financial adviser name (financial adviser responsible for the advice)

Financial adviser firm name

FCA firm reference number (FRN)

Contact telephone number

Contact email address (Correspondence will be sent to this address)

Please tick this box to confirm that you have read and agreed to the adviser terms of business available on our **website**: www.canadalife.co.uk/adviser. Your approval will mean that the terms of business will become effective and binding.

We must also remind you that **The Retirement Account** is written under Flexi-access Drawdown rules which includes a **Guaranteed Annuity** component and you must be suitably qualified to advise on the product.

Any other information

If you or your **financial adviser** would like to add any additional information to your **application**, please include in the box below.

Section 6

Data Protection

We take collection and management of your Personal Data very seriously. A copy of our Privacy Notice (PN) is in our Terms and Conditions and is also available via our website.

Section 7

Declarations

Declaration to Canada Life

- I confirm that to the best of my knowledge and belief, the information I have provided in connection with my **application** is correct and complete.
- I accept that it is an offence to make false statements and that penalties are severe and could lead to prosecution.
- I confirm that I have seen **The Retirement Account** key features document and **Retirement Account** illustration of my retirement benefits.

In respect of my regular and/or single contributions

- I confirm the following:
 - I am a UK resident individual, and
 - The total **contributions** to this **Retirement Account** and any other registered pension scheme of which I am entitled to tax relief on my **contributions** paid during the tax year (under section 188 of the Finance Act 2004) will not exceed the higher of:
 - My UK relevant earnings for the tax year, or
 - The basic amount (For the tax year 2019/20 this is £3,600 gross. This figure may be amended in the future by Treasury Order).

If an event occurs in any tax year which results in me no longer being entitled to tax relief on my **contributions**, I agree to notify **Canada Life** in writing within either 30 days, or by 5th April within that tax year, whichever is the later.

- If I am subject to the Money Purchase Annual Allowance (MPAA) I have provided in this application the date from which the MPAA first applied to me.
- If I am not currently subject to the reduced MPAA but I take benefits elsewhere with another provider that means I become subject to the MPAA, I will inform Canada Life and supply the date the MPAA first applied to me.
- In relation to regular contributions paid by direct debit, I agree to Canada Life giving me no less than 10 days' notice in advance of my account being debited, if the amount to be paid or the payment date changes.
- I authorise Canada Life and any employer paying contributions to any of the plans as listed in Section 2 to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to Canada Life.

Declaration to Canada Life

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Canada Life and the transferring scheme(s) may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.
- I confirm that contributions made to my Retirement Account have not been and will not be funded from tax-free cash sums from a registered pension scheme. If I do make, or have already made such pension contributions I will be liable for any resulting tax charges. This includes reimbursing the Trustees or Canada Life for any tax charges that they may incur.

Adviser charge declaration (if applicable)

I hereby instruct and authorise **Canada Life** to pay the amounts in respect of **adviser charge(s)** as set out Section 4 of this **application**.

Please sign to confirm that the service and the fees applicable have been clearly outlined to you and you have read, understood and agree to this application including declarations and any charges we pay (or facilitate) to third parties, including but not limited to adviser charge(s) and Discretionary Fund Manager charge(s), and that you have read and understood the Data Protection Notice.

Applicant signature

Date (day, month, year)

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By post

Canada Life
PO Box 4993, Worthing, BN99 4AE



By email

newbusiness.ra@canadalife.co.uk

