



Canada Life

Trustee Investment Plan (TIP)

- **Application for a new policy**
- **An additional premium to an existing 'nil administration charge' policy**

Policy Number

Insert the Personal Example reference number

Your Trustee Investment Plan / additional premium will be set up on the basis of the Personal Example reference number quoted here, including the fund selection. The number is on the lower left hand corner of the Personal Example



Part 1. Trustee details (if applicable)

Please complete in **BLOCK CAPITALS** and tick small boxes where appropriate. Applications can only be accepted from UK residents

Trustee 1 (Primary contact)

Trustee name

Address (including postcode)

Postcode

Telephone number *

E-mail address *

Trustee 2

Postcode

Trustee 3

Trustee name

Address (including postcode)

Postcode

Telephone number *

E-mail address *

Trustee 4

Postcode

Trustee 5

Trustee name

Address (including postcode)

Postcode

Telephone number *

E-mail address *

* These boxes are optional

Scheme details

Please note this will be the name we will use on the policy document, for future reference, unless this application is for an existing policy with a 'nil administration charge'.

Full name of UK registered pension scheme

(Maximum 60 characters)

HM Revenue & Customs reference number (PSTR)

Please tick the appropriate box to indicate the source of the investment:

Occupational Pension Scheme (OPS) including a Small Self Administered Scheme (SSAS) Other OPS

A Self Invested Personal Pension Scheme

Scheme administrator

Administrator name

Address (including postcode)

Postcode

Telephone number

E-mail address

Part 2. Product details

Please complete in **BLOCK CAPITALS** and tick small boxes where appropriate.

1. Investment amount(s)

What is your total single premium investment amount? (minimum amount £15,000)*

* An initial minimum £15,000 single premium investment is required before any regular premium investment can be made

What is your total regular premium investment amount? (minimum amount £15,000 each year)

Frequency Monthly (min £1,250) Every 3 months (min £3,750) Half yearly (min £7,500) Yearly (min £15,000)

Please make all cheques payable to Canada Life Limited (the cheque should cover the initial or additional single premium investment and if appropriate the first regular premium investment).

2. Withdrawal details

Do you wish to set up regular withdrawals? Yes No

If 'Yes', please tick only one option

Option 1

Your selected level of withdrawals will be divided across all of your chosen funds. This means the amount deducted from each fund will be in proportion to the value of the fund compared to the value of the policy at the time of the withdrawal.

Option 2

Your selected level of withdrawals will be divided across up to 5 funds chosen by you. Please tell us which funds you would like on page 4.

Option 3

You have selected to take a specific amount from up to 5 funds. The amount taken from each fund will always be the same. Please tell us which amount(s) and fund(s) on page 4.

Account name

Account number

Bank or building society account you want us to send the payments to

Sort code

Roll number (for building society accounts)

Postcode

- At least one month should be allowed from the date that Canada Life Limited receives this application.
- Payments can only be made between 1st and 28th of each month inclusive.

Date of first payment

Monthly

Quarterly (every three months)

Termly (three times a year)

Half-yearly (every six months)

Yearly (every twelve months)

For termly withdrawals only:

Date of second payment

Date of third payment

**2. Withdrawal details
(continued)**

If you are taking withdrawals using options 2 or 3 as indicated in section 2 on page 3, then please write down the chosen funds and the amounts required to a maximum of five funds.

Single premium investment			
Fund manager name	Fund	Option 2 % of investment in the fund	Option 3 The amount of withdrawal to be taken from each fund
		%	£
		%	£
		%	£
		%	£
		%	£

Regular premium investment			
Fund manager name	Fund	Option 2 % of investment in the fund	Option 3 The amount of withdrawal to be taken from each fund
		%	£
		%	£
		%	£
		%	£
		%	£

3. Phased investment

You only need to complete this section if you wish to use phased investment. Other than the minimum premium level for this product there is no minimum fund value or switch amount.

Phased investment is used to gradually move money from one group of funds to another over a defined period of time.

If you wish to use this option you can select one of three choices:

1. Full option; move 100% of your nominated funds (complete section 3.1 only);
2. Partial option; move a specific percentage of your nominated funds (complete section 3.2 only); or
3. Fixed amount option; move a specific monetary amount of your nominated funds (complete section 3.3 only).

In all cases, you must complete section 3.4

When you have decided which option to use, complete the relevant section below.

Please note

1. The phased investment option can only be applied to single premium investments (not regular premiums) covered by this application form.
2. Certain events will cause the phased investment service to stop automatically. Please refer to the client guide document for details of these events.
3. Once started, the frequency, timescale and funds chosen for your phased investment cannot be changed.
4. To make any changes you will need to cancel the existing phased investment and request a new one.

3.1 Full option

Under this option we will switch 100% of your nominated funds. We will divide the amount across the frequency and timescale you select.

You can choose up to nine nominated funds to switch out of and up to nine selected funds to switch into but the combined total of funds must not be more than 10. For instance, you can switch from one nominated fund into nine selected funds (a total of 10) or switch from five nominated funds into five selected funds (a total of 10).

Nominated fund(s) to switch out of	Percentage
	100%
	100%
	100%
	100%
	100%
	100%
	100%
	100%
	100%

Selected fund(s) to switch into	Percentage
	%
	%
	%
	%
	%
	%
	%
	%
	%
Total (must equal 100%)	%

3.2 Partial option

Under this option we will switch the percentage you specify from the funds you nominate. There is no minimum so you can switch any percentage you choose. You can switch different percentages from different funds. We will divide the amount chosen across the frequency and timescale you select.

You can choose up to nine nominated funds to switch out of and up to nine selected funds to switch into but the combined total of funds must not be more than 10. For instance, you can switch from one nominated fund into nine selected funds (a total of 10) or switch from five nominated funds into five selected funds (a total of 10).

Nominated fund(s) to switch out of		Selected fund(s) to switch into	
	Percentage		Percentage
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
Total		Total (must equal 100%)	
	%		%

3.3 Fixed amount option

Under this option we will switch a fixed monetary amount, as selected by you, from the funds you nominate. There is no minimum so you can move any amount and you can switch different amounts from different funds. You then need to select the funds you want to switch into and specify the percentage you want each selected fund to receive. The amount you specify is the total amount you wish to move from the nominated fund. We will divide the amount chosen across the frequency and timescale you select.

You can choose up to nine nominated funds to switch out of and up to nine selected funds to switch into but the combined total of funds must not be more than 10. For instance, you can switch from one nominated fund into nine selected funds (a total of 10) or switch from five nominated funds into five selected funds (a total of 10).

Nominated fund(s) to switch out of		Selected fund(s) to switch into	
	Amount		Percentage
	£		%
	£		%
	£		%
	£		%
	£		%
	£		%
	£		%
	£		%
	£		%
	£		%
Total		Total (must equal 100%)	
	£		%

3.4 Frequency and timescale

Note: The first switch will take place one month after the policy start date or the payment date of the additional premium.

Please select the timescale over which you would like the switches to take place:

Please select the frequency

Monthly Quarterly (every 3 months)

6 months 12 months

24 months 36 months

Part 3. Source of funds/wealth

Please provide all the following information to fulfil the anti money laundering regulations. Note: Incomplete sections may delay the processing of this application.

Source of investment

Requirements

HMRC UK Registered Pension
Scheme Administrators/Trustees/
Registered Product Provider

- FCA registration number (applies to registered product provider only)
- List of authorised signatories and their signatures for the scheme/provider
- Print out of current scheme details page from HMRC Online showing the full scheme name and PSTR number

Any other source

- Refer to Canada Life Limited – e-mail: NBDInvestment@canadalife.co.uk
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Anti money laundering regulations

Canada Life Limited reserves the right to request further information to satisfy the anti money laundering requirements.

Share exchange scheme

The Trustee Investment Plan offers a share exchange scheme; contact us on 0345 345 2220 for details.

Part 4. Declaration and Data Protection Notice

Declaration

Please sign this declaration once you have read it. If you are unsure whether any information should be given, you should provide it.

I/We, the undersigned declare the following:

- that in making this application, I/we are acting within the powers conferred upon us under the pension scheme named in Part 1, which is a UK registered pension scheme as defined in the Finance Act 2004;
- I/We will notify Canada Life immediately should de-registration of the scheme occur for any reason;
- to the best of my/our knowledge and belief the statements in this application are complete and true and contain all material facts. **(A material fact is one that will influence whether and upon what terms this application is accepted by Canada Life. Failure to give complete and true answers and disclose all material facts could result in the contract(s) being void. If there is any doubt whether a certain fact is material it should be disclosed);**
- I/we will inform Canada Life of any change to any material fact occurring before acceptance of this application and understand that failure to do so may result in the proposed contract becoming void;
- this application, the answers, and the policy or policies shall constitute the contract;
- this is Canada Life's standard contract upon which it intends to rely. (For your own benefit and protection you should read the key features and Personal Example for the policy before signing this application form. If you do not understand any point please ask for further information);

- the foregoing declaration and contract are made by us jointly and severally; and
- I/We understand that the contract hereby applied for will not come into force until the policy has been issued by Canada Life from its registered office in the United Kingdom, together with a letter containing confirmation of acceptance, and the initial single and first regular premium (if applicable) has been paid by cheque to Canada Life Limited.

I/We understand that:

- the policy will qualify for the statutory cancellation rights, which are exercisable by the policyholder(s) within 30 days from the receipt of the policy;
- I/We accept that in order to comply with regulatory obligations Canada Life may require documents to verify my/our identity and residential address. I/We understand that Canada Life may use credit reference agency searches to verify my/our identity and address. I/We understand this will not affect my/our credit rating, and that Canada Life reserves the right to ask for further documentation to confirm my/our identity; and
- complaints that Canada Life cannot settle may be referred to the Financial Ombudsman Service.

I/We agree:

- that the policy shall be governed by the laws of England and Wales; and
- to submit to the non-exclusive jurisdiction of the courts of England and Wales in the event of any court proceedings.

Important notes

Copies of this application form when completed and the policy conditions are available on request, at any time.

Data Protection Notice

Any personal information you may provide to Canada Life Limited, (referred to as 'the Company' in this notice) as data controller will be treated in accordance with the Data Protection Act 1998.

By signing this form you consent to the Company using and sharing your personal information as set out in this notice including, without limitation, the processing of personal sensitive data.

If submitting personal information about another person, by signing this form you confirm that you have their consent to provide such information to the Company and for their information to be used as set out in this notice.

Using personal information

The Company uses personal information to undertake any activity relating to its policies, products and services and, where relevant, to process applications, set up and administer policies, products and services and handle any claims.

Given the global nature of Canada Life's business, it may be necessary to transfer information to countries outside the European Economic Area ('EEA') in order to provide Canada Life's services.

Sharing personal information

The Company may share personal information:

- with other Canada Life companies including those outside the European Economic Area;
- with any of its or their service providers, reinsurers and regulators;

- with other insurers;
- with other companies, organisations and associations and/or credit reference agencies in order to prevent, detect or investigate financial crime or fraud;
- for employer-related products and services, with the employer, the trustee(s) and their agents; and/or
- in any circumstances if permitted or required to do so by law or if the Company has consent to do so.

Accessing personal information

A person whose personal information is held by the Company has various rights including the right to:

- have any incorrect personal information corrected; and/or
- access the personal information the Company holds for which a fee may be charged.

To do so and/or if you need more information, please contact the Company at

**Canada Life Limited,
Customer Service Department,
Canada Life Place
Potters Bar,
Hertfordshire,
EN6 5BA.**

**Trustee 1/
authorised signatory**

Signature

Date

Print Name

**Trustee 2/
authorised signatory**

Signature

Date

Print Name

**Trustee 3/
authorised signatory**

Signature

Date

Print Name

**Trustee 4/
authorised signatory**

Signature

Date

Print Name

**Trustee 5/
authorised signatory**

Signature

Date

Print Name

Part 5. Professional adviser details

Please note we cannot facilitate adviser charges or pay commission on this plan

To be completed by the professional adviser/intermediary

For regulatory body reporting requirements please give the basis of sale or service in relation to this application

Advised		Non-advised	
Independent	<input type="checkbox"/>	No advice	<input type="checkbox"/>
Restricted	<input type="checkbox"/>	Execution only	<input type="checkbox"/>
Simplified	<input type="checkbox"/>		
Basic	<input type="checkbox"/>		

If you are dealing with your clients at a distance (not face to face) you will need to provide them with the policy provisions of the contract. These can be found at www.canadalife.co.uk/adviser

Professional Adviser details

Agency number if known (You will find this on your statement)	<input type="text" value="L"/>						
Professional adviser firm	<input type="text"/>						
Name of person submitting the application	<input type="text"/>						
Address including postcode	<input type="text"/> <input type="text"/> <input type="text"/> <table><tr><td>Postcode</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Telephone number	<input type="text"/>						
Fax number	<input type="text"/>						
E-mail address	<input type="text"/>						
Regulatory body	<input type="text"/>						
Are you part of a network or national firm? If so please provide the name	<input type="text"/>						
Regulatory body number	<input type="text"/>						

Tick the box if this is the first time you have placed business with Canada Life?

If you have ticked the box please call
0345 6060708 or e-mail
adviserpayments@canadalife.co.uk
so we can send you our Terms of Business
application form.

Part 6. Contact details

- You should contact your professional adviser in the first instance.
- If you have any questions, need a direct debit or you want to alter your Trustee Investment Plan you can contact us in the following ways:

Phone: **0345 6060708** (lines are open Monday to Friday 9am – 5pm)

E-mail: NBDInvestment@canadalife.co.uk

Head office address:

**New Business Investment Team
Canada Life Limited
Canada Life Place
Potters Bar
Herts
EN6 5BA**

Website: www.canadalife.co.uk

Please make sure you have enclosed:	Tick
Completed application form	<input type="checkbox"/>
Cheque made payable to Canada Life Limited (or advised us when/how the funds will be paid)	<input type="checkbox"/>
Requirements as listed on Part 3 Source of funds/wealth	<input type="checkbox"/>
Copy of the accepted Personal Example reference	<input type="checkbox"/>
Direct debit for regular premium paying investments only	<input type="checkbox"/>



Canada Life

Canada Life Limited, registered in England no. 973271. Registered office: Canada Life Place, Potters Bar, Hertfordshire EN6 5BA.
Telephone: 0345 6060708 Fax: 01707 646088 www.canadalife.co.uk Member of the Association of British Insurers.

Canada Life Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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