

The Fidelity SIPP

Application form for single/regular contributions and transfers.

You can also apply online at **fidelity.co.uk**

Use this form to:

- apply for the Fidelity SIPP
- make single or regular payments, whether from you and/or your employer
- transfer other pension policies to the Fidelity SIPP
- tell us which investments you want to invest in and how much you want to invest.

Don't use this form if:

- you want to increase your payments to an existing plan
- you are not resident in the UK for tax purposes
- you are setting up a SIPP for another person – please use the third party application form or Junior SIPP form which can be found in the forms section of our website
- you are looking to access your pension for tax free cash or drawdown – please refer to www.fidelity.co.uk/retirement/
- you have already taken tax free cash from any of the pensions that you are transferring.

Before you fill in this form:

- if you are transferring a pension(s) with defined benefits or guarantees, we may require you to take advice – please refer to www.fidelity.co.uk/transfer/pension/
- Note: If you want to move your current assets to the exact same assets with Fidelity this is called an 'in-specie' transfer; simply put you want to transfer the ownership of that asset from one pension provider to another, without the need to sell to cash first. To avoid delay, please check with your current provider that they can facilitate an 'in-specie' transfer.
- make sure you read the important documents shown in the box to the right.

How to fill in this form:

- please use black ink and write clearly inside the boxes provided using capital letters
- mark your answers with a cross in the appropriate box like this:
- if you make a mistake, please correct it but don't use correction fluid
- if your employer wants to make a single contribution, or regular contributions, they should complete section 7.

Checklist:

- Check that you have answered all the relevant questions.
- If you are making a transfer, please read our pension transfer fact sheet.
- If you are making a single contribution by cheque, remember to attach the cheque(s) as per section 3.
- If you are making regular contributions, remember to complete and sign the Direct Debit Instruction in section 3 (for employer contributions please refer to Section 7: Appendix – Employer contributions).
- Read and sign the Declaration in section 6.



Further information on fidelity.co.uk

You should read these documents before completing this form. You will find them at fidelity.co.uk/sippinfo

- Terms & Conditions – this document governs our relationship with you and forms the agreement between us in relation to the Fidelity SIPP.
- Key Features Document – this summarises everything you need to know about the Fidelity SIPP.
- When choosing your investments make sure you read the key information document which sets out key information about the investment including the objectives and risks, what it invests in and its charges.
- Our pension transfer fact sheet.

Want to talk to us?

Freephone **0800 358 7480**

What's next?



Remove and keep this cover page and the Direct Debit Guarantee, then send your completed form to:

Fidelity
PO Box 391
Tadworth
KT20 9FU

We will open your SIPP and send you a welcome pack. We will also send you a statement of your pension value at least once a year.

1 About you

1.1 Your details

1.1.1 Do you have an account with Fidelity?

No Yes - please give us your client reference number

1.1.2 Title

Mr Mrs Ms Other:

1.1.3 Surname

1.1.4 First and other names in full

1.1.5 Date of birth (DDMMYYYY)

Town of birth

1.1.6 Country of birth

1.1.7 Employment status

Employed Self-employed Unemployed Full-time education
 Pensioner Caring for children under 16 Other - please specify below.

1.1.8 Do you have a National Insurance (NI) number? You can find this on a payslip or a letter from HMRC or DWP.

No Yes -

1.1.9 Are you a UK National only? (Please mark an X in the box)

1.1.10 Are you a UK National and National of one or more other countries?

(Please mark an X in the box and list all other countries below)

1.1.11 Are you a National of Non-UK countries only?

(Please mark an X in the box and list all other countries below)

Nationality 1

Nationality 2

1.1.12 Driving Licence number (if applicable - 18 characters as shown on your photocard)

1.1.13 Phone numbers

Home

Mobile

3 Contributions

3.1 Your contributions

Due to regulatory requirements we must obtain information about the source of your contributions before we can accept your application.

3.1.1 Source of this investment

- Income from salary Divorce Settlement Sale of Property Inheritance
- Gift Sale of Investment/transfer Savings from income
- Other - please specify:

3.2 Your single contributions

3.2.1 Do you want to make a single contribution?

- No - go to 3.3 Yes - what is the amount? £

3.2.2 How do I make a payment?

- Cheque/banker's draft** - must be made payable to Fidelity and include the account holder's name. E.G. "Fidelity re: account holder's name". Cheques must be issued from a personal or a joint bank account in your name. Payments from other parties are not permitted. In addition, for banker's drafts and building society cheques, the reverse of the draft/cheque must contain the details of the original account debited including the full name, account number and sort code and must be endorsed with the bank's official stamp.

OR

- Bank transfer** (including faster payments) - please use the following details:
- Bank: **BARCLAYS BANK PLC** Account number: **33039005**
- Account Name: **FIL SIPP TRUSTEE (UK) LIMITED** Sort code: **20-93-32**
DEPOSIT TRUSTEE ACCOUNT
- Reference: **IMPORTANT:** Please ensure you provide your **SIPP ACCOUNT NUMBER** or your **NATIONAL INSURANCE NUMBER**, as the 'payment reference' when submitting your payment electronically.

This form must be received within five working days of the payment, otherwise monies will be returned to the payer's bank account. Please DO NOT use the bank details above to send a payment without completing and returning a form.

3.3 Your regular contributions

3.3.1 Do you want to make regular contributions?

- No - go to section 4: Transfers ►
- Yes - what is the regular amount you want to pay into your plan? (min £50) £

3.3.2 When would you like your regular contributions to be taken from your bank account?

- 1st 10th 17th 25th

Please allow twelve working days for us to set up your Regular Savings Plan. Collections will then start on the next available payment date and follow the frequency you have selected.

3.3.3 When would you like your regular contributions be taken from your bank account?

- Monthly Quarterly Every 6 Months Annually

Please complete the attached Direct Debit form on the next page. We will then set up your regular contribution using only those details necessary to complete your instruction. ►

Please refer to Section 7: Appendix - Employer contributions if you wish your employer to make contributions.

3 Contributions (continued)

Please complete the Direct Debit form below. We will then set up your regular contribution.



Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ballpoint pen and send to:
Fidelity, PO Box 391, Tadworth, KT20 9FU

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service User Number

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Reference

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Name(s) of account holder(s)

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Instruction to your bank or building society

Please pay FIL SIPP Trustee (UK) Limited. Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with FIL SIPP Trustee (UK) Limited and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

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Branch sort code

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Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

4 Transfers (continued)

4.3 Declaration and signature for transfers

I confirm that where I do not understand any or all of the information relating to my transfer application for the Fidelity SIPP, I will seek suitable advice before proceeding.

Declarations

In relation to my transfer application for the Fidelity SIPP, I make the declarations set out below.

I declare that:

- I have read the literature relating to the Fidelity SIPP and I understand that this transfer will be bound by the Rules (as this term is defined in the Fidelity SIPP Terms & Conditions).
- I authorise you to release all necessary information to Fidelity to enable the transfer of investments to the Fidelity SIPP.
- I authorise and instruct you to transfer investments from the plans listed in this application directly to Fidelity. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise to accept responsibility for any claims, losses and expenses of any nature which you may incur as a result of having made the transfer(s) listed in this application.
- Where I have requested a transfer re-registration, I authorise and instruct you to re-register the assets from the plan(s) to Financial Administration Services Limited. I authorise you to sell and transfer in cash any assets which cannot be re-registered or held by Fidelity.
- If an employer is paying contributions to any of the plans as listed in this application, I authorise you to release to that employer any relevant information in connection with the transfer of investments from the relevant plan(s). Until this application is accepted and complete, Fidelity's responsibility is limited to the return of the total payment(s) to the current provider(s).
- Where the payment(s) made to Fidelity represent(s) all of the investments under the plan(s) listed in this application, then payment made as requested will discharge the current provider(s) of all claims and responsibilities in respect of the plan(s) listed.
- Where the payment(s) made to Fidelity represent(s) part of the funds under the plan(s) listed in this application, then the current provider(s) will be discharged of all claims and responsibilities only in respect of the part of the plan(s) represented by the payment(s).

- I promise to accept responsibility in respect of any claims, losses and expenses that Fidelity and the current provider(s) may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

- I confirm that, where I am transferring Protected Rights, I wish to transfer these from the current provider(s) to Fidelity.

Your signature

By signing here you confirm that you've read and completed all relevant sections as per the instructions on this form.

Signature (If you are transferring investments from a pension to your Fidelity SIPP, you must sign here and in section 6)



Date signed

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(DDMMYYYY)

5 Your investment choices

5.1 About investing your contributions

Once we hold your money in cash, we will follow your investment instructions below. If you want to invest in exchange-traded investments (ETIs), you can do this online once your money is in your account.

Need help choosing investments? We offer a wide range of investment options for your personal pension. If you don't know where to start and need some support, there's Retirement Builder - a single fund idea for your pension. Information about Retirement Builder is available alongside this form. All our investment options are available to view on our website: fidelity.co.uk/sipp-investments

IMPORTANT: Please ensure you include the **fund code** as your fund choice will be derived from the fund code and not the fund name. These can be found on each fund fact sheet at fidelity.co.uk

Income payment from income paying funds will be paid to cash in your account. If you have updated your income preferences, income will follow those settings.

Any transfer instructed as part of this application will come across either invested in cash, or already invested in funds. If you would like to make any changes to your investments you will be able to after the transfer has arrived within the account.

EXAMPLE OF HOW TO COMPLETE THIS SECTION:

Fund code	Fund name	Single contribution	Regular contribution	Transfer contribution
W A M A	Fidelity American Fund W Acc	1 0 0 %	6 0 %	
J U S I A	Jupiter Strategic Bond I Class Acc		4 0 %	
Amount to be paid into cash within my account				
Totals should add up to 100%			1 0 0 %	1 0 0 %

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6 Your application summary

6.1 Declarations

Tick here if you have opted out of an occupational pension scheme or are planning to opt out of an occupational pension scheme in favour of making payments to the Fidelity SIPP.

I confirm that where I do not understand any or all of the information relating to my application for the Fidelity SIPP, I will seek suitable advice before proceeding.

In relation to my application for the Fidelity SIPP, I make the declarations set out below.

I declare that:

- I have been given copies of the Fidelity SIPP Terms & Conditions, Key Features Document and key information documents to read, and acknowledge that I have read these documents relevant to the chosen fund(s) and will be bound by them (as may be amended from time to time) in the event of my application being successful.
- I agree to pay all the charges related to the Fidelity SIPP as set out on the Key Features Document.
- I confirm that the information I have provided on the application, and any other documents completed in connection with this application, is correct, complete and not misleading.
- If I have selected Retirement Builder as my investment choice - I understand that the fund that Retirement Builder currently invests in may be swapped for an alternative fund following periodic reviews. If this happens, I agree to my investment being automatically switched into the replacement fund. Fidelity will inform me once this has been done.
- I confirm that I will not request the withdrawal of monies held in my Fidelity SIPP Account to provide benefits for me or any income or distribution earned on those monies, other than in accordance with the Rules (as this term is defined in the Fidelity SIPP Terms & Conditions).
- I confirm that any penalty or tax charge arising as a result of an unauthorised payment being made, except as a result of an error or omission in the part of the Fidelity SIPP Scheme Administrator (as this term is defined in the Fidelity SIPP Terms & Conditions), can be deducted from my Fidelity SIPP Account and paid to the Revenue. If there are insufficient funds in my Fidelity SIPP Account to cover this amount, I agree to pay the Scheme Administrator the balance of the penalty and/or tax charge.
- If contributions are to be paid:
 - a) I am under age 75 and a relevant UK individual under Section 189 of Finance Act 2004 and not a US person
 - b) The total of the member contributions paid to my Fidelity SIPP and to other registered pension schemes, on which I am entitled to tax relief, under Section 188 of Finance Act 2004, will not exceed, in any tax year, the higher of:
 - The basic amount (currently £3,600 gross); or
 - 100% of my relevant UK earnings (as defined in Section 189 of Finance Act 2004 in the tax year);
 - c) the declaration in b) is correct, to the best of my knowledge and belief;
 - d) I will give notice to the Scheme Administrator if an event occurs, as a result of which I will no longer be entitled to relief on my contributions, under section 188 of Finance Act 2004. I will give this notice by the later of:
 - end of the tax year in which the event occurs; and
 - 30 days of the event.
- I confirm that I have read the data protection statement set out in the Fidelity SIPP Terms & Conditions and agree that my personal data (including any sensitive data) may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).
- I am aware that you may make searches at credit or electronic reference agencies, for the purpose of verifying my identity. I am also aware that the credit reference agencies will record details of the search whether or not my application is successful and that this is not a credit check and will not be used or seen by lenders to assess my ability to obtain future credit.
- Where I have made this application electronically in accordance with the Electronics Communications Act 2000, please accept a copy of this declaration as my authority to release all necessary information to Fidelity.
- I confirm that I have not received advice from Fidelity in connection with this application.

How can Fidelity's experts help me?

We want to help you stay informed about how to make the most of your savings. To tell us how you want to receive your expert financial insights, simply visit www.fidelity.co.uk/preferences now.

Your signature

By signing here you confirm that you've read and completed all relevant sections as per the instructions on this form.

Signature



Date signed

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 (DDMMYYYY)

7 Appendix – Employer contributions

7.1 Employer contributions (the employer should fill out the Direct Debit instruction on the next page)

7.1.1 Employer's name

[Grid for Employer's name]

7.1.2 Employer's registered address. 'Care of' and PO Box are not acceptable.

Building number/name

[Grid for Building number/name]

Street, city, county and country

[Grid for Street, city, county and country]

[Grid for Street, city, county and country]

[Grid for Postcode]

Postcode

7.1.3 Company registration number

[Grid for Company registration number]

If your employer is making a regular contribution, please ask them to complete the direct debit instruction in this form, along with a separate, 'Employer Record of Payments Due Form'.

7.2 Employer single contributions

7.2.1 Does the employer want to make a single contribution?

[Form for contribution amount: £ [Grid] . [Grid]]

7.2.2 How do they make a payment?

[Cheque/banker's draft - must be made payable to Fidelity from your employer's account. Please note funds should not be deposited via a deposit at your bank but should be made either by sending a cheque or bankers draft to Fidelity or by electronic Bank Transfer. For building society cheques or banker's drafts please also ensure that the bank/building society enters the name and address of the employer on the reverse of the cheque/draft and adds their stamp.]

OR

[Bank transfer (including faster payments) - please use the following details:

Bank: BARCLAYS BANK PLC

Account number: 33039005

Account Name: FIL SIPP TRUSTEE (UK) LIMITED DEPOSIT TRUSTEE ACCOUNT

Sort code: 20-93-32

Reference: IMPORTANT: Please ensure you provide your SIPP ACCOUNT NUMBER or your NATIONAL INSURANCE NUMBER, as the 'payment reference' when submitting your payment electronically.

This form must be received within five working days of the payment, otherwise monies will be returned to the payer's bank account. Please DO NOT use the bank details above to send a payment without completing and returning a form.

7 Appendix – Employer contributions (continued)

7.3 Regular contributions

7.3.1 Does the employer want to make regular contributions?

No

Yes – what is the regular amount they want to pay into your plan? (min £50) £

7.3.2 When would they like their regular contribution to be taken from their bank account?

1st

10th

17th

25th

Please allow twelve working days for us to set up your Regular Savings Plan.

Collections will then start on the next available payment date and follow the frequency you have selected.

7.3.3 When would they like their regular contribution to be taken from their bank account?

Monthly

Quarterly

Every 6 Months

Annually

Please ask your employer to complete the Direct Debit form on the next page and Employer Record of Payments Due form. We will then set up your regular contribution. ►

Please ask your employer to complete the Direct Debit form on this page and Employer Record of Payments Due form. We will then set up your regular contribution.



Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ballpoint pen and send to:
Fidelity, PO Box 391, Tadworth, KT20 9FU.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service User Number

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Name(s) of account holder(s)

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Reference

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Bank/building society account number

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Instruction to your bank or building society

Please pay FIL SIPP Trustee (UK) Limited. Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with FIL SIPP Trustee (UK) Limited and, if so, details will be passed electronically to my bank/building society.

Branch sort code

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Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

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8 Appendix: Transfer schemes 3/3 (continued)

8.2 Transfer scheme 3

8.2.1 Policy reference number. This is available from your previous employer or pension manager and is normally shown on your annual statement of benefits.

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8.2.2 Which type of pension scheme do you wish to transfer?

For a transfer from a defined benefit pension scheme, please refer to www.fidelity.co.uk/transfer/pension/

Occupational arrangement or Company Pension
 Personal Pension arrangement
 Do not know

8.2.3 Have you ever taken any benefits (e.g., tax free cash) from this pension?

If yes, please refer to www.fidelity.co.uk/retirement/

If no, please proceed to 8.2.4.

8.2.4 Do you intend to take any benefits from this pension after your transfer is complete? This includes taking a tax-free lump sum, regular income, ad-hoc income or lump sums, or purchasing an annuity.

If yes, please refer to www.fidelity.co.uk/retirement/

If no, please proceed to 8.2.5.

8.2.5 Is this a full or partial transfer? (If this is a partial transfer then please include the exact amount to be transferred in 8.2.6) Partial transfers are only available if you're transferring as cash.

Full Partial

8.2.6 What is the estimated transfer value?

£

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8.2.7 Do you want to keep the same investment choice as your current pension?

If we hold the same investments in our fund supermarket we will transfer your pension into the same investments (using a process called re-registration). Where this is not possible, or you select No, your investments will be sold and the cash balance transferred into cash within your account. The investment choices section below is for new contributions only. You will be able to invest any money transferred as cash once your transfer has completed..

No Yes

8.2.8 The scheme name from which you wish to transfer

8.2.9 Name of pension administrator

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8.2.10 Address of pension administrator

Building number/name

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Street, city, county and country

Postcode

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8.2.11 Telephone number of pension administrator

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Important: A Direct Debit Guarantee should be retained by the relevant payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, FIL SIPP Trustee (UK) Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request FIL SIPP Trustee (UK) Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by FIL SIPP Trustee (UK) Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when FIL SIPP Trustee (UK) Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.