

Top Up Application Form

This form is to be completed where the member wishes to transfer another pension scheme or make additional contributions to their pension ("the Scheme"). Care should be taken to include the relevant source of wealth details, together with supporting documentation on how the funds were accumulated (e.g. inheritance, sale of property, divorce, personal savings, employment bonus or remuneration).

Additional Pension Transfers

Details of Transferring Pension Fund

Name of Transferring Scheme: _____

Individual Pension Fund or Policy Number: _____

Pension Fund Address: _____

Tel: _____ E-mail: _____

Approximate transfer value: _____ Guarantee Date (if applicable): ____/____/____

Supporting Transfer documentation attached: ☐ Yes ☐ No

Pension Sharing / Court Order in respect of Pension Fund: ☐ Yes ☐ No

If Yes please provide details:

Additional Contributions

Type of Contribution: ☐ Personal ☐ Employer

Single Contribution: Currency: _____ Amount: _____

Regular Contributions: Currency: _____ Amount: _____

Frequency: _____

Please advise how the above contribution has been accumulated: _____

Please advise what supporting material you have provided for the above contribution: _____

Any funds that are received will be held in the trustee's account (non-interest bearing) and accumulated until such time an amount is reached that can be invested and transferred to your existing investment.

The trustee will not accept any additional funds until due diligence procedures have been completed and the trustee is in receipt of certified supporting documentation. We would need to ensure that we are in receipt of a valid copy passport and address verification dated within the last 3 months.

Declaration

1. I hereby wish to add the aforementioned pension funds/contributions into the Scheme and agree that they shall be held and administered in accordance with the rules and the terms and conditions of the Scheme.
2. I agree to the charges raised by the Trustee in order to accept the additional pension funds.
3. I have fully disclosed the source of wealth relating to the pension transfer or contributions being made.
4. I have not relied upon the Trustee of the Scheme, the Sovereign Group or any of its subsidiaries and officers of such subsidiaries for any legal or tax advice relating to my decision to transfer an addition pension fund into the Scheme.

Member's Signature: _____

Member's Name: _____

Policy Number: _____

Date: ____/____/____

Internal Use Only:

Case reviewed by compliance:

Name: _____

Date: _____

Signed: _____

Source of Funds - Pension Top Ups

Source of funds from:	Evidence:
Property Sale	<ul style="list-style-type: none"> • Sales contract and or signed letter from your solicitor/estate agent • Details of the address of the property, the total sale amount achieved and date that the transaction took place
Sale of Shares	<ul style="list-style-type: none"> • Contract notes / stock transfer forms / dealing statement • Details of the sales proceeds, type of shares, date of sale and how the shares were sold
Sale of Business	<ul style="list-style-type: none"> • Signed letter from a solicitor or registered accountant / copy of the contract of sale and sight of investment monies on a bank statement / copies of media coverage • Details of the name of the business, nature of the business, date of sale, share transfer and the total amount released through the transaction of the sale
Other 'unearned' income	<ul style="list-style-type: none"> • A letter signed from an accountant declaring the value of unearned income • Details of the nature of the income, where/ how it was received and the date of when it was acquired
Income from employment	<ul style="list-style-type: none"> • Copies of recent payslips and / or a letter from an employer stating a 'bonus value' and date of receipt. If self-employed, copies of the past 3 months bank statements demonstrating regular payments from the named employer • Details of the individual's annual income, bonuses, employers name and address and period of employment
Compensation pay-out	<ul style="list-style-type: none"> • Letter from a court or compensatory body detailing the value of compensation • Details of the date that the compensation was received and reasons for payment
Company Profits	<ul style="list-style-type: none"> • Certified copies of the company's most recent accounts • Details of the company name, business activities and register of shareholders and directors
Gift	<ul style="list-style-type: none"> • A letter from the donor identifying the source of the donated funds, value of the funds to be gifted and any other documentary evidence to support • Details of who the donor is, the relationship between the donor and individual(s) and the reason for the gift

Inheritance	<ul style="list-style-type: none"> • A letter from a solicitor and/or a copy of the Grant of Probate and/or a copy of the will which must include the value of the estate • Details of the name of the deceased, the relationship and the total amount of the funds received
Investments/Saving	<ul style="list-style-type: none"> • Investment savings certificates, bank statement showing the receipt of funds and/or a signed letter from a regulated accountant detailing the value of savings • Details of the amount invested, period of investment and value
Loan	<ul style="list-style-type: none"> • Copy of the loan agreement • Details of why the loan was acquired, the date that the loan was made, details of when repayment is expected, the value of the loan and details of who the loan provider is (including their name and address)
Lottery win	<ul style="list-style-type: none"> • Letter from lottery head office detailing the value of the win and a copy of the bank statement to demonstrate • Details of where and how the money was won, the total amount, date of winning and organisation