

APPLICATION FORM

SOVEREIGN INTERNATIONAL SIPP

FOR FUND VALUES OF £50,000 AND ABOVE

Sovereign Pension Services

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Sovereign Pension Services (UK) Limited is authorised and regulated by the UK Financial Conduct Authority, number 458576, for the purposes of setting up, administering and winding up personal pension schemes.

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SIPPAF/60/06042023



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The Sovereign International SIPP Application Form should be completed by the applicant and, where applicable, by the applicant's appointed financial adviser. Where signatures are required these are clearly marked.

The Application Form should be read in conjunction with the following:

- Key Features Document
- Terms and Conditions
- Applicant's Personal Illustration
- Investment Guidelines

Additional information may be requested by Sovereign during the processing of the Application Form.

Understanding the parties and the structure

Scheme Administrator **Sovereign Pension Services (UK) Limited**

Responsible for the day to day operation and administration of the SIPP.

Trustee **MW SIPP Trustees Limited**

The trustee of the Scheme.

Scheme **MW SIPP 2**

The name of the HM Revenue & Customs (HMRC) registered pension Scheme (tax reference number 00623783RL) under which the applicant's SIPP is established.

Product **The Sovereign International SIPP**

The generic name of the product purchased by the applicant established under the MW SIPP 2 Trust Deed.

Client Due Diligence

In order to comply with prevention of money laundering and funding of terrorism regulations Sovereign is required to verify the identity, address and source of wealth for each applicant. Failure to provide complete information may delay your application.

1. Verification of Identity

Please provide a certified copy of your passport clearly showing your name, passport number, picture, nationality, date of birth, country of issue and date of issue.

2. Verification of Address

Evidence of your residential address is also required. This should be in the form of a certified copy of a bank statement or utility bill (not including mobile telephone bills) no more than three months old.

Documents may be certified by a lawyer, notary public, member of the judiciary, senior civil servant, serving police officer or customs officer, an officer of an embassy, consulate or high commission, an accountant, an actuary or a director, proprietor, company secretary, manager, board member or appointed suitable certifier of a regulated financial services advice firm.

The certification should be evidenced by a written statement stating that:

- The document is a true copy of the original document
- The document has been seen and verified by the certifier
- The photograph is a true likeness of the individual (on ID documents).

All certifications should be signed by the certifier, dated and contain the certifier's stamp, position, identity of the relevant regulatory authority and any approval number.

Any identity or address verification documents which are not presented in English will require a certified translation to accompany them. Documents should be translated by a professional translator or a Sovereign representative and contain details of the individual who has conducted the translation.

3. Source of Wealth

Sovereign requires a full history of employment or business activities, or both, in order to establish source of wealth, i.e. the origin of the pension funds to be transferred. To satisfy this requirement please provide an up-to-date copy of your CV or complete the Employment History section of this form.

Please complete all sections of the form. Incomplete or inaccurate application forms may delay your application and acceptance as a member of the Sovereign International SIPP.

Personal Details

Title: _____ Surname: _____

Full forename(s): _____ Marital status: _____

Previous name: _____

Date of birth: ____/____/____

Sex: ☐ Male

☐ Female

Residential address: _____

How long have you lived at this address? _____

Previous residential address (if less than three years at current residential address): _____

Correspondence address (if different to the above): _____

Home tel: _____

Mobile tel: _____ Email: _____

Occupation: _____ Nationality: _____

Country of tax residence: _____ Tax Identification Number: _____

Do you have a UK National Insurance Number: ☐ Yes

☐ No

UK National Insurance Number (if applicable): _____

Date left UK (if applicable): _____ Intended retirement age (55-75): _____

Do you consider yourself a Politically Exposed Person ('PEP')?

☐ Yes ☐ No

Note: A PEP is an individual who personally may hold, or via family members or close associates may influence, a public function or position.

Have you opted out of, or declined to join, an occupational pension, group personal/stakeholder pension scheme to which your employer contributes or employer sponsored auto enrolment pension arrangement in favour of making payments to this SIPP?

☐ Yes ☐ No

Do you intend to take benefits immediately? If yes, please complete a Benefit Election Form (available separately). If no, but you intend to do so within the next 9 months, please ensure you are aware of any disinvestment costs.

☐ Yes ☐ No

Occupation

Occupation (or if retired, previous occupation): _____

Date of retirement (if applicable): ____/____/____

If employed, please tick one of the following:

☐ I am employed

Company/employer's name: _____

Company/employer's address (including country): _____

Company registration number: _____

Nature of business: _____

☐ I am self-employed

☐ I am unemployed

☐ I am over 16 and in full time education

☐ I am of school age or under 16 (application must be made by a third party, please request additional form)

OR

☐ I am in receipt of a pension

Current gross earnings: _____

Financial Adviser

Name: _____ Email: _____

Company name: _____

Address: _____

Tel: _____ Mobile: _____ Fax: _____

Regulated by: _____ Licence/regulatory number: _____

Financial Adviser Fees

You should discuss in full and agree these fees with your financial adviser before completing and signing this Application Form.

I confirm I wish to appoint the financial adviser shown above.

I acknowledge that fees payable to my financial adviser will be taken from the underlying investments held within the SIPP and I have read and agree the charging structure of the investment provider.

Applicant's signature: _____

Date: ____/____/____

Financial Adviser Declaration

I confirm that:

- I have provided appropriate advice regarding the suitability of the SIPP, the applicant's proposed transfers to the SIPP and, where appropriate, the applicant's retirement benefit options. All fees and remuneration have been disclosed to the applicant.
- Unless an investment adviser has been appointed, I have provided the applicant with advice regarding the proposed underlying investment(s) and all fees and remuneration related to investments have been disclosed to the applicant.
- I am suitably qualified and authorised to provide this advice and confirm the advice given to the applicant will meet the regulatory requirements of the jurisdiction in which the advice is being provided.
- I have provided the applicant with all relevant literature in the latest available version, including the Terms of Business.
- Where a transfer is from a scheme with any form of guarantee, safeguarded benefits or defined benefits, and where the appropriate transfer analysis has been undertaken, the applicant has been advised of any benefits that may be lost as part of the proposed transfer to the SIPP.
- I confirm that the applicant has been made aware of their statutory cancellation rights.
- I confirm that I have the necessary authorisation to sign this declaration on behalf of the above mentioned financial advisory firm.

Financial adviser's signature: _____

Financial adviser's name: _____

Date: ____/____/____

Financial adviser's company name: _____

Insert the financial adviser's company stamp here:

Nominated Beneficiaries

1. Full name: _____

Relationship: _____ Date of birth: _____ / _____ / _____

Tel: _____ Email: _____

Residential address: _____

Total percentage of benefit: _____ %

2. Full name: _____

Relationship: _____ Date of birth: _____ / _____ / _____

Tel: _____ Email: _____

Residential address: _____

Total percentage of benefit: _____ %

3. Full name: _____

Relationship: _____ Date of birth: _____ / _____ / _____

Tel: _____ Email: _____

Residential address: _____

Total percentage of benefit: _____ %

4. Full name: _____

Relationship: _____ Date of birth: _____ / _____ / _____

Tel: _____ Email: _____

Residential address: _____

Total percentage of benefit: _____ %

Address Verification Letter (only complete if there is no residential postal service)

Sovereign Pension Services (UK) Limited

Sovereign House
Port Causeway
Bromborough
Wirral CH62 4TP
United Kingdom

Date: ____/____/____

Dear Sirs

Re: _____ ("the Applicant")

I have visited the Applicant at their residential address and can confirm that the below details are correct. I further confirm that I have been unable to obtain standard address verification due to insufficient postal services in this locality.

Residential address of Applicant: _____

Yours faithfully,

Signature of financial adviser: _____

Name of financial adviser: _____ Company: _____

Regulator approval number: _____

Registered address: _____

Regulator: _____

Regulatory licence number: _____

Signature of suitable certifier: _____

Date: ____/____/____

Employment History

Sovereign requires a full history of employment and business activities in order to establish source of wealth, i.e. the origin of the pension funds to be transferred. To satisfy this requirement please provide an up to date copy of your CV or complete the Employment History section below. Please continue on a separate piece of paper if necessary.

Date of Employment		Position Held	Employer Name and Address
From	To		

Contributions

Only complete if you are a relevant UK individual

If you are a relevant UK individual for a UK tax year you may make member contributions and be eligible for tax relief at source. Member contributions may be made by the member or an individual on behalf of the member, but do not include employer contributions. If you wish to make member contributions please sign the declaration below.

I declare that:

I am under the age of 75 and am a relevant UK individual.

The total of the member contributions paid to this scheme 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:

a) The basic amount (£3,600 gross for the current UK tax year)

OR

b) 100 per cent of my relevant UK earnings in that tax year up to the annual allowance. (*£60,000 from 6/4/2023)

This declaration is correct to the best of my knowledge and belief.

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 member contributions, under section 188 of Finance Act 2004. I will provide this notice by the later of:

- a) 5th April in the tax year of assessment in which the event occurs; and
- b) The date which is 30 days after the occurrence of that event.

Applicant's signature: _____

Date: ____/____/____

Contributions (continued)

If an applicant wishes to make contributions either personally or via their employer, Sovereign will always require relevant source of wealth details (together with the pertinent supporting documentation) on how the funds were accumulated (e.g. inheritance, sale of property, divorce, personal savings, employment bonus or remuneration).

Type of contribution: ☐ Personal ☐ Employer

Single lump sum 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 contributions that are received may be held in the SIPP bank account and accumulated until such time an amount is reached that can be invested and transferred to other investments.

Sovereign will not accept contributions until due diligence procedures have been completed and Sovereign is in receipt of certified supporting documentation.

Pension Transfers

Please provide details of all pension scheme transfers you wish Sovereign to receive. For multiple transfers each scheme will require pages 11 and 12 completed in full with a declaration signed by the applicant for each transfer.

Full name of the current provider: _____

Full name of the current scheme: _____

Current scheme administrator address: _____

Current scheme administrator email address: _____

Current scheme administrator phone number: _____

Type of scheme: ☐ Defined benefit ☐ Defined contribution ☐ Personal pension ☐ Other

Current scheme/plan/policy/member number: _____

Approximate fund value to be paid to Sovereign: £ _____

Does this represent the full value of the current scheme/plan: ☐ Yes ☐ No

Guarantee date of the transfer (if applicable): _____/_____/_____

Are the sums and assets being transferred:

Already entirely in drawdown: ☐ Yes ☐ No ☐ N/A

Already partially in drawdown: ☐ Yes ☐ No ☐ N/A

Not in drawdown: ☐ Yes ☐ No ☐ N/A

I am transferring a fully uncrystallised arrangement: ☐ Yes ☐ No

I am transferring a capped drawdown arrangement which I want to remain in capped drawdown: ☐ Yes ☐ No

I am transferring a capped drawdown arrangement which I want to convert to flexi-access drawdown: ☐ Yes ☐ No

I am transferring an arrangement already in flexi-access drawdown: ☐ Yes ☐ No

Have you triggered the Money Purchase Annual Allowance (MPAA)? ☐ Yes ☐ No

Is the current scheme or plan subject to any existing or proposed trustee in bankruptcy orders, earmarking, pension sharing orders or other receiving orders? ☐ Yes ☐ No

Is the transfer to be made from the current scheme/plan as assets in specie?
*If so, please provide a current valuation including details of the assets held so that Sovereign can confirm whether or not these assets can be accepted. **Do not proceed without this confirmation.*** ☐ Yes ☐ No

Have you been advised against proceeding with a transfer out from the above pension scheme but want to transfer out regardless? ☐ Yes ☐ No

Where the current provider's scheme contains any defined or safeguarded benefits, please confirm whether you have received pension transfer advice from a UK regulated financial adviser in relation to the transfer out of the above pension scheme: ☐ Yes ☐ No

Pension Transfers (continued)

Full name of current provider: _____

Current scheme/plan/policy/member number: _____

If the above pension scheme contains any defined or safeguarded benefits above £30,000 Sovereign will not accept the transfer unless you have taken UK regulated pension transfer advice. If applicable, please provide the details of the adviser who has provided the appropriate transfer advice, together with a copy of their transfer report. Please also provide an insistent client letter if applicable.

Company name: _____

FCA firm reference number: _____

Adviser name: _____

FCA adviser reference number: _____

Business address: _____

Email: _____ Tel: _____

Transfer Declaration

Note: This declaration is your instruction to your current scheme provider(s) to transfer to Sovereign the pension fund(s) for which you have provided these details. For your own benefit and protection, you should read this Declaration carefully before agreeing and signing it. If you do not understand any point, please refer to your current scheme provider or financial adviser for guidance.

I hereby declare and acknowledge as follows:

1. I authorise and instruct you, my current scheme provider, to transfer sums and assets from the pension scheme detailed in this section directly to Sovereign Pension Services (UK) Limited and to provide any instructions and/or discharge required by any relevant third party to do so.
2. I accept that in order to comply with regulatory obligations, Sovereign Pensions Services (UK) Limited and my current scheme provider(s) named in this application may need to verify my identity and residential address and may use credit reference agency searches and ask for my documents to verify my identity and address.
3. Until this application is accepted and complete, Sovereign Pension Services (UK) Limited's responsibility is limited to the return of the total payment(s) to my current scheme provider(s).
4. When payment is made to Sovereign Pension Services (UK) Limited as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the scheme(s) listed in this application where the whole of the scheme(s) is transferring, or that part of the scheme(s) represented by the payment(s) if only part of the scheme(s) is transferring.
5. I have read any information provided or made available to me by my current scheme provider in connection with this transfer.
6. I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Sovereign Pension Services (UK) Limited and my current scheme provider(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.
7. I authorise Sovereign Pension Services (UK) Limited, my current scheme provider, any contributing Employer and any financial adviser named in this application 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 Sovereign Pension Services (UK) Limited.

Applicant's signature: _____ Date: ____/____/____

Fee Schedule

General Fees

Establishment fee (includes an unlimited number of pension transfers)	£300
Annual fee	£500
For fund values in excess of £1 million	0.1%

(Fee payable annually in advance on establishment and each anniversary thereafter)

The establishment fee and first year's annual fee are waived for transfers to the International SIPP from other Sovereign pension arrangements, but if the International SIPP is closed within 12 months of establishment those fees will be, other than on death, payable in addition to the termination fees.

Investment dealing fee	Nil
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Contribution Fees

Regular contribution at point of establishment fee	Nil
Single contribution fee	Nil

Benefit Fees

Establishment of benefit fee (per Benefit Crystallisation Event)	£200
Regular income payment fee (monthly, quarterly, half-yearly, annually)	£100 per annum
Single income payment fee	£100 per payment
Capped drawdown review	£150 per review

Transfer Out and Termination Fees

Transfer to another Sovereign retirement product (cash or in specie)	£250
Transfer to another UK registered pension scheme (cash or in specie)	£250
Transfer to a non-Sovereign QROPS (cash or in specie)	£400
Winding up of the SIPP when fund is exhausted	£50

At Member's Death

Payment of lump sum death benefit including winding up of your SIPP	£500
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Notes: Time charges for work undertaken which are not covered by the Fee Schedule will be charged at £100 per hour.

Additional charges may be made by third party investment providers, managers and advisers in relation to the underlying investments held in the SIPP. These should be advised to you by your financial adviser or your investment provider, or both. It is your responsibility to ensure you fully understand all charges.

Sovereign's establishment and annual fees cover the trustee and SIPP administration services provided. Full details of these are provided in the Terms and Conditions of the Sovereign International SIPP.

Sovereign's fees are quoted exclusive of any applicable UK VAT. VAT will be levied where applicable on all fees at the rate applicable at the time the services are provided. At time of print (August 2019), EU resident members of the Sovereign International SIPP will be liable to VAT on their fees at the prevailing rate of 20 per cent.

Bank charges will be passed on to the Member at cost and deducted from payments made.

Fees are correct at the time of printing, April 2023.

Investment Objectives

The investment objective of the SIPP is to accumulate a trust fund from which to provide benefits in retirement. Investment restrictions apply; for full details please refer to the Investment Guidelines of the Sovereign International SIPP. The following information is required to assist Sovereign in determining your preferred investment strategy.

Please tick the relevant box:

- ☐ I am very uncomfortable with any risk and accept that my capital may be eroded by inflation.
- ☐ I am prepared to take a small amount of risk to provide for the potential for growth over the medium to longer term.
- ☐ I am comfortable with risk and prepared to take a longer term view. This may mean the overall portfolio value fluctuates over the medium term however provides for the potential for growth over the portfolio over the long term.
- ☐ I am very comfortable with risk and willing to accept volatility in the portfolio value in order to provide for the potential for higher returns over the long term.

Applicants are reminded that past performance shall not necessarily be a guide to future performance and that the value of investments can go down as well as up. The value of investments denominated in foreign currencies may be influenced by changes in exchange rates.

Investment Risk Profile

Please tick the box that applies to you:

☐ **Lower Risk**

People in this category are conservative with their investments. They prefer taking a small amount of risk to achieve modest or relatively stable returns. They accept that there may be some short term periods of fluctuation in value.

☐ **Lower to Medium Risk**

People in this category are relatively cautious with their investments. They want to try to achieve a reasonable return, and are prepared to accept some risk in doing so. Typically these portfolios will exhibit relatively modest yet frequent fluctuations in value.

☐ **Medium Risk**

People in this category are balanced in their attitude towards risk. They do not seek risky investments but do not avoid them either. They are prepared to accept fluctuations in the value of their investment to try and achieve better long term returns. These portfolios will be subject to frequent and at times significant fluctuations in value.

☐ **Medium to High Risk**

People in this category are relatively comfortable with investment risk. They aim for higher long term returns and understand that this can also mean some sustained periods of poorer performance. They are prepared to accept significant fluctuation in value to try and achieve better long term returns.

☐ **High Risk**

People in this category are very comfortable with investment risk. They aim for high long term investment returns and do not overly worry about periods of poorer performance in the short to medium term. Ordinarily these portfolios can be subject to the full extent and frequency of stock market fluctuations.

Investments

Please read the Investment Guidelines section on pages 20 and 21 of this application form.

You must indicate your investment preferences by detailing the selected investment provider and the investment product or service:

Investments must be capable of being described as standard assets per the Financial Conduct Authority's definition. Sovereign will take account of the following:

- Investments must be liquid
- Investments must be diversified
- Investments may be made into a range of product wrappers and funds. Investments may also be made via platforms and using the services of discretionary investment managers.
- Investments may be made via recognised exchanges in stocks, funds, bonds, shares and other securities, cash, money market instruments, commodities and structured notes.
- Not more than 20 per cent of funds may be invested in structured notes
- Loans to members or connected parties are not permitted
- Investments in private equity and contracts for differences will not be permitted
- The purchase of property is not permitted
- Investments in unregulated collectives, expert, professional, or sophisticated (investment) funds are not permitted.

Cancellation Rights

An applicant has a legal right to cancel their SIPP application within 30 days of the establishment of the SIPP. The SIPP is deemed to be established at the date of signature of the Declaration in the Application Form. If the applicant decides, for any reason, to cancel their application within this period Sovereign will return all fees. Upon receipt of the Application Form Sovereign will write to the applicant reminding them of this right and when this 30 day period starts and ends.

Because of the legal right to cancel an application, Sovereign will not open any bank account, accept any contribution, start processing any proposed transfers into the SIPP nor act on any investment instruction until this 30 day cancellation period has expired. This is because Sovereign will not undertake work if Sovereign has no certainty of being paid for that work.

Waiving Cancellation Rights

If an applicant wishes Sovereign to proceed with the establishment of the SIPP before this 30 day period expires there is an option to waive the right to cancel. The applicant can confirm they want to waive the 30 day cancellation rights by signifying this in the declaration at the end of the Application Form. Alternatively this may be done by writing at any time before the 30 day cancellation period expires.

I confirm that (please tick the box that applies):

☐ I wish to waive my right to cancel my application within 30 days of my SIPP being established. I have read and understood the section above.

OR

☐ I do not wish to waive my right to cancel my application within 30 days of my SIPP being established.

Applicant Declaration

Please read the following declaration carefully before signing at the foot of the section. This is Sovereign's standard agreement upon which it intends to rely. For your own benefit and protection, you should read this Declaration carefully before agreeing and signing it. If you do not understand any point, please refer to your appointed financial adviser for guidance.

Note: Your SIPP cannot be established until Sovereign has received a fully completed and signed Application Form including all supporting documentation to carry out due diligence and anti-money laundering checks as required. This includes all identity and address verification evidence, suitably certified with the correct wording where applicable. Once all documentation is satisfactorily received, Sovereign will process the application and the SIPP will be established.

I hereby declare and acknowledge as follows:

1. I apply to become a member of the Sovereign International SIPP and if accepted agree to be bound by the Trust Deed and Rules of the MW SIPP 2 and the Terms and Conditions of the Scheme. I understand that if I wish to inspect the Trust Deed and Rules a copy will be forwarded to me by the scheme administrator upon my request.
2. I confirm that I have been provided with, read, understood and will comply with the Terms and Conditions, the Key Features and the Investment Guidelines and I am fully aware of all risk warnings contained in those documents. I confirm that Sovereign Pension Services (UK) Limited has not provided any advice in respect of the establishment of the SIPP or the investments therein and that it remains my responsibility to seek advice from a suitably authorised and regulated adviser.
3. I confirm that I have read and understood my right to cancel my application within 30 days of the establishment of my SIPP and have indicated whether I waive this right on page 16 of this Application Form.
4. I have been informed that the Sovereign International SIPP is a product name of the MW SIPP 2 Scheme and understand that MW SIPP 2 is registered with HMRC as a registered pension scheme under the terms of the Finance Act 2004, as amended, for the purposes of providing retirement benefits to members and their dependants by way of lump sum and pension income.
5. I understand that Sovereign Pension Services (UK) Limited is the scheme administrator and that MW SIPP Trustees Limited is the trustee of MW SIPP 2.
6. I confirm that I have received independent advice from a suitably authorised and regulated adviser. Where any of my existing pension funds contain safeguarded benefits, guarantees or protections I have received advice from a firm permitted by the FCA to advise on pension transfers which has included consideration of the scheme, my personal circumstances, the assets in which my pension funds will be invested, associated risks and all costs and charges. I understand that a transfer from my existing schemes will mean giving up any safeguarded benefits, guarantees or protections granted to me under those schemes and I confirm that having considered and understood that advice I wish to proceed with my pension transfer. I consent to the transfer of any pension fund described above to the scheme administrator to be administered under the scheme.
7. I understand that the scheme administrator and trustee may use the services of its associated companies to collate information and documentation relating to my participation in the scheme and any person or company providing professional services. I consent to my personal information and data being supplied to associated companies for such purposes and to third parties in connection with investments under the scheme if and when necessary or required for regulatory purposes.
8. I confirm that I shall notify Sovereign if in any scheme year I am, or not, or cease to be, a 'relevant UK individual' and I shall do this within 30 days of the occurrence of the event or before the end of the tax year in which the event occurs if an earlier date.
9. I will, upon request, make full disclosure in writing of any benefits I have received, may receive, or may be entitled to receive, from any other pension plan.
10. I am aware that Sovereign may at any time disclose any information concerning the scheme, member or any benefits payable under the scheme to any tax authority, regulatory or governmental body for any purposes, and may also provide any tax authority, regulatory or governmental body with such undertakings as Sovereign considers necessary for the purposes of the scheme.

11. I accept responsibility for the payment of any fees due in accordance with the Fee Schedule (as amended from time to time). I understand that I must ensure that there is always sufficient cash in my SIPP to meet fees due, and I will maintain a minimum cash balance of 3% of the pension fund. I understand the action that will be taken, as detailed in the Terms and Conditions of the Scheme, if there is insufficient cash in my SIPP to meet any fees due.
12. I understand that it is the responsibility of my appointed financial adviser and, where applicable, my appointed investment adviser, to disclose all their fees including all remuneration earned by either or both of them in respect of my SIPP and the investments contained therein.
13. I agree that Sovereign may set up banking facilities for my SIPP with an appropriate bank, as required. I agree that the sole signatory on such banking arrangements will be MW SIPP Trustees Limited and I hereby authorise MW SIPP Trustees Limited to establish such an account.
14. I confirm that I have understood and agreed to the investment recommendations provided to me by my appointed financial or investment adviser or both. I understand that my appointed financial or investment adviser or both, will make investment recommendations in line with my stated risk profile.
15. I authorise Sovereign to accept investment and other instructions from my appointed financial or investment adviser or both as detailed on page four. I agree that copies of any documents relating to my SIPP, including investment valuations and the Financial Adviser's Declaration, may be forwarded to my appointed financial or investment adviser or both. I authorise Sovereign to act upon instructions received from me or from my appointed financial or investment adviser or both if so mandated.
16. I hereby authorise Sovereign to communicate by email using the email address given in page three or such alternative email address that I may notify Sovereign in writing from time to time. I understand and acknowledge the risks of using email as a means of communication and confirm that Sovereign shall not be required to verify the authenticity of instructions received by email which may be acted upon by Sovereign in good faith. I undertake to indemnify Sovereign at all times against all actions, suits, proceedings, claims, demands, costs, charges, expenses and consequences whatsoever arising by reason of the trustee and myself communicating by email.
17. I consent to information relating to me and my nominated beneficiaries (including information that may constitute personal data for the purposes of any data protection legislation) being disclosed to the Sovereign Group and any associated company within the Sovereign Group or to banks, financial advisers, regulated financial institutions, any governmental or tax authority or to any person or entity to whom any company within the Sovereign Group is under a legal obligation to make disclosures, within any jurisdiction inside or outside the European Economic Area. I understand that I can access a full copy of the Sovereign Group's Privacy Policy here <https://www.sovereigngroup.com/privacy-policy>.
18. I declare that all information provided in this Application Form is to the best of my knowledge true and complete.

Applicant's signature: _____

Applicant's name: _____

Date: ____/____/____

Documentation Checklist

Any missing or incomplete documents will delay the processing of your SIPP application, transfer of funds being received, investments being made and payment of benefits.

- ☐ Fully completed Application Form with all necessary signatures
- ☐ Completed investment application form
- ☐ Benefit Election Form (if taking benefits immediately)

Additional Personal Documents Checklist

You will need to supply sufficient certified copies of the following for use by Sovereign, each ceding scheme and each investment provider selected.

- ☐ Original certified copy passport (the number required)
- ☐ Certified proof of residential address not older than three months (the number required)
- ☐ Address Verification Letter completed by your financial adviser (if required)
- ☐ Additional identity documents required by the transferring scheme or schemes (please refer to their documentation)
- ☐ CV or employment history
- ☐ Copy of Lifetime Allowance Protection Certificate (if applicable)
- ☐ Pension Transfer Specialist Report (if applicable)
- ☐ Insistent Client Letter (if applicable)
- ☐ If in specie transfer; a current valuation showing full details of assets held

Please return the fully completed Application Form and supporting documentation to Sovereign:

Sovereign Pension Services

Sovereign House, Port Causeway, Bromborough, Wirral CH62 4TP, United Kingdom

Tel: +44 151 328 1777 | Fax: +44 151 328 0707

ukpensions@SovereignGroup.com SovereignGroup.com

Investment Guidelines

The Sovereign International SIPP is a personal pension scheme registered with HMRC in the UK that allows the Member to direct the investments within the pension. This means that the Member has responsibility for choosing how the funds within their pension are invested. This allows a Member to choose which investment specialists they appoint to assist them with such investments, including investment advisers, investment managers and custodians.

Sovereign does not accept any liability for any decisions relating to the purchase, retention and sale of the investments within a Member's pension. The Member agrees to hold Sovereign fully indemnified against any claim in respect of such investment decisions or instructions.

However, Sovereign is involved with the investment process and plays a role in the administration of a Member's SIPP investments, and investments are always made by the Trustee of the Sovereign International SIPP in the name of a Member's SIPP.

All investment instructions received from Members, or their appointed specialist advisers, are considered by the Trustee and Scheme Administrator in light of the Member's risk profile, as detailed by the Member in the Sovereign International SIPP Application Form.

Members should be aware that the value of investments can fall as well as rise and is not guaranteed. Past performance is no guide to future performance.

To assist a Member in ensuring that investments are appropriate for their SIPP, Sovereign has produced the following guidelines.

Standard Investments

The Sovereign International SIPP allows a Member to invest in standard investments.

The FCA standard asset list was last updated in December 2015 and Sovereign will accept the following investments into the Sovereign International SIPP:

- Cash
- Cash funds
- Deposits
- Exchange traded commodities
- Government and local authority bonds and fixed interest stock
- Physical gold bullion
- Investment notes (structured products) where there is a ready and clear secondary market – Sovereign will only accept a maximum of 20% within the fund
- Shares in investment trusts
- Managed pension funds
- National Savings and Investment products
- Permanent interest bearing shares (PIBs)
- Real estate investment trusts (REITS)
- Securities admitted to trading on a regulated venue
- Units in Regulated collective investment schemes

- Investments in funds that contain exit charges are not permitted
- Broker funds are not permitted
- Funds deemed to have a high expense ratio/ongoing charges figure (over 2.5%) are not permitted
- Please note that a minimum of 3% of the initial funds transferred/contributed will be retained in cash, from which the trustee's fees and other agreed fees will be paid.

Sovereign expects that most investments will be held in a bond, on a platform, in a managed portfolio service, or via a discretionary fund manager. The key is that an investment (including investments within a wrapper product) must be capable of being sold within 30 days, and be on the FCA standard asset list.

The FCA describes Standard Investments as:

'Standard assets must be capable of being accurately and fairly valued on an ongoing basis, readily realised whenever required (up to a maximum of 30 days), and for an amount that can be reconciled with the previous valuation.'

Non-Standard Investments

Sovereign will not accept non-standard investments into the Sovereign International SIPP.

The FCA in a policy statement PS14/12 in 2014 stated the following:

'Non-standard investments are typically higher risk or speculative propositions, and the entire amount invested is at risk. These investments tend to be illiquid and difficult to value, and there may be little or no recourse to the Financial Ombudsman Service and Financial Services Compensation Scheme, for example if the arrangement is mismanaged. Some may be outright scams. Most non-standard investments, such as UCIS, unlisted shares and speculative overseas property schemes, are unlikely to be suitable for those retail investors of ordinary sophistication and means who make up the vast majority of the retail market in the UK. However, more sophisticated investors may consider them to be appropriate investment opportunities.'

Sovereign also, whether they are captured by the non-standard definition or not, excludes from the Sovereign International SIPP investments in:

- Commercial property
- Residential property
- Land
- Art
- Antiques
- Wine
- Cars
- Unregulated collectives
- Expert, professional and sophisticated investment funds
- Crypto assets
- Other investments that one may call into question forming part of a retail investor's portfolio.

Terms and Conditions

These Terms and Conditions are incorporated within the Application Form of the Sovereign International SIPP.

1 Definitions

1.1 In these Terms and Conditions, unless the context otherwise requires:

“**Act**” means the UK Finance Act 2004 and amendments thereto.

“**Arrangement**” means a “money purchase arrangement” as defined in section 152 of the Act.

“**Beneficiary**” means a person who may inherit all or part of the Fund in the event of the Member’s death.

“**Fund**” means the aggregate of contributions, transfer payments or credits paid by or in respect of all Arrangements for a Member and accepted by the Trustee and the assets representing the same together with income or accretions thereto and net of any applicable fees, expenses, taxes or other liabilities.

“**Member**” means a person who has been accepted as a member of the Scheme and “Membership” shall have a corresponding meaning.

“**Professional Adviser**” has the meaning given in clause 13.

“**Relevant UK individual**” shall have the meaning as defined by HMRC from time to time.

“**Rules**” means the rules established under the Trust Deed.

“**Scheme**” means The Sovereign International SIPP.

“**Scheme Administrator**” means Sovereign Pension Services (UK) Limited.

“**Scheme Provider**” means Sovereign Pension Services (UK) Limited.

“**Scheme Year**” means the 12-month period which commences on the date of establishment of Membership and on each anniversary of that date, or any other date agreed with Sovereign.

“**Segment**” means a part or sub-division of an Arrangement as provided for in clause 2.4.

“**SIPP**” means Self Invested Personal Pension.

“**Sovereign**” means Sovereign Pension Services (UK) Limited which is authorised and regulated by the Financial Conduct Authority for the provision of personal pension schemes.

“**Trust Deed**” means the MW SIPP 2 Trust Deed dated the 1st day of September 2006 as amended from time to time.

“**Trustee**” means MW SIPP Trustees Limited or other trustee of the Scheme for the time being.

1.2 Reference to an enactment includes a reference to any statutory modification or re-enactment or any regulation made under it.

2 The Scheme

2.1 The Scheme is a Registered Pension Scheme for the purposes of Chapter 4 of the Act and has been created under the Trust Deed for the sole purpose of providing pension and lump sum benefits for eligible individuals and their Beneficiaries. The Trustee shall be responsible for identifying eligible Beneficiaries and the Member shall be entitled to nominate individuals by naming them in a Nomination of Beneficiaries Declaration.

2.2 The Scheme is established as a trust which is governed by the Trust Deed and the Rules as amended from time to time. MW SIPP Trustees Limited has been appointed as the Scheme Trustee and Sovereign is the Scheme Provider and Scheme Administrator.

2.3 Members shall be admitted to the Scheme in reliance on the declarations made, the information disclosed and the options selected in the Application Form.

2.4 On being admitted to the Scheme the Member’s SIPP shall comprise up to 1,000 separate Segments which will be held within one or more Arrangements. For the purposes of the Act Sovereign reserves the right to amend or vary the structure of the Scheme and the manner in which Segments are held under the Scheme from time to time. Any such amendment or variation of the structure of the Scheme shall not constitute an amendment to these Terms and Conditions and consequently Sovereign shall not be required to provide notice of any such change.

2.5 If a pension fund which has already vested and paid benefits is transferred into the Scheme then the assets representing that pension fund will be held in a separate Arrangement to any other assets held under the Scheme. Such transfers in shall only be permitted to the extent they do not prejudice the Scheme’s status as a Registered Pension Scheme. Each Segment and Arrangement shall be governed by these Terms and Conditions.

2.6 If there are any inconsistencies between these Terms and Conditions and the Trust Deed and Rules, the Trust Deed and Rules shall prevail.

3 Cancellation Rights

3.1 An applicant has a legal right to cancel their SIPP application within 30 days of the establishment of the SIPP. The SIPP is deemed to be established at the date of signature of the Declaration in the Application Form. If the applicant decides, for any reason, to cancel their application within this period Sovereign will return all fees. Upon receipt of the Application Form Sovereign will write to the applicant reminding them of this right and when this 30 day period starts and ends.

3.2 Because of the legal right to cancel an application, neither the Trustee or Sovereign will open any bank account, accept any contribution, start processing any proposed transfers into the SIPP nor act on any investment instruction until this 30 day cancellation period has expired. This is because Sovereign will not undertake work if Sovereign has no certainty of being paid for that work.

3.3 If an applicant wishes Sovereign to proceed with any or all actions in 3.2 before this 30 day period expires there is an option to waive the right to cancel. The applicant can confirm they wish to waive the 30 day cancellation rights by signifying this in the declaration at the end of the Application Form. Alternatively this may be done by writing to Sovereign as shown in clause 20 of these Terms and Conditions at any time before the 30 day cancellation period expires.

3.4 If the applicant chooses to waive their 30 day cancellation rights they shall accept that any future termination or transfer of SIPP Membership will incur fees. This means that if the SIPP is discontinued all fees due are payable and any fees paid will not be repaid. Further, any contributions or transfers paid into the SIPP may not be refunded, although it is possible to transfer the accrued monies to another Registered Pension Scheme.

3.5 Any pension funds or assets Sovereign has accepted into the SIPP as a transfer from another pension scheme may be transferred back to the original scheme, but only if that scheme will accept that transfer back. If they will not accept this transfer back those funds/assets may only be transferred to another Registered Pension Scheme. Sovereign will charge for processing a transfer out from the SIPP where the applicant has waived their cancellation rights.

3.6 The Member has the right at any future date to terminate their SIPP and transfer the Fund to another Registered Pension Scheme. Sovereign will charge a fee for this as set out in Sovereign’s Fee Schedule.

3.7 There is no general right to cancel an investment made within a SIPP. A right to cancel will only exist if specific to that particular investment.

4 Administration Services

The Scheme Administrator will undertake the following:

- 4.1 provide and administer documentation to establish and operate the SIPP;
- 4.2 set-up and maintenance of administration systems;
- 4.3 process documentation appointing Professional Advisers;
- 4.4 liaise with Professional Advisers regarding the Member's interests;
- 4.5 coordinate with other pension providers regarding the transfer of the Member's Fund;
- 4.6 receipt of transfer payments or contributions or both into the SIPP;
- 4.7 establishment of Segments within the Member's Arrangements under the Scheme and any other Arrangements needed to accept the transfer in of vested pension funds;
- 4.8 management of banking facilities;
- 4.9 maintain records of investment transactions (save where this function is carried out by the investment manager);
- 4.10 obtain and record portfolio valuations and contract notes from investment managers/advisers;
- 4.11 storage of investment documentation, if required;
- 4.12 recovery of UK basic rate tax on contributions, if applicable;
- 4.13 recovery of UK tax deducted at source on investment income, where permitted;
- 4.14 provision of certificates if required and, if applicable, to support UK contribution tax reclaims;
- 4.15 annual statements detailing assets, contributions and transfer payments received and amounts of any UK tax recovered from HMRC;
- 4.16 annual projections of potential future benefits at the nominated vesting date;
- 4.17 calculation and payment of benefits on vesting;
- 4.18 administration of benefits withdrawal where taken in accordance with the rules of the Scheme and as permitted by HMRC and prevailing legislation;
- 4.19 to act with a duty of care and treat the customer fairly pursuant to Financial Conduct Authority guidelines;
- 4.20 fulfil reporting requirements to the applicable regulatory bodies and HMRC;
- 4.21 any such other services as may from time to time be necessary to efficiently administer the SIPP Arrangements and to comply with HMRC and legislative requirements.

5 Administration Fees and Expenses

- 5.1 Sovereign shall be entitled to receive fees and expenses from the Member for establishing and administering the Member's SIPP. The Member may be notified of these fees and expenses by either their appointed Professional Adviser or directly by Sovereign. A copy of the Fee Schedule as applied from time to time is available on request and is included in the Application Form. Sovereign may reasonably increase the fees and amend other provisions of the Fee Schedule by giving not less than 30 days' notice. The Member may select how Sovereign's fees and expenses will be paid in the appropriate section of the Application Form. If Sovereign's fees are not paid within 30 days Sovereign may take payment, together with interest, out of the Fund in accordance with clause 5.2.
- 5.2 Establishment fees and the first annual fee shall be due and payable to Sovereign on the date of establishment of the Member's SIPP. If appropriate, such payments may be dealt with as a contribution to the SIPP. Thereafter unless otherwise provided for, annually on the anniversary of the establishment of the Member's SIPP, the annual fee payable may be automatically deducted from the Fund. The Member shall remain responsible for Sovereign's fees and for ensuring that adequate resources are available for payment of fees on the due date.
- 5.3 Where clauses 5.1 and 5.2 apply and there is insufficient cash in the Fund Sovereign is entitled to realise any asset within the Fund and, unless otherwise agreed, the Member consents to Sovereign realising the last investment made first and only to the degree required to meet the payment. Interest will accrue from the due date to the date of payment at the rate equal to the base rate from time to time of HSBC Bank plc plus 4%. Should there be insufficient assets available in the Fund Sovereign may claim payment from the Member.
- 5.4 Sovereign shall bear no liability for any tax charge or unauthorised payment as defined in the Act made by or in respect of the Scheme. If any such charge is incurred or any such payment is made Sovereign shall be entitled to take steps to recover any fees, charges, or expenses incurred by Sovereign in respect of such liability in accordance with clause 15.2.
- 5.5 Where a SIPP application does not proceed for whatever reason, other than under the right to cancel as described in clause 19, the applicant shall be liable for the work done on the applicant's behalf on a time and cost basis and for any expenses incurred or fees due to other professional firms.
- 5.6 A fee is due if the SIPP transfers to another pension provider, as detailed in the Fee Schedule.

6 Member's Duties

The Member shall ensure that Sovereign is accurately informed as soon as reasonably possible of all information that Sovereign may reasonably require to carry out Sovereign's function under the Scheme concerning their SIPP application and continuing Membership, together with any further information that Sovereign reasonably requests.

The Member shall notify Sovereign as soon as reasonably possible if any contributions to the SIPP are entitled to UK tax relief, are not entitled to UK tax relief, or cease to be entitled to the same.

The Member shall notify Sovereign if in any Scheme Year they are or cease to be a 'relevant UK individual'. This shall be done within 30 days of the occurrence of the event or before the end of the UK tax year in which the event occurs if an earlier date.

The Member will not require the Trustee to make payment of the Fund or income from the Fund except for the payment of benefits at the time provided by the prevailing legislation.

7 Contributions and Transfers

- 7.1 All contributions paid and transfers of other pension entitlements into the SIPP shall be apportioned equally between the Segments that, at the time of the transfer, are not vested. Where a transfer is made in drawdown separate segments will be created to hold those funds. Sovereign reserves the right to alter the apportionment for the purposes of rounding up to the nearest one pound (Sterling).
- 7.2 Subject to the Rules, and with Sovereign's agreement, the Member may make additional regular or single contributions.
- 7.3 The "pension input period" is that of the UK financial year, 6 April to 5 April, for personal taxation.
- 7.4 Subject to the Act and regulations thereunder and to the Member providing such information as is necessary the Member may be entitled to UK tax relief on contributions made in a UK tax year. Any such tax relief will be at the prevailing rate applicable to the Member's circumstances.

8 Bank Account and Minimum Cash Balance

- 8.1 The Trustee may hold the Member's funds in a pooled designated Client Bank Account (CBA) or establish in the Member's name a Scheme Bank Account (SBA). The terms of such accounts are available on request. The Trustee will be the sole authorised signatory to such accounts.
- 8.2 A minimum cash balance of 3% of the pension fund shall be held within the SIPP. The Trustee may vary the minimum cash balance from time to time depending on circumstances.
- 8.3 The Member shall be entitled to request Sovereign either directly or indirectly via the Professional Adviser to open one or more additional accounts with alternative banks. Such accounts must be acceptable to the bank and with a bank acceptable to Sovereign, the Trustee and HMRC. The Trustee will be the sole authorised signatory to any such bank account.
- 8.4 All monies in the Fund that are not invested shall be held in either the CBA or SBA and, where applicable, additional bank accounts and be clearly designated as relating to the Member's SIPP. Unless so instructed by the Member or their Professional Adviser the monies will remain in the bank accounts pending receipt of investment instructions.

9 Client Classification

- 9.1 Under FCA rules Sovereign is required to classify a client on behalf of whom Sovereign transacts designated investment business or ancillary business relating to designated investment business. As the Scheme is a Regulated Pension Scheme, and unless Sovereign advises to the contrary, the Member will be classified as a "Retail Customer", which in respect of Sovereign's dealings will provide the protections detailed in clause 18.
- 9.2 Neither the Trustee nor Sovereign will provide advice with regard to the establishment of a SIPP and/or its suitability to any person's circumstances. Sovereign's services do not include the provision of any investment advisory services, personal or family financial advice, personal taxation advice, or investment taxation advice. Sovereign will not provide advice regarding any bank accounts or facilities. Sovereign will not provide advice with regard to the transfer of any pension funds into or out of a SIPP.
- 9.3 The responsibility for investment decisions and instructions shall be and remain that of the Member, which may be made in association with any Professional Advisers if so appointed. A Member's separate agreement with any Professional Adviser will govern the services that the Professional Adviser provides in respect of the SIPP. Sovereign does not reward or receive payment from third-party advisers in relation to the establishment or management of the SIPP.

10 Risk Warning

- 10.1 The tax benefits and governing law for SIPPs may change in the future.
- 10.2 Withdrawal benefits are dependent upon a number of factors, such as future contribution levels, the age at which benefits commence, and external influences such as investment returns, inflation, interest rates, annuity rates and charges.
- 10.3 The Member will not normally be able to commence benefits until attaining the minimum pension age of 55.
- 10.4 Sovereign Pension Services (UK) Limited provide administration services for the SIPP but do not provide pension, retirement, or investment advice; to obtain advice regarding the suitability of a SIPP an individual should seek advice from a suitably qualified financial adviser.
- 10.5 For a full warning, see Sovereign's Key Features document.

11 Exercise of Investment Options

- 11.1 The investments permitted in the SIPP shall be those detailed in the Investment Guidelines a copy of which will have been provided either by the Member's Professional Adviser or directly by Sovereign.
- 11.2 The Member shall direct the manner in which assets within their SIPP are to be invested. Neither the Trustee nor Sovereign accepts any liability for any decisions relating to the purchase, retention, or sale of investments within the Fund. The Trustee will act on Sovereign's instructions and its only function is to hold the SIPP investments and it will have no other involvement in the investment process. The Member shall ensure that they are aware of and understand the procedures for notices to be issued to and given by Sovereign and which are set out in clause 20 of these Terms and Conditions.

Subject to clause 11.3.1 below, Sovereign:

11.2.1 will normally give effect to an investment instruction as soon as reasonably practicable after the same is made; and

11.2.2 will normally thereafter continue to give effect to the same until that investment instruction is countermanded by the Member or the Professional Adviser giving due notice to Sovereign (with or without duly exercising another option instead);

but Sovereign shall be under no obligation to give effect to investment instructions and does not guarantee that any investment instruction will be acted upon in a timely manner and the Member accepts that there may be a reasonable delay between the instruction being given and that instruction being fulfilled. Neither the Trustee nor Sovereign will be liable for any actual or perceived loss during that period.

- 11.3 Without imposing any obligation to do so, Sovereign shall be entitled to continue to give effect to or to discontinue the Member's investment instruction if:

11.3.1 it is shown, to the satisfaction of Sovereign, that by reason of physical disability or mental incapacity the Member is unable to manage their own affairs (the written opinion of a qualified medical practitioner may be accepted by the Trustee as conclusive evidence of this fact);

11.3.2 Sovereign is notified of the death of the Member (Sovereign may, but need not, refuse to accept any such notification unless it is accompanied by the death certificate);

11.3.3 in the opinion of Sovereign the exercise of that instruction would or may breach any applicable law, regulation, or requirement; or

11.3.4 the occurrence of some event or circumstance is brought to the attention of Sovereign which makes it inappropriate to continue to follow the investment instructions.

- 11.4 For the purposes of clause 11.2 an investment instruction shall be regarded as having been duly exercised and a notice shall be regarded as having been duly given if:

11.4.1 it is in such form and in accordance with such requirements as Sovereign on behalf of the Trustee from time to time prescribe;

11.4.2 it is signed, or purportedly signed, by the Member or their appointed Professional Adviser;

or otherwise it is in such form as is acceptable to Sovereign.

- 11.5 The Member or their Adviser shall provide details to Sovereign of all investment activities undertaken in the name of the Fund as soon as possible after deciding to carry out those activities. In default of the Member exercising any investment instruction Sovereign is obliged to invest the Fund; investment includes retaining sums in cash. In no circumstances shall the Trustee nor Sovereign be obliged to monitor or account for the investment performance of the Fund.

- 11.6 The Member acknowledges that the value of investments can fall as well as rise and are not guaranteed. Past performance is no guide to future performance. The Member further acknowledges and understands the additional risk of losing money when shares are bought in some smaller companies. There may be a significant difference between the buying price and selling price of these shares and some investments may be suspended making trading in them impossible or causing serious delays. If such investments have to be sold immediately the Member may get back less than was paid for them. The choice of investments made is solely the Member's responsibility and neither the Trustee nor Sovereign provide any investment advice nor confirm whether any investment is suitable or not or guarantee in any way the quality of any investment or its value at any time.

The cost effectiveness of the SIPP may depend on a number of factors, including:

11.6.1 the size of the Fund in relation to the initial and ongoing costs (including Sovereign's charges, those of any Professional Advisers, and of investment management companies and their third-party providers, all of which may increase in future);

11.6.2 the type of investments held;

11.6.3 the frequency with which investment deals are made;

11.6.4 the size of transactions undertaken.

If the Member has a smaller Fund and deals excessively the value of the Fund may be eroded and the costs may be disproportionate to the value of the Fund. Multiple investments in small amounts may also result in excessive costs.

Sovereign does not make investment recommendations and any investment information Sovereign provides is solely to enable the Member to make the Member's own investment decisions and shall not be treated as solicitation or recommendation to buy, sell, or otherwise deal in any particular investment.

Some of these risks may not be relevant depending on the investment strategy the Member has selected or been advised to follow.

12 Investment Management and Advice

- 12.1 The Member may ask Sovereign to appoint one or more investment managers or advisers to act on an advisory or discretionary basis in the exercise of any investment instruction. Neither the Trustee nor Sovereign recommend or act as investment managers. For the purposes of the settlement of fees and expenses of investment managers or advisers, unless agreed with Sovereign otherwise from time to time, the Member confirms that Sovereign should treat investment managers or advisers as Professional Advisers as defined in clause 13.
- 12.2 Where an investment manager or adviser is appointed they will normally require their own nominee and custody facilities to be used. Where that is not the case, and registration and safe custody facilities are needed, the Member may ask Sovereign to appoint one or more nominees and custodians.
- 12.3 Where the Member requests Sovereign to appoint an investment manager it is fully understood and accepted that:
- 12.3.1 all decisions relating to the purchase, retention, and sale of investments within the SIPP and relating to the appointment of investment managers are as set out in these Terms and Conditions and the Application Form;
 - 12.3.2 the Trustee and Sovereign are only authorised to purchase or sell investments in accordance with the conditions detailed in these Terms and Conditions and the Application Form. It is the Member's duty to ensure the instruction is received on time.
 - 12.3.3 the Member will not hold the Trustee or Sovereign responsible in any way for any delays in the purchase or sale of any investments.
 - 12.3.4 the Member will hold the Trustee and Sovereign fully indemnified against any claim in respect of such investment decisions or instructions.

13 Professional Advisers

- 13.1 The Member may nominate one or more financial, investment, custodian, nominee, or other Professional Advisers (Sovereign call any one of these a "Professional Adviser") to act on their behalf in respect of the Fund. Neither the Trustee nor Sovereign accepts any liability for the selection of, or the range of, Professional Advisers. It is the Member and not the Trustee or Sovereign who is the client of any Professional Adviser.
- 13.2 Where the Member has appointed or nominated a Professional Adviser the Trustee will enter into any necessary agreements on behalf of the Member with the Professional Adviser to formally appoint them if it has not already a pre-existing agreement. The agreements will need to be on such terms as to remuneration, liability, or otherwise, as the Trustee think fit and will include terms:
- 13.2.1 allowing Sovereign to pay their fees and expenses from the Fund should the Member instruct Sovereign to do so or if the Member fails to pay them direct; and
 - 13.2.2 limiting the Scheme's liability to the Professional Adviser to the value of the Fund.
- 13.3 The Application Form shows whether the Member has selected that the fees and expenses of any Professional Adviser, for work done solely relating to the SIPP, are payable from the Fund. If the Member has instead elected to either directly pay these fees and expenses, or have them paid by their employer, and there is a failure to pay such due fees and expenses within 30 days of the due date the fees and expenses and any interest thereon will be deductible from the Fund in accordance with clause 5.1 or 5.2 or both.

14 Tax Allowable Investments

HMRC has determined that certain assets, if held within a Registered Pension Scheme, will be liable for a tax charge. It is the Member's responsibility to ensure that the assets of the SIPP are permitted investments and so will not attract any tax on income or capital gains. Neither the Trustee nor Sovereign has any responsibility for ensuring or advising that any of the investments in the SIPP might attract a tax charge.

15 Payment of Taxes

- 15.1 Any taxes that are a liability of the SIPP will be paid by the due date by Sovereign out of the assets held in the SIPP. The Member should be aware that this is likely to mean that some non-cash assets will need to be realised, possibly at a penal value. Whilst the Trustee will try and liaise with the Member and their Professional Advisers regarding the sale of such assets, this may not always be possible in the timescales available. In such circumstances assets will be realised by the Trustee in accordance with clause 5.4.
- 15.2 If there are insufficient assets to meet the taxes due the Member can either make additional contributions to meet the shortfall or alternatively will be personally liable to Sovereign for the full extent of any shortfall. If there is a delay in settling such liabilities, interest will be added calculated on the same basis as set out in clause 5.3.

16 Financial Liability

- 16.1 Where the Member carries out an act in respect of the SIPP that is prohibited by law or regulation then Sovereign shall, without further consent, take such actions as may be necessary to correct the act. In this regard, the Member shall fully indemnify the Trustee and Sovereign from the Fund or, should Sovereign require, the Member's personal assets.
- 16.2 Neither the Trustee nor Sovereign shall incur any liability arising out of:
- 16.2.1 a failure to perform or delay in performing Sovereign's obligations under these Terms and Conditions if the failure or delay results from an act of God, war, riot, natural disaster, fire or any other cause beyond Sovereign's reasonable control;
 - 16.2.2 loss occasioned by the action or inaction of a Professional Adviser or third-party;
 - 16.2.3 loss occasioned by following the advice of a Professional Adviser or appointed third-party;
 - 16.2.4 loss occasioned by a Professional Adviser or third-party failing to meet their responsibilities, financial or otherwise, or from going into administration, liquidation or bankruptcy;
 - 16.2.5 any loss arising from the "forced" sale of any asset arising out of the Member's failure to meet costs incurred such as where any or all of clauses 5, 13, and 15 apply;
 - 16.2.6 the failure of any syndication agreement due to issues or problems caused or experienced by any syndicate investor;
 - 16.2.7 any unauthorised payment or tax charge imposed in respect of the Scheme;
 - 16.2.8 any fall in the value of any investment or the Fund.

17 Trustee Indemnities

- 17.1 Neither the Trustee or Sovereign shall be liable for any loss or damage suffered or incurred by the Fund or any part thereof or the income thereof at any time or from any cause whatsoever unless such loss or damage shall be caused by its own actual fraud.
- 17.1 The Trustee and Sovereign shall be entitled to exoneration and indemnity out of the Fund for any liability, loss or expense incurred whilst administering the SIPP and for any judgment recovered against and paid by the Trustee other than liability, loss, expense or judgment arising out of its own actual fraud.
- 17.2 The duty of care contained in the Trustee Act 2000 clause 1 shall not apply to the Trustee in the exercise of any of the powers conferred on it or to any duties relating to the exercise of such powers nor to the exercise by the Trustee of any powers contained in or duties imposed by the Trustee Act 2000, the Trustee Act 1955, the Trusts of Land and Appointment

of Trustees Act 1996, or any other statute where that duty of care is expressed to be applicable.

- 17.3 The Trustee and Sovereign shall not be bound or required to interfere in the management or conduct of the affairs or business of any company or corporation in which the Fund or any part of it may for the time being be invested (whether or not it has the control of such company or corporation) but so long as it shall have no notice of any act of dishonesty or misappropriation or misapplication of money or other property on the part of the directors or other persons having such management or conduct it may leave the same (including the payment or non-payment of dividends) wholly to such directors or other persons and no Member shall be entitled as such Member in any way whatsoever to compel, control or forbid the exercise or the exercise in any particular manner of any voting or other rights which may at any time be vested in the Trustee with regard to such company or corporation.
- 17.4 Any liability of the Trustee or Sovereign shall be limited to the greater of the assets of the Fund and any sum actually payable in respect of such liability under or by virtue of any insurance of the kind set out in the Trust Deed.
- 17.5 If any provision of these Terms and Conditions shall be prohibited by the law or adjudged or determined by a Court or arbitrator to be unlawful void or unenforceable, such provision shall to the extent required be severed from these terms and Conditions and rendered ineffective as far as possible without modifying the remaining provisions hereof and shall not in any way affect any other provisions of or the validity or enforceability of these Terms and Conditions.
- 17.6 The Member confirms that the provisions hereof contained in the preceding sub-clauses are reasonable.

18 Complaints and Compensation

- 18.1 If a Member is not satisfied with any element of the services provided by Sovereign they should write to Sovereign's Compliance Manager at the address shown in clause 20 and it will be dealt with according to Sovereign's complaints procedure, a copy of which is available on request.
- 18.2 If a Member is not satisfied with Sovereign's reply to their complaint it can be referred to The Pensions Ombudsman, The Financial Ombudsman Service (FOS), or The Money and Pensions Service. Referring to any of these parties does not affect statutory rights.
- 18.3 Where an unresolved complaint concerns the administration of the SIPP the Member should in the first instance contact The Pensions Ombudsman, which is an independent organisation that will adjudicate between the Member and Sovereign on a complaint of maladministration.
- 18.4 Where a complaint concerns the marketing of the SIPP the Member should in the first instance direct the complaint to FOS which provides consumers with a free independent service for resolving disputes with firms.
- 18.5 The Pensions Ombudsman can be contacted at: 10 South Colonnade, Canary Wharf, London, E14 4PU. The Financial Ombudsman Service can be contacted at: Exchange Tower, London, E14 9SR.
- 18.6 Sovereign is covered by the Financial Services Compensation Scheme (FSCS) which has been set up to deal with compensation if an authorised financial services firm is unable to meet claims made against it. Compensation is dependent on the advice provided, type of business, investments selected, and the circumstances of the claim. Further information is available from FSCS (www.fscs.org.uk)

19 Termination

- 19.1 Each Arrangement within the SIPP will terminate upon:
- 19.1.1 the expiry of one month written notice given by the Member that they wish Sovereign to make a relevant transfer in respect of the Arrangement to another scheme and that relevant transfer payment is made; or
 - 19.1.2 provision of benefits that exhaust the assets of the Arrangement.
- 19.2 On termination, no fees at that time paid shall be refunded and those payable shall remain due.
- 19.3 Termination will be without prejudice to the completion of transactions already initiated and the Trustee and Sovereign are authorised by the Member to continue to operate any bank accounts relating to the SIPP for the purposes of selling or receiving monies in respect of transactions already initiated and paying any expenses or fees due to Sovereign or other parties. The fee payment obligations in clauses 5 and 13, the provisions in clause 15 and the liability provisions in these Terms and Conditions shall continue in full.

20 Notices

- 20.1 Any instruction, notice or other communication to the Trustee or Sovereign under these Terms and Conditions shall be sufficiently given if it is in writing, signed by the relevant party and sent by letter, fax, or email to Sovereign as indicated herein:
- Sovereign Pension Services (UK) Limited, Sovereign House, Port Causeway, Bromborough, Wirral, CH62 4TP, United Kingdom
- Fax: + 44 151 328 0707; email: ukpensions@SovereignGroup.com
- 20.1.1 Notwithstanding the terms of any mandate which may have previously been given by the Member, Sovereign will act upon an instruction from the Member, or if so authorised from the Member's Professional Adviser, if received by:
- a. letter, which will be signed in accordance with the agreed format between Sovereign and the Member, or their Professional Adviser under the mandate granted to them;
 - b. fax, which will be signed in accordance with the agreed format between Sovereign and the Member, or their Professional Adviser under the mandate granted to them; or
 - c. email, which purports to come from the email address for the Member, or from their Professional Adviser under the mandate granted to them, as supplied on the Application Form (or from an alternative email address subsequently advised to Sovereign in writing). This instruction shall extend to all matters concerning or in any way connected with the Member's SIPP and the relationship between Sovereign including without prejudice to the generality of the foregoing;
 - d. The transfer of funds;
 - e. The completion and submission of investment applications with transfer of funds.
- 20.1.2 The Member hereby agrees to indemnify the Trustee and Sovereign and hold Sovereign not liable or responsible in respect of all or any actions, proceedings, claims, losses, costs, charges or expenses which may be realised against or incurred by the Member or their SIPP as a consequence of Sovereign's acting on instructions received by letter, fax or an email from the email address stated on the original Application Form (or from an alternative email address subsequently advised to Sovereign in writing), which purports to come from the Member or their Professional Adviser. For these purposes Sovereign shall be under no obligation to make any enquiry as to the authority or identity of the person making or purporting to make such communication.
- 20.1.3 Sovereign will, on receipt of such instructions at Sovereign's discretion and without further consent from the Member, debit any of the Fund with sums payable with regard to the instructions.
- 20.1.4 The Member further undertakes to ensure that in a case of any fax or email instructions supported by the original of any letter of instruction that this be clearly marked on the face with the word "confirmation" when it is provided to Sovereign, and that Sovereign shall be entitled but not obliged to treat any such original letter which is not clearly marked on its face with the word "confirmation" as a new or further instruction.
- 20.1.5 Save as specifically amended hereby any existing mandate from the Member shall continue in full force and effect. This instruction and indemnity shall continue in full force and effect until specifically withdrawn in writing by the Member and any such withdrawal shall not have effect in relation to any instructions received by Sovereign prior to the expiry of two business days from the receipt of such withdrawal.
- 20.2 Any instruction, notice or other communication to the Member under these Terms and Conditions shall be sufficiently given if it is in writing, signed by Sovereign and served personally or sent by letter or fax or email to the latest contact details provided to Sovereign by the Member.

20.3 Sovereign may amend the details of Sovereign's address for service of notices by giving notice in accordance with this clause to the Member.

20.4 Every notice shall be deemed to have been served if served by post at the expiration of five business days after despatch of it or, if sent by fax transmission, at ten hours local time on the next normal business day of the recipient following despatch and in proving service it shall be sufficient to show, in case of a letter, that the same was duly addressed, prepaid and posted in the manner described above and, in the case of a fax transmission, that it was sent to the correct telephone number. Saturdays, Sundays and Bank Holidays shall not in any event be treated as a business day on which service is effected, and service shall be deemed to take place on the next normal business day of the recipient thereafter.

21 Amendments

The provisions of these Terms and Conditions are amended from time to time to accommodate changing legislation and other factors; the Trustee will communicate any amendments as they arise. The Member agrees to be bound by the Terms and Conditions prevailing at all times and they, or their Professional Adviser, can contact Sovereign at any time and Sovereign will arrange for a current copy of the Terms and Conditions to be issued.

22 Data Protection and the General Data Protection Regulations

22.1 Sovereign, as defined by the General Data Protection Regulations, is the "data controller" of the personal information provided on the Sovereign International SIPP Application Form and additional documentation as compiled and supplied by the member, their appointed professional advisers or their investment provider.

22.2 The member has provided their consent by signing the declaration within the Sovereign International SIPP Application Form for their personal information to be held in Sovereign's computer records and disclosed in confidence for the proper processing of their membership of the scheme to:-

22.2.1 The Trustee, the Scheme Administrator, and the Scheme Provider;

22.2.2 Any associate and any agent appointed to assist Sovereign in administering scheme membership and any person providing professional services to Sovereign;

22.2.3 Any Investment Adviser appointed in accordance with clause 12;

22.2.4 Any Professional Adviser appointed in accordance with clause 13;

22.2.5 Any investment company, insurance company, and bank which are party to the investment of the member's fund

22.2.6 Any regulatory body and tax authority

22.3 We will adhere to and comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations (EU) 2016/679 (GDPR).

23 Third Parties

Save as expressly provided, and except for the Trustee or Sovereign, nothing in these Terms and Conditions shall confer on any third party any benefit or the right to enforce any of these Terms and Conditions.

24 Governing Law

This Agreement will be governed by and constructed in accordance with the laws of England. The English courts are to have exclusive jurisdiction to settle any disputes or claims that may arise out of or in connection with these Terms and Conditions. The Member, the Trustee, and Sovereign agree to submit to the exclusive jurisdiction of the English courts.

The information contained in this document is provided based on Sovereign's understanding of current law and practice and taxation which may be subject to change. A copy of the Trust Deed and Rules is available on request.

April 2023