

GREYFRIARS  
PREFERRED  
RETIREMENT  
ACCOUNT

APPLICATION  
FORM

## SCHEME REGULATORY STATUS

The Greyfriars Preferred Retirement Account (GPRA) is a Self Invested Personal Pension (SIPP).

It is a registered pension scheme, reference number 00605703RE

The Operator of the Scheme for regulatory purposes and the Scheme Administrator for tax purposes is Greyfriars Asset Management LLP ("GAM") of The Cedars, 11 High Street, Fleckney, Leicestershire, LE8 8AJ.

Please address all correspondence to GAM.

Telephone No. 0116 2404402.

Fax No. 0116 2404406.

e-mail [ifa@greyfriars.co.uk](mailto:ifa@greyfriars.co.uk)

*Greyfriars Asset Management LLP is authorised and regulated by the Financial Services Authority.*

### Important Notice

In addition to being the application for membership of The Greyfriars Preferred Retirement Account, this form also acts for employees and self employed as an application for basic rate tax relief by deduction from member's contributions. **We are therefore required by the Inland Revenue to remind you that it is a serious offence to make false statements, that penalties are severe and could lead to prosecution.**

## 1. PERSONAL DETAILS

*Applicant*

Surname	Mr/Mrs/Miss/Ms/Other
Forenames	
Marital status	
Date of Birth	
Place and Country of Birth	

*Please attach your Birth Certificate and, if you are a married woman, your Marriage Certificate*

National Insurance No. (This must be provided in all cases unless member is under 16 or resident outside UK)	
Spouse/partner's name	
Spouse/partner's date of birth	
Permanent Residential Address	
	Postcode
If you have lived there for less than 3 years, Your previous permanent residential address	
	Postcode
Home Telephone No.	
Office Telephone No.	
Mobile Telephone No.	
Fax	
E-mail address	
Your Inspector of Taxes Office	
Your Tax Reference Number	
Your intended retirement age (normally any age between 50 & 75) (55 to 75 w.e.f. 6.4.2010)	

**Legal Guardian (if applicant is under the age of 18)**

Note If you are applying as the legal guardian of the applicant, all correspondence will be sent to you.

Surname	Mr/Mrs/Miss/Ms/Other
Forenames	
Permanent Residential Address	
	Postcode
Home Telephone No.	
Office Telephone No.	
Mobile Telephone No.	
E-mail Address	
Relationship to Applicant	

**2. STATUS**

Please advise which category of status is applicable to you (if more than one, indicate the category which is your principal source of income).

◆ Employed

(Chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) for the income tax year of assessment concerned in respect of employment income as defined by that Act.)

Occupation

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◆ Pensioner

(Chargeable to tax under Part 9 of ITEPA for the income tax year of assessment concerned in respect of a pension).

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◆ Self Employed

(Chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Trading and Other Income) Act 2005 for the income tax year of assessment concerned in respect of annual profits or gains arising or accruing from any trade, profession or vocation carried on by you).

Occupation

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◆ Child under the age of 16

◆ Caring for one or more children aged under 16

◆ Caring for a person aged 16 or over

◆ In full time education

◆ Unemployed

◆ Other (please state)

### 3. CONTRIBUTIONS

Please indicate the amount of contributions to be paid to your SIPP (if any):-

Single Contribution:

Member (net) £ ..... Employer (gross) £.....

Regular Contribution:

Member (net) £ .....per month Employer (gross) £..... per month

Member contributions are contributions paid by the applicant personally, or by someone else on the applicant's behalf, e.g. a parent, grandparent or spouse. They do not include employer contributions.

All member contributions (whether you are employed or self employed) are payable net of basic rate tax (20% for the 2008/09 tax year). We will reclaim basic rate tax from H.M. Revenue & Customs (HMRC) and credit it to your SIPP bank account. If you are a higher rate taxpayer, the difference between higher rate and basic rate tax can be reclaimed via self assessment. Please note that if you are paying contributions on behalf of the applicant you will not be entitled to reclaim the difference between higher rate and basic rate tax relief.

Unless member contributions are made by cheque drawn on a UK bank or building society account, further checks may be required.

All employer contributions are payable gross. Where an employer intends to pay regular contributions by standing order the first payment MUST be made by cheque drawn on a UK bank or building society account in the employer's name. Single contributions must also be paid by cheque drawn on a UK bank or building society account in the employer's name.

All cheques should be made payable to; "The G.P.R.A. re *your name*"

If your employer is going to contribute please provide the following information:

Company Name:	<input type="text"/>
Co. Reg. No.	<input type="text"/>
Nature of Business	<input type="text"/>
Financial Year End	<input type="text"/>
Corporation Tax District	<input type="text"/>
Corporation Tax District Reference	<input type="text"/>
PAYE Tax District	<input type="text"/>
P.A.Y.E. Tax District Reference	<input type="text"/>
	<input type="text"/>

Telephone No.

Fax No.

Trading Address

Registered Office

Address for Correspondence

#### 4. TRANSFERS IN

Do you wish to transfer into this scheme monies from other registered pension schemes **YES/NO**

If yes, please complete a supplemental transfer application form for each transfer.

#### 5. INTRODUCER

NAME

PRACTICE NAME

PRACTICE ADDRESS

TYPE OF FIRM

Regulator and reference number

Telephone No.

Fax No.

e-mail

**6. INVESTMENT MANAGER**

Do you wish to appoint an Investment Manager?

Yes/No

If Yes please state:

Person in firm responsible

Company name and address

Postcode

Telephone Number:

Regulator and reference number

**7. FEES**

	<u>GAM</u>	<u>INTRODUCER</u>
Initial fee		
Ongoing Fees		
Subject to a minimum of *		
And a maximum of *		

\* These minima and maxima will go up by R.P.I. each 1st April

## General Declaration and Agreement

This declaration and agreement should be signed by all applicants including the legal guardian of an applicant who is under age 18.

I declare that the information provided in this application form, and any other documents completed in connection with this application, is to the best of my knowledge and belief, correct and complete. Furthermore:

- (a) I hereby apply to become a member of the Greyfriars Preferred Retirement Account. I agree to be bound by the Trust Deed and Rules thereof. (If you have not seen the Trust Deed and Rules they are available on request).
- (b) I agree to the scheme administrator deducting the amount of any scheme sanction charge, or other tax charge or fine or penalty levied by HMRC on the scheme trustee or administrator, from the funds held for me under the Scheme. If the amount involved exceeds the funds held for me under the Scheme, I agree to pay to the scheme administrator the excess.
- (c) I authorise you to verify my identity by checking the details I have provided against those held on databases with a credit reference agency i.e. information from the Electoral Register and fraud prevention agencies.
- (d) I understand;
  - ◆ that a record of this process will be kept that may be used to help other companies to verify my identity.
  - ◆ that my information may be passed to organisations involved in fraud prevention.
  - ◆ that if I supply false or inaccurate information and you suspect fraud, you may record this and share this information with other organisations.
  - ◆ that it is the responsibility of my advisor to disclose to me all commission and advisor remuneration earned in respect of my SIPP.

(e) **Declaration Where Contributions are to be Paid**

If contributions are to be paid, I declare that:

- (i) I\* am under age 75 and am a relevant UK individual (see Note 1).
- (ii) the total of the member contributions paid to this scheme and to other registered pension schemes, in respect of 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 (£3,600 for the 2008/2009 tax year), or
  - ◆ my\* relevant UK earnings (see Note 2 below) in that tax year;
- (iii) the declaration in (ii) is correct, to the best of my knowledge and belief
- (iv) 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 give this notice by the later of:
- ◆ 5<sup>th</sup> April in the year of assessment in which the event occurs; and
  - ◆ the date which is 30 days after the occurrence of that event.
- (v) I am aware that I may be liable to tax if all contributions paid by me or on my behalf to all registered pension schemes, together with accrual of 'defined benefits' or 'cash balance' benefits in such schemes, exceed the annual allowance.

(\* refers to the applicant if this declaration is being made by a parent or legal guardian).

- (f) In return for the services to be provided, I agree to pay the charges set out in the application form. I also authorise Greyfriars Asset Management LLP to deduct any and all fees due direct from my 'Individual Funds' (as defined in the Supplemental Deed).
- (g) I authorise Greyfriars Asset Management LLP to realise investments attributable to me in order to pay any initial and annual charges and transaction charges and in order to settle any third party charges payable in respect of investment transactions to the extent that such charges have not otherwise been paid within seven days of falling due.

### **Transfer Payments**

- (h) In relation to any request to transfer;
- I request that the trustees or managers or administrator of the transferring plan apply the whole of my available transfer value from that arrangement, except for any part relating to contracted out rights. I note and agree that the scheme cannot accept any Protected Rights, Guaranteed Minimum Pensions or Section 9 (2B) Rights.
  - I understand that, following the application of the transfer value, neither I nor my spouse or dependants will have any further right or entitlement under the transferring plan.

- I authorise the trustees or managers or administrator of the transferring plan to provide Greyfriars Asset Management LLP and/or GAM Trustees Ltd. with any information they may request in relation to the transfer.

- (i) The declarations below are relevant only where the transfer in being made is occurring after pension fund withdrawal has already commenced.

I hereby;

- Confirm that pension fund withdrawals are currently being taken from the transferring arrangement;
- Elect to defer the purchase of an annuity and to take pension fund withdrawals from the new arrangement.

- (j) I understand and accept that contributions or other payments will not be invested until the scheme has received cleared funds.

**Note 1: An individual is a relevant UK individual for a tax year if they:**

- (a) have relevant UK earnings (see Note 2) chargeable to income tax for that tax year : or
- (b) are resident in the United Kingdom at some time during that tax year: or
- (c) were resident in the UK at some time during the five tax years immediately before the tax year in question and they were also resident in the UK when they joined the pension scheme: or
- (d) have for that tax year general earnings from overseas Crown employment subject to UK tax (as defined by section 28 of the Income Tax (Earnings and Pensions) Act 2003 (ITEPA)); or
- (e) are the spouse of an individual who has for the tax year general earnings from overseas Crown employment subject to UK tax (as defined by section 28 of ITEPA).

**Note 2: Relevant UK earnings are:**

- (a) employment income such as salary, wages, bonus, overtime, commission chargeable to tax under Section 7 (2) Income Tax (Earnings and Pensions) Act 2003 (ITEPA).
- (b) Income derived from the carrying on or exercise of a trade, profession or vocation (whether individually or as a partner acting personally in a partnership) chargeable under Part 2 Income Tax (Trading and Other Income) Act 2005.

- (c) Income arising from patent rights and treated as earned income under section 833 (5B) Income and Corporation Taxes Act 1988 (ICTA).
- (d) General earnings from an overseas Crown employment which are subject to tax in accordance with section 28 of ITEPA 2003.

Where relevant UK earnings are not taxable in the United Kingdom due to a double taxation agreement (section 788 of ICTA 1988), those earnings are not regarded as chargeable to income tax and so will not count towards the annual limit for relief.

### **Data Protection**

I confirm that:

- I understand Greyfriars Asset Management LLP or any other company or third party acting on their behalf, will process and hold on computer or otherwise information obtained about me as a result of this application.
- I hereby give my consent to Greyfriars Asset Management LLP or any other company or third party acting on their behalf, obtaining, recording and holding this information and other such personal data as is reasonably required to administer the scheme and my own benefits.
- I also give consent to Greyfriars Asset Management LLP disclosing to a third party such basic information about me as may be required by that third party to enable them to trace my whereabouts in the future should Greyfriars Asset Management LLP be unable to do so and require their assistance.
- I understand that I have the right to ask for a copy of the personal data held in respect of me in return for the payment of a small fee and to require the correction of any inaccuracies in that data.
- Where I have disclosed the personal data relating to other living individuals, I am also deemed, as agent on behalf of those individuals to have;
  - Given consent on their behalf and
  - Informed them of the identity of the data controllers and the purposes for which their personal data will be processed.

**Parent or Legal Guardian Declaration**

If this application is being made on behalf of an applicant who is under the age of 18, I declare that:

- (a) I am making this application on behalf of the applicant named in section 1 of this application form; and
- (b) I will be responsible for the applicant’s pension arrangements under the Scheme until the applicant reaches age 18.

I understand that contributions paid into the Scheme may only be returned to the applicant in the form of benefits payable under the rules of the Scheme (after age 55, except in the case of earlier serious ill health).

I agree to advise the scheme administrator of the applicant’s National Insurance Number when they reach age 16.

**BOX A**

<p>SIGNED BY THE LEGAL GUARDIAN .....</p> <p>DATE .....</p>
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If you are proposing to join the scheme in your own capacity, sign in Box B below.

**BOX B**

<p>SIGNED BY THE APPLICANT .....</p> <p>DATE .....</p>
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NO ADVICE DECLARATION (COMPLETE IF APPROPRIATE)

This form acts as confirmation of our dealings with you with regard to the establishment and ongoing administration of your Greyfriars Preferred Retirement Account (GPRA).

Greyfriars Asset Management LLP has not provided any advice to you with regards to the establishment of your G.P.R.A. or its suitability to your circumstances. Our ongoing services to you do not include the provision of any investment advice.

The responsibility for investment decisions within your G.P.R.A. rests either with yourself or, (where you have chosen to appoint one), your Financial Advisor/Investment Manager.

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I confirm the above accurately describes the situation with regard to my dealings with Greyfriars Asset Management LLP

Applicant's Name

Applicant's Signature

Date

To be signed by the applicant

**BANK ACCOUNT FEE DEDUCTION AUTHORITY FORM**

To: Ms Kim Ford  
Cater Allen Private Bank  
9 Nelson Street  
Bradford  
BD1 5AN

Dear Sirs

The Greyfriars Preferred Retirement Account (the Scheme)

I authorise you to debit any account held with you in connection with my arrangements under the Scheme, with such fees, charges or other amounts as may be notified to Cater Allen Limited by Greyfriars Asset Management LLP in accordance with the fees as set out on my SIPP application form.

Full Name of the Applicant.....

Signed.....

Date.....

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For and on behalf of GAM Trustees Ltd