

Portfolio Pension and MYSIPP

Terms and Conditions

1. Introduction

These *terms and conditions* use expressions, shown in italics that are defined in the glossary at the end.

These *terms and conditions* describe the operation of *your SIPP*. *Your* signed application to join or take benefits from *your SIPP*, and/or *your membership of your SIPP* confirms *your* agreement to these *terms and conditions*, the fees set out in the *schedule of fees and services* and the *rules*. The *terms and conditions*, together with the documents listed immediately below, form the basis of a legally binding agreement between *us* and *you*:

- the application form(s) that *you* have signed or that has been signed on *your* behalf;
- the Declarations form that *you* have signed;
- the *schedule of fees and services*;
- the *permitted investments list*;
- the key features document provided to *you*.

If there is any conflict between these *terms and conditions* and the documents listed above, these *terms and conditions* will take precedence.

The *scheme* is legally constituted and governed by the *rules* (including any Supplemental Deed *you* have entered into). If there is any conflict between the *rules* and the *terms and conditions* or with any of the other documents listed above, the *rules* will prevail.

We are not responsible for giving, and shall not be deemed to have given, any legal, financial, investment, tax or any other advice in connection with *your SIPP* or any underlying investments or decisions associated with it.

We strongly recommend that *you* continue to retain an *adviser* whilst *your SIPP* is in force. *Your adviser* is responsible for providing financial advice about the suitability of *your SIPP*, the investments in it and the benefits taken out. Where *you* inform *us* that *you* have appointed an *adviser*, *your adviser* will be acting as an agent on *your* behalf. *We* will be entitled to take instructions from and communicate with *your adviser* unless *you* inform *us* not to do so. *We* will assume *your* relationship with *your adviser* continues until *you* inform *us* otherwise.

We do not accept liability for certain aspects of the operation of the *scheme*, nor does the *scheme trustee* accept liability for these aspects – see section 32. Further, *you* agree to be responsible for and pay any losses, costs and expenses incurred by *us* and the *scheme trustee*, in respect of certain aspects of the operation of the *scheme* as described in section 32.3.

We have the right to vary the *schedule of fees and services* and these *terms and conditions* in accordance with section 16 and section 29 respectively. Any changes will be incorporated in updated versions of these *terms and conditions*.

In addition to the documents that form the legally binding agreement, the Key Features Illustrations and other personalised statements provide important information about the *scheme*.

You can ask *us* for copies of these documents.

Please keep the *terms and conditions* and any other materials that *you* get in relation to the *scheme* in a safe place for future reference.

If *you* have any questions about these *terms and conditions*, or if *you* would like to obtain a copy of a document or form referred to, please contact *us* at:

Talbot and Muir, 55 Maid Marian Way, Nottingham, NG1 6GE.

Your SIPP is written under the *scheme*. The *scheme* was set up under trust with MYSIPP Trustees Limited as the *scheme trustee*. The *trustees* will hold all the assets of the *scheme* in accordance with the *rules*.

We are the *scheme administrator and operator* of the *scheme* and the company with whom *you* are contracting in respect of *your SIPP*. *We* administer the *scheme* in accordance with the *rules*.

We are authorised and regulated by the FCA. We are entered on the Financial Services Register. Our register number is 776228. You can check this information on the Financial Services Register by visiting the FCA's website www.FCA.org.uk or by contacting the FCA on 0800 111 6768.

The FCA requires us to categorise our clients. We will treat you as a retail client, as defined by the FCA. Retail clients benefit from the highest level of protection, are provided with information in a more straightforward way and have access to the Financial Ombudsman Service and Financial Services Compensation Scheme. If you fall outside of the FCA definition of a retail client, whilst we will continue to treat you as a retail client, including providing information in a more straightforward way, you may not be able to access the Financial Ombudsman Service and Financial Services Compensation Scheme. If you require further information regarding client categorisation, please speak to your adviser or contact us directly.

We do not accept business transacted on a non-advised basis and we will not accept membership applications from non-UK residents.

2. The scheme

- 2.1 The scheme is governed by the rules. The legally binding agreement between you and us referred to in section 1 imposes conditions and restrictions on the operation of the scheme. If there is any conflict between that agreement and the rules, the rules prevail. You can ask us for a copy of the rules.
- 2.2 We are responsible for operating and administering the scheme.
- 2.3 When an individual becomes a member, a member fund will be set up on their behalf. All contributions and transfer payments invested in the scheme on your behalf will be applied to your member fund.

3. Ownership

The scheme trustee is the sole legal owner of all the assets relating to each member fund.

The scheme administrator pays the benefits from the member fund in accordance with the rules and the terms and conditions.

In relation to assets that are held in your member fund, we shall invest and/or appoint investment managers in accordance with (and only in accordance with) your instructions, subject to the conditions set out in sections 10 and 11.

4. Membership

- 4.1 The product is closed to new members.
- 4.2 Where an existing member is a child under the age of 18, until the child reaches the age of 18, we will act on the instructions of the parent or legal guardian in relation to the child's member fund. Once the child reaches the age of 18, they will have full authority to give instructions in relation to their member fund, provided that they accept these terms and conditions.
- 4.3 When the child reaches age 18, as a member who has then reached majority:
 - The member must either (i) confirm their agreement to these terms and conditions in a form acceptable to us, or (ii) instruct us to transfer out the value of the SIPP to another registered pension scheme or QROPS;
 - The member takes control of the SIPP and the member and the adviser (where appointed by the member) are responsible for giving us instructions in respect of the SIPP;
 - We will no longer accept instructions from the parent or legal guardian. The parent or legal guardian will be removed from the SIPP;
 - Until the member agrees to the terms and conditions, the SIPP will be restricted.
 - We will treat the member as not having an adviser appointed, until they instruct us otherwise. The adviser previously appointed on the SIPP may request information on the plan following the member's 18th birthday, for a short period defined by us.
 - Any ongoing advice fees that are being facilitated from the member's SIPP will stop (subject to the member's instruction to continue these payments).

4.4 Any *eligible dependants, nominees or successors* in respect of whom an entitlement to benefits arises may participate in the *scheme* as *dependants, nominees or successors* by applying to take benefits in the form of *drawdown* (see section 21). We have the right to decline such an application where the *eligible dependant, nominee or successor* does not normally live in the UK and/or this would in, *our* opinion,

4.4.1 likely lead to an *unauthorised payment*, which attracts tax charges or

4.4.2 limit or restrict in any way *our* ability to administer the *scheme*.

Where we accept an application to take benefits in the form of *drawdown* in respect of a *dependant, nominee or successor* who is a child under the age of 18, section 4.3 applies but with references to "*member*" being read as references to the *dependant, nominee or successor*.

5. Communication

5.1 Communications and instructions can be sent in writing to *us* at Talbot and Muir Limited 55 Maid Marian Way, Nottingham, NG1 6GE, via email at enquiries@talbotmuir.co.uk, or telephone on 0115 841 5000. Instructions include, but are not limited to, notices, application forms, benefit options and nominations and directions in relation to investments.

Instructions are not effective until actually received by *us* at the address set out in section 1.

5.2 We will normally communicate with *you* in writing or electronically.

5.3 The exceptions to section 5.1 are:

5.3.1 where we agree that instructions in relation to the ongoing transactions by any investment manager should be submitted to that investment manager (see section 11) in accordance with the separate terms and conditions governing the operation of those services;

5.3.2 where we agree that instructions:

(a) to place a buy, sell or switch transaction in relation to funds linked to any investment product held by *your member fund*; or

(b) to trade assets and investments using any agreed share dealing facility, should be submitted to the provider of the investment product or share dealing facility in accordance with the separate terms and conditions governing that product or facility; or

5.3.3 where we give notice that instructions should be submitted to any other relevant third party.

5.4 You authorise *us* and the *scheme trustee*:

5.4.1 to rely on, and treat as fully authorised and binding on *you*, any decision or instruction which purports to have been given by *you* or *your adviser* without further enquiry by *us*; and

5.4.2 to accept such an agreement as genuine, without the need for further investigation as to the authority or identity of the person giving, or purporting to give, such an agreement provided the instructions have been received in good faith and without negligence.

6. Contributions

6.1 Contributions may be made by *members* and in respect of a *member* by another person (including their employer) if the contribution is paid on their behalf and they are aware of the payment. No contributions may be made in respect of *dependants, nominees or successors*. Any other person who wishes to contribute to *your SIPP* will be subject to any requirements that we have for verifying their identity.

6.2 You may arrange regular or one-off contributions to *your member fund*.

6.3 Your personal contributions qualify for tax relief if *you* meet the conditions set out in the *Finance Act*.

6.4 Contributions over the limit that are *eligible* for tax relief can be paid into *your member fund* provided you notify *us* at the time you make the payment that you are intending to make such contributions. We are under no obligation to notify you if you are likely to be affected by the limit set by HMRC for tax relief on contributions. If the contributions paid by you result in you exceeding the limit for tax relief, you may ask us to refund the excess contributions paid by you to you. The refund to you would be the lower of the excess contribution or the value of the part of *your member fund* attributable to that excess contribution. In addition, HMRC will require us to repay the full amount of the basic rate tax relief (see section 6.11) which we had claimed on the excess contribution.

6.5 The *annual allowance* determines the total value of all contributions to all *your* tax-advantaged pension savings which can be paid by or in respect of *you*, without incurring a tax charge.

- 6.6 The amount of the *annual allowance* is set out in legislation and can change from time to time. The amount of the *annual allowance* that applies to *you* can be reduced or increased depending on the value of *your* total income, whether *you* have carried forward unused portions of *annual allowance* relating to the last three tax years and if *you* have accessed any benefits flexibly and therefore the *money purchase annual allowance* applies. *We* recommend that *you* consult an *adviser* if *you* are in any doubt.
- 6.7 If contributions are paid which lead to the *annual allowance* or the *money purchase annual allowance* under the *Finance Act* being exceeded, *you* will be responsible for paying the *annual allowance* tax charge arising. The excess contribution paid in these circumstances must remain in *your member fund* (invested until benefits are to be paid as set out in these *terms and conditions*).
- 6.8 Contributions can continue even after *you* take retirement benefits, but any contributions paid after *your* 75th birthday, do not currently qualify for tax relief.
- 6.9 *We* do not impose minimum contribution levels. However, *we* reserve the right to introduce a minimum and, if *we* do, *we* will alter these *terms and conditions* as described in section 29.1.
- 6.10 Contributions can be paid by:
- cash, cheque, standing order, BACS or direct credit. Contributions cannot be settled wholly or partially by appropriate assets rather than cash.
- 6.11 *We* will act as the collecting agent for all contributions and will pass monies, including basic rate tax relief on *member* contributions, to the *bank account*. *We* will claim basic rate tax relief from *HMRC* on any contributions made by *you* or on *your* behalf paid as a personal contribution, for investment in *your member fund* via the *bank account*, when *HMRC* pay the tax to *us*. Basic rate tax relief will only be applied to *your member fund* once *HMRC* pays the tax relief to *us*.
- 6.12 *You* may claim higher rate tax relief through *your* self-assessment tax return. Tax relief on personal contributions paid on behalf of a minor is attributable to the minor as opposed to the person who actually pays the contribution.

7. Transfer payments into the scheme

- 7.1 Subject to section 7.2, *HMRC's* requirements and *our* prior consent, *you* may transfer *your* benefits under another *registered pension scheme* to this *scheme*. It is also possible to transfer the value of an *income withdrawal fund* into the *scheme*. It is *your* responsibility to determine whether a transfer under this section 7.1 is in *your* best interests and *we* will not accept a transfer unless *you* have received appropriate financial advice.
- 7.2 Transfer payments may be arranged as a cash transfer, or by a transfer of assets, or a combination of both, from the other *scheme*. A transfer of assets is subject to:
- 7.2.1 the assets being a permitted investment in accordance with 10.1;
- 7.2.2 *our* prior consent;
- 7.2.3 *us* having obtained a current open market valuation of the assets (the cost of which, if any, being met when *we* are asked for payment in accordance with section 16, irrespective of whether or not the transfer is actually completed);
- 7.2.4 full ownership of the assets being passed to the *trustees*; and
- 7.2.5 satisfying *HMRC's* requirements.
- 7.3 *We* do not impose a minimum on transfer values. However, *we* reserve the right to introduce a minimum and, if *we* do, *we* will alter these *terms and conditions* as described in section 29.1.
- 7.4 Transferred in funds will not be available for investment until *we* are satisfied the transfer is acceptable and the cleared funds have been received. *We* reserve the right to cancel a transfer if *we* reasonably consider that the transfer is taking an excessive length of time to complete (provided *we* are not the cause of delay). The *trustee* does not offer and will not give advice on transfers. It is *your* responsibility to decide (having sought advice from *your adviser*) whether a transfer is in *your* best interests. The responsibility for suitability rests with *you* and *your adviser*.

8. Transfer payments out of the scheme

- 8.1 *You* may request a transfer of the value of any benefits under *your member fund* to another *registered pension scheme* or overseas pension scheme allowed by *HMRC rules*. *You* would need to check that the proposed scheme is willing to accept the transfer.
- 8.2 If *you* are not transferring out *your* whole *member fund*, *you* must tell *us* which assets are to be sold or cashed in before *we* can arrange the transfer.

- 8.3 Costs may be incurred for cashing in assets and making the transfer out (for example, by the investment manager or product provider).
- 8.4 It may be possible to make a transfer payment to another pension arrangement 'in specie' i.e. the assets are not sold but, instead, are re-registered in the name of the trustee of the new pension scheme. With an 'in specie' transfer, costs may be incurred during the re-registration process.
- 8.5 With 'in specie' transfers, costs may also be incurred if we require a current open market valuation of the assets.
- 8.6 The costs (irrespective of whether or not the transfer out proceeds) will be met, in accordance with section 16, prior to any transfer taking place. Payment of a transfer value may be delayed if there is a delay in receiving payment.
- 8.7 Subject to the requirements of the *Finance Act* you may transfer the whole of *your income withdrawal fund* at any time to another *registered pension scheme* that is willing to accept it. You should get advice from an *adviser* before considering a transfer.

9. **Bank account**

- 9.1 Your *bank account* will be an individual account.
- If you have a separate *bank account* for your investment in commercial property, this will either be an individual account or a notional account. You can ask us for details of which applies to you.
- 9.2 We will operate an interest-bearing *bank account* with a provider nominated by us which will be known as the *bank account* for the purposes of *your member fund*. Contributions and payments into *your member fund* and payments out of *your member fund* will be via the *bank account*, unless we agree otherwise.
- You may ask us to open additional *bank accounts*, subject to our reasonable requirements, with other account providers that you choose for the purposes of *your member fund*.
- Assets relating to *your member fund* in the *bank account* will be held in the name of the *scheme trustee*.
- 9.3 All monies available for investment will be held in the *bank account* unless and until we receive investment instructions from you, or on your behalf by your investment manager or *adviser*.
- 9.4 The bank set the interest rate that is paid on the balance in your bank account from time to time. If you ask us to open an additional bank account this may be an individual or a pooled bank account and the interest arrangements applying to it may be different. We will disclose relevant details at the time.
- 9.5 No ongoing bank charges are currently made on the *bank account* whilst it is in credit. However, individual transactions (for example, receipt of monies in foreign currencies or electronic transfer) may attract charges. Charges may apply in the future, which would be met in accordance with section 16.
- 9.6 We require you to maintain a suitable cleared balance in the *bank account* at any time to cover all payments due from or in respect of *your member fund*. These payments will include, but shall not be limited to:
- 9.6.1 any *drawdown* or other benefit payments falling due which will cease or be delayed if there are insufficient cleared funds;
- 9.6.2 ongoing capital and interest repayments in connection with any borrowing; and
- 9.6.3 fees, charges or costs.
- Your *bank account* is not permitted to go overdrawn, and you are required to maintain a minimum balance in your *bank account* sufficient to pay any fees and charges becoming due in the next year and any other upcoming payments.
- 9.7 If there is an insufficient cleared balance in the *bank account* to comply with the requirements of section 9.6, we will realise (cash in) assets in order to provide the necessary funds. The procedure for realising assets is set out in section 17. We, and the *scheme trustee* do not accept any liability whatsoever for any loss or any tax charge that may be incurred due to insufficient cleared funds being available in the *bank account*.
- 9.8 If:
- you (or an investment manager) request us to transfer monies (other than regular transfers) to an investment manager, the amount to be transferred will be transferred from your *bank account* to a central clearing account held by the trustee when we process your instructions;
 - you give us instructions to acquire an investment, the amount to be invested will be transferred from your *bank account* to a central clearing account held by the trustee when we process your instruction;
 - we are required to pay expenses (including fees to an *adviser* authorised by you), the amount of the expenses will be transferred from your *bank account* to a central clearing account held by the trustee when we process the payment.

d. we reclaim tax on contributions made by *you*, a single reclaim will be made in respect of all such contributions paid to the *scheme* and the resultant tax reclaim will be credited to a central clearing account held by the trustee pending allocation to *your SIPP*;

e. we deduct tax under PAYE from income payments made to *you*, that tax will be credited to a central clearing account held by the trustee pending payment to *HMRC*; or

f. we are required to account for VAT in respect of a property, the VAT payable to *HMRC* will be credited to a central clearing account held by the trustee pending payment to *HMRC*;

We will retain any interest arising on any such central clearing account.

- 9.9 Where we place money with a bank, we will exercise reasonable skill and care in selecting the bank's appointment but are not liable for the acts or omissions, insolvency or dissolution of the bank.
- 9.10 We may not be able to open a property pooled *bank account* where funds are contributed from clients under other *schemes* we operate. We reserve the right to reject any investment application or property application where property pooled bank accounts cannot be opened at our sole discretion.

10. Investments

- 10.1 You are responsible for deciding the manner in which *your member fund* is invested and the suitability of *your* investments for *your* financial circumstances. We will not undertake full due diligence checks on the investments *you* have selected. Any investment instruction must be submitted to *us* in accordance with section 5 and will be followed by *us* where the instructions meet *our* reasonable requirements. We will normally allow any investment on *our permitted investments list* and which *HMRC* rules allow without attracting any *unauthorised payment* tax charges. You can ask *us* for details of permitted investments.

The list of permitted investments may vary from time to time. In order to comply with regulatory *rules* certain restrictions, apply. In particular, the *scheme* may not (directly or indirectly) engage in investment transactions with:

- 10.1.1 *you* or a person connected with *you*, e.g. a family *member* or a business partner, or
- 10.1.2 a company or firm in which *you* or a *member* of *your* family has an interest

unless any transactions are made on an arm's length bargain terms basis i.e. on a basis consistent with a normal open market commercial transaction between two or more persons.

You are also responsible for ensuring that the investments *you* have chosen are included on, and remain included on, the *permitted investments list*, the latest version of which may be found at www.talbotmuir.co.uk/forms.

- 10.2 The purpose of a *registered pension scheme* must be the provision of retirement income or lump sums as specified in the *Finance Act*. The investment objectives of the *scheme* must have due regard to this.
- 10.3 Any investment instruction will only be carried out where there are sufficient clear funds available to complete the transaction.
- 10.4 We, and any appointed third parties, have the right to decline to accept instructions, for example, where an instruction is received to purchase an asset which falls outside the range of permitted investments.
- 10.5 Talbot and Muir Limited will not give advice, nor accept any liability for the performance or choice of any investment in relation to the *scheme*.

11. Investment management

- 11.1 You may ask *us* to open an account (including a share dealing account or investment platform account) with an investment manager in respect of part or all of *your member fund*. In each case, it will be necessary for *you* to complete the relevant documentation provided by the investment manager and to agree to the investment manager's terms and conditions. These terms will be formally entered into by the *trustees* and *us* with the investment manager. You are responsible for ensuring *you* understand the terms and conditions that apply to any investment account opened or investment manager appointed by *us* at *your* request.

- 11.2 An investment manager may be appointed to act:

- 11.2.1 on an execution only basis, where *you* must give instructions for the purchase or sale of investments;
- 11.2.2 on an advisory basis, where the investment manager may give advice on the purchase or sale of investments, but no investment may be purchased or sold without *your* agreement; or

11.2.3 on a discretionary basis, where the investment manager may manage investments in accordance with an investment strategy agreed with *you*.

Any investment acquired must meet the requirements set out in the *permitted investments list*. If any other investment is acquired, we may instruct the disposal of the investment and will not be responsible for any loss arising as a consequence.

Please note that an investment manager may have rights to compensation from or to take security over some or all of the assets of your member fund held by them in certain circumstances

- 11.3 We will not accept any liability for the performance or choice of any investment manager.
- 11.4 At *your* request we will release monies to the appointed investment manager once the investment manager has opened an account relating to *your member fund*. The costs arising from the investment manager's commissions, fees and disbursements relating to *your member fund* will be borne by the monies and investments under the control of the investment manager relating to *your member fund*.
- 11.5 Any investment manager to be appointed will be able to provide full details of their charges.

12. Stock custody

- 12.1 Permitted investments may be registered in the name of *nominee* companies used by any investment manager appointed in accordance with section 11 or, subject to *our* agreement, such other third party provider appointed by *you*. We do not and will not provide custody services in respect of *your* investments.
- 12.2 The costs arising from fees and charges of any *nominee* or custodian relating to stock registration or custody and settlement relating to your member fund shall be charged to your member fund and met in accordance with section 16.
- 12.3 In relation to any investment held in accordance with section 11 we are not responsible for providing any advice regarding the assets held in these arrangements. *You* should ensure that *your* investment manager or *nominee* keeps *you* fully updated on any matters which will affect *your* portfolio, including but not exclusive corporate actions and voting rights.

13. Commercial property

- 13.1 All *commercial property* relating to *your member fund* will be held and any associated borrowing will be made in the name of the *trustees*.
- 13.2 When purchasing or selling any *commercial property*, the *trustees* will jointly instruct or appoint only approved third parties. This will include surveyors, environmental specialists, solicitors, insurance consultants, property administrators and property managers.
- 13.3 The fees arising from the appointed third parties relating to *your member fund*, together with all associated costs and expenses arising from the ongoing administration and compliance with relevant legislation in respect of *commercial property*, including litigation, relating to *your member fund* will be charged to *your member fund* and met in accordance with section 16. We will not agree to pay for fees, costs or expenses incurred in respect of *commercial property* relating to *your member fund* where we have not agreed such fees, costs or expenses in advance.
- 13.4 We have the right to instruct the *trustees* to sell a *commercial property* at any time if a particular risk or liability (statutory or otherwise) occurs that affects the *commercial property* or the land surrounding it. For example, if legislation changes so that the property is no longer treated by *HMRC rules* as *commercial property* or the property is subject to revised environmental requirements.
- 13.5 *You* can ask *us* for further information about investment in *commercial property*.
- 13.6 Subject to section 17.1.2, acquisition and disposal of *commercial property* will require *your* instructions as set out in section 5.
- 13.7 Upon completion of our acquisition of a property (or of our partial interest in a property) to be held on behalf of more than one client, *you* agree to complete a group investment agreement with all syndicated *members* confirming the share (and where appropriate, the share of any loan) attributed to each client's pension.
- 13.8 *You* will nominate a lead *member* as a point of contact for *us*. *You* agree that any decision made by the lead *member* will be binding on *you* and that any correspondence we send to the lead *member* shall be considered as having been sent to *you*.
- 13.9 The lead *member* can be changed by all syndicated *members* giving written confirmation to *us*. Where we consider that the lead *member* is not fulfilling this role or is unable to fulfil this role, we will correspond with all syndicated *members* and a replacement lead *member* must be appointed. Where agreement between the syndicated *members* cannot be reached, we reserve the right to dispose of the property in accordance with paragraphs 13.10 to 13.12.

- 13.10 We may dispose of the property or require the joint title holders to facilitate disposal of the property where:
- 13.10.1 the property;
 - i. becomes taxable property;
 - ii. does not comply with relevant regulation or legislation; or
 - iii. presents undue legal, commercial, environmental or reputational risk to *us* or *your SIPP* as determined by *us* at our sole discretion, which cannot be mitigated on what *we* consider to be reasonable terms;
 - 13.10.2 we become aware that information previously provided is materially incorrect or misleading;
 - 13.10.3 *your SIPP* (or a syndicated member's pension) has costs and liabilities which *we* are entitled to charge to *your SIPP* but there are insufficient liquid assets in your SIPP to meet those costs and liabilities;
 - 13.10.4 a client or joint title holder repeatedly fails to co-operate or displays unreasonable behaviour including but not limited to abuse, offence, threatening language or dishonesty;
 - 13.10.5 *you* fail to comply with these terms, or a syndicated *member* fails to comply with the terms of their pension;
 - 13.10.6 *we* deem there to be irreconcilable differences between the syndicated *members* which in our reasonable opinion, makes the ongoing administration of your property investment unworkable.
- 13.11 Where *we* decide to dispose of the property *we* will:
- 13.11.1 give all clients 30 days' written notice;
 - 13.11.2 instruct third party professionals of our choice; and
 - 13.11.3 offer the property for sale on the open market or place the property in the next available auction of our choice, at our sole discretion.
- 13.12 Where *we* are unable to dispose of the property at a price previously advised by a valuer, auctioneer, or requested by the lead *member*, *we* will sell the property at the best available price.
- 13.13 If a tenant is in default of its obligation to pay amounts due under the tenancy agreement, your property investment will bear its share of the costs associated with pursuing the tenant (where *we* wholly own the property or where *we* hold a partial interest in the property) for the arrears and where appropriate, bringing the tenancy agreement to an end. *We* will always pursue arrears in respect of a tenant who is a connected party unless advice from an appropriate third party professional is received which allows *us* to write-off all or part of the arrears.*

* *If there are rent arrears or the property is let to a connected party and the rent is not set at market value or pursued commercially, tax charges may be levied by HMRC against you personally and against your SIPP. These charges will also apply to any rent paid to you personally and not paid into your SIPP.*

14. Borrowing

- 14.1 The maximum amount that the *scheme* can borrow is set by *HMRC* and is currently limited to 50% of the 'net market value' of *your member fund* immediately before the borrowing takes place.
- 'Net market value' has the meaning given by section 278 of the *Finance Act* and any subsequent legislation. The value of any asset being purchased using the borrowing must therefore not be taken into account in calculating the borrowing limit unless, exceptionally, the asset was already held in *your member fund* before the borrowing takes place, e.g. a re-mortgage. *We* will take into account any existing borrowing when calculating the limits.
- 14.2 Subject to section 14.1, any borrowing may be further restricted in accordance with the terms offered by the lender. For example, a lender may not be willing to lend the maximum otherwise permitted in respect of minors or where there are benefits in payment.
- 14.3 All borrowing must be arranged in the name of the *trustees* jointly.
- 14.4 Neither *we* nor the *scheme trustee* takes responsibility for finding a willing third party lender, but *we* may be able to facilitate a third party lender that could be used.
- 14.5 When *we* confirm that the borrowing is acceptable, *we* will instruct the *trustees* to sign the lender's loan documentation on behalf of your SIPP.
- 14.6 Certain lenders may require your SIPP to maintain a suitable cleared balance in the *bank account* (or in another account relating to *your member fund*) to cover ongoing capital and interest repayments. This will vary from lender to lender. If there are insufficient cleared funds to cover ongoing capital and interest repayments, *we* will realise (cash in) assets in order to provide the necessary funds. The procedure for realising assets is set out in section 17.

- 14.7 All borrowing must be repaid in accordance with the terms of the lender's loan documentation (for example on completion of the sale of a *commercial property*).
- 14.8 It will be necessary to review the level of borrowing available if *your member fund* is to be partly or fully encashed as a consequence of *you*:
- 14.8.1 transferring out;
 - 14.8.2 becoming subject to a Pension Sharing Order (on a divorce); or
 - 14.8.3 dying.

In certain circumstances, this may require the borrowing to be wholly or partially repaid.

- 14.9 We will comply with the terms and conditions offered by the lender.

15. Statements

- 15.1 You must agree with any investment manager appointed in accordance with section 11 how often investment updates are issued, including transaction details and a portfolio valuation during the period.
- 15.2 We will arrange to send you a yearly statement covering investments relating to *your member fund*. This will give details of all investments relating to *your member fund* although (due to issues of timing and costs in obtaining valuations) this may not be a current valuation. If you ask us for a current valuation, the cost (if any) of obtaining this will be charged in accordance with section 16. If you require an additional summary of investments at any time, we will apply an additional charge for each and every statement. This additional charge shall be met in accordance with section 16. Please refer to the *schedule of fees and services* for more details.
- 15.3 If you have utilised *drawdown*, we will give you separate details of the income payments made from *your member fund*.

16. Charges

16.1 Amount of charges

The *schedule of fees and services* is available on request and sets out the charges that may become payable to us and the annual increase that is applied to our charges. The charges that will actually become payable will depend on the investments you select, the benefits you take and any administrative or other requests you make. Additional services outside our normal administration activities will be charged on a 'time-cost' basis (hourly rates for the service).

We may review and amend our *schedule of fees and services* as explained in section 29.

All charges quoted are exclusive of any VAT, stamp duty and other applicable taxes and/or duties, which, if payable, are in addition.

16.2 Payment of charges and other sums due

All charges and other sums due in respect of *your member fund* or from you personally, including under these *terms and conditions* must be paid out of funds held in the *bank account*, or from any other account that we agree. You are responsible for ensuring that there are sufficient funds available in good time to pay charges or any other sums due. We will advise you if it has not been possible to pay any amounts due. If there is not enough money in any *bank account* in respect of *your member fund* to meet charges or other amounts as they fall due, we may cover the shortfall by arranging the sale of investments held within *your member fund*. If there is more than one type of investment in *your member fund*, we will normally follow the process set out in section 17.1.

Important: If any shortfall remains after the sale of all investments held within *your member fund*, you will be personally responsible for paying the outstanding charges or other sums due and you will personally reimburse us, subject to section 32.3, in respect of all or any costs, claims, expenses, tax charges, demands and losses that may arise in respect of *your member fund*.

17. Realisation of assets

- 17.1 Where there are insufficient cleared funds in any *bank account* relating to *your member fund* to meet payments that are due from *your member fund*, we will carry out the following procedure:
- 17.1.1 we will ask you to provide additional contributions (where appropriate) or instructions to sell assets (or a combination of both) to provide sufficient funds. The instructions to sell assets must specify the assets we should sell, and the order in which we should sell them;

- 17.1.2 if we do not receive additional contributions and/or instructions to sell assets that would together provide sufficient cleared funds within one month (or such longer period as we allow) of our request, we reserve the right to arrange for assets to be sold in such order as we determine:

By joining the *scheme*, or applying for *dependant's, nominee's or successor's drawdown*, you agree and accept that in these circumstances you authorise us to sell assets as set out above.

- 17.2 We may make a charge to the *scheme* for co-ordinating the sale of assets under section 17.1.2 and will deduct this charge from *your member fund*. Please refer to the *schedule of fees and services* for the charges that will apply. This is in addition to other parties' costs incurred in valuing and selling the assets.
- 17.3 We will write to you as soon as practicable to confirm the intention to sell assets and the order in which we will do this. We will also write to confirm details after the assets have been sold and the amount of any charge made.
- 17.4 In some circumstances, it may be necessary to sell or cash in assets at whatever price is available at the time. This may result in the cashing in of assets when the relevant market is depressed.
- 17.5 As an alternative to cashing in assets, it may be possible to settle the transaction by a transfer of assets. Where this is possible, it is at our complete discretion whether we choose to settle the transaction in this way.
- 17.6 Cashing in any investment will be governed by the terms and conditions of that investment. Such terms and conditions may include a right for the investment provider to delay the cashing in.
- 17.7 We can also sell any investments in your SIPP if they are not on, or are removed from, the permitted investments list. We also reserve the right to sell any investments in your SIPP where we have other reasonable grounds for doing so. We will tell you if an investment is sold and the reasons for the sale. We are not liable or responsible for any loss or missed profit if we sell an investment under this section.

18. Timely execution

- 18.1 We will transact all investments as soon as is reasonably practicable after we receive complete and unambiguous instructions. You can obtain details of what is 'reasonably practicable' for a particular investment from your adviser. By transact we mean that we will have completed our part in the buying or selling process for that investment, such as filling in an application form or sending money to an appointed investment manager. As long as we have acted as soon as is reasonably practicable, we are not liable or responsible for any loss or missed profit between the time that we received the instruction and the time that it was completed.
- 18.2 Where it has not been possible to sell an investment in your SIPP within such reasonable period as we determine and where permitted by the FCA and HMRC, then we may require you to purchase it at the higher of its current market value or £1.00. The charges described in the *schedule of fees and services* will apply.

19. MEMBER'S RETIREMENT

This section applies to Member's retirement benefit only

- 19.1 As part of the process to join the *scheme*, we ask you to choose a retirement date – the date when you intend to take retirement benefits.

This date must be on or after your 55th birthday (on or after your 57th birthday from 6 April 2028), or such other date as may be your *minimum pension age*. If you do not choose a retirement date, we will assume your retirement date is your 75th birthday.

You may change your chosen retirement date (within the range allowed by HMRC rules), but if you do so you must inform us. You do not need to retire to take benefits.

You may be able to access benefits before your *minimum pension age*, if you are in ill health. If you are in ill health, please ask us for details.

Contributions can continue to your *member fund* even after you take retirement benefits in terms of sections 20 and 21.

- 19.2 Before you can take retirement benefits, there must be sufficient cleared money in the *bank account* relating to your *member fund*. To achieve this, assets may need to be realised (cashed in or sold) under the procedure set out in section 17. Some assets (for example, property) may take longer to realise than others. This could delay benefit payment. Alternatively, there may be the option to make payment by way of an in-specie transfer of an asset.
- 19.3 The value of the *member fund* being used to provide tax free lump sum benefits must be tested against an allowance called the Lump Sum Allowance, set by HMRC. Any benefits taken above the Lump Sum

Allowance will be subject to tax under PAYE at your marginal rate. We will deduct the tax charge due from the retirement benefits being taken and pass this to HMRC. For further details, please contact us.

- 19.4 The options for taking benefits from *your member fund* are:
- 19.4.1 take one or more "uncrystallised funds pension lump sums" from part or all of the uncrystallised part of *your member fund* - see section 20; and/or
 - 19.4.2 take a tax free lump sum of up to 25% (in some circumstances it may be possible to take more than 25% tax free) of *your member fund* and use the remainder to
 - (a) buy a *lifetime annuity* – see section 21, or subject to *our* agreement;
 - (b) provide a *drawdown* pension - see section 22.

20. Uncrystallised funds pension lump sum

25% of the uncrystallised lump sum will be tax-free. You must meet the conditions required by applicable legislation and HMRC rules and the following will apply*:

- a. tax-free lump sums will be limited to your remaining personal lump sum allowance or your remaining personal lump sum and death benefit allowance, whichever is lower.
- b. there will be an income tax charge on the amount in excess of your remaining personal lump sum allowance or your personal lump sum and death benefit allowance, whichever is lower.

* Broadly, you cannot choose an uncrystallised funds pensions lump sum if you are entitled to a tax free lump sum of less than 25% of the amount to be crystallised. Please speak to your adviser or contact us directly for more details.

21. Lifetime annuity option

A *lifetime annuity* pays an income for the rest of an individual's life. There are different ways in which a *lifetime annuity* can be paid. Please ask *your adviser* for more details if *you* are interested in this option.

The *rules* allow *you* to purchase a *lifetime annuity* with an insurance company using the value of the whole or part of *your member fund*. This is known as the open market option.

The *lifetime annuity* option is also available where income has been taken initially on the *drawdown* basis (see section 22).

We require the appropriate documentation to be completed before a *lifetime annuity* is purchased. *You* must agree the relevant amount to be transferred to the pension company to buy the *lifetime annuity* contract, and that *you* have no further interest in the *member fund* in respect of the amount used to buy the *lifetime annuity*.

Benefits from a lifetime annuity contract during your lifetime will generally be subject to income tax. The annuity provider will be able to confirm the taxation position.

22. Drawdown

- 22.1 *You* may draw an income as *drawdown* from *your member fund* instead of buying a *lifetime annuity*. *You* can start *drawdown* at any time from *your minimum pension age* (or possibly earlier if *you* are in ill-health).
- 22.2 *You* may choose for *drawdown* income to be paid on a monthly, quarterly, half-yearly or yearly basis. We will require *you* to complete, and return to *us*, certain paperwork (which we will supply) before *you* can start *drawdown*.
- 22.3 Unless otherwise agreed between *you* and *us*, *you* may choose to take any level of income which may be permitted by the *Finance Act* from time to time. After taking a tax-free lump sum, *you* can choose not to take any income. *You* may also increase, reduce and/or ask *us* for an extra one-off *drawdown*, within any relevant limits.
- 22.4 Drawdown income payments are subject to income tax at your marginal rate.

23. Benefits following a member's death

We may pay death benefits from *your member fund* in accordance with the *rules* of the *scheme*. These may be paid as a lump sum or as pension income, or as a combination of these options. We will decide who should receive benefits and how much from the list of beneficiaries described in the *rules*. *You* can help *us* make this decision by giving *us* the names of the *nominees* to whom *you* would like *us* to pay benefits. These can include *trustees* of a trust. We are not obliged to follow *your* wishes.

If *you* die before age 75 any lump sum payment or designation of previously uncrystallised funds for beneficiary's drawdown must be made within two years of the date *we* first received notification of *your* death, or the date *we* could have first reasonably been expected to have known, if earlier. If this does not happen, or a lump sum payment is higher than your remaining *Lump Sum and Death Benefit Allowance* as set at the time by *HMRC*, it will be taxed at the recipient's marginal rate. If you die at or after age 75, any death benefits will be taxed at the recipient's marginal rate.

24. Lump sum death benefits

We may pay a lump sum (or lump sums) from *your member fund* in accordance with the *rules* of the *scheme*. It may be possible for the recipient of a lump sum death benefit to request it to be paid as a pension instead.

25. *Dependant's or nominee's pension*

25.1 Where *your eligible dependant* or *nominee* has confirmed to *us* that any part of *your member fund* should be allocated to provide pension income to them, they must decide whether the part of the *member fund* allocated to them should be:

- 25.1.1 used to buy an annuity in their name;
- 25.1.2 designated for the provision of beneficiary's *drawdown*.

If the *eligible dependant* or *nominee* applies for beneficiary's *drawdown*, the *eligible dependant*, or *nominee* must agree to the *terms and conditions*.

25.2 If any *eligible dependant* or *nominee* fails to decide which option should be used for pension income within two years of the date *we* first received notification of *your* death, or the date *we* could have first reasonably been expected to have known if earlier, *we* may instigate the provision of beneficiary's *drawdown* for that person, from a pension provider that *we* choose.

26. Benefits following death of *dependant* or *nominee*

26.1 If a *dependant* or *nominee* dies while taking income through *drawdown*, the *dependant's* or *nominee's income withdrawal fund* may be paid as follows:

- 26.1.1 applied to provide *drawdown* for a *successor* nominated by the *dependant* or *nominee* pursuant to the *Finance Act*, subject to any tax that may be due;
- 26.1.2 paid as a lump sum, after deduction of any tax charge in accordance with section 26; or
- 26.1.3 paid as a lump sum to any charity or charities that the *dependant* or *nominee* specifies to *us*.

27. Benefits following death of a *successor*

27.1 If a *successor* dies while taking income through *drawdown*, the *successor's income withdrawal fund* may be paid as follows:

- 27.1.1 applied to provide *drawdown* for a *successor* nominated by the *successor* pursuant to the *Finance Act*, subject to any tax that may be due;
- 27.1.2 paid as a lump sum, after deduction of any tax charge in accordance with section 26; or
- 27.1.3 paid as a lump sum to any charity or charities that the *successor* specifies to *us*.

28. Taxation of payments

28.1 If *you* are receiving income payments from the *scheme*, the income *you* receive will be taxed under the Pay As You Earn (PAYE) system. *We* are only able to use the information provided to *us* at the outset and will contact *HMRC* to obtain the correct tax code, where *we* have not been provided with a valid P45 for the tax year. This may result in too much tax being collected and *you* may have to reclaim it directly from *HMRC*.

28.2 If *you* are receiving income payments from the *scheme*, *we* will provide *you* with a P60 at the end of each tax year showing the gross income paid, tax code used and details of any tax deducted.

29. Complaints and compensation

Should *you* wish to register a complaint in relation to the operation of the *scheme*, *you* should do this verbally or in writing, addressed to *us*. *We* have the right to telephone *you*, or someone else

nominated by *you*, to discuss any administrative aspects without having been expressly invited by *you* to do so.

If *you* are not satisfied with any aspect of the service that *you* have received from *us*, we have a formal complaints procedure, a copy of which is available on request.

If *you* are not happy with *our* response to *your* complaint under *our* formal complaints policy, *you* may have the right to refer it to the Pensions Ombudsman (PO) or the Financial Ombudsman Service (FOS).

FOS and PO are both independent statutory bodies that investigate and adjudicate on disputes between pension *schemes* and *members*, but only after *you* have complained to *us* and tried to resolve the dispute using *our* complaints procedure. *We* will tell *you* about any ombudsman referral rights *you* may have.

FOS contact details:

The Financial Ombudsman Service Exchange Tower London E14 9SR Telephone: 0800 0234567

PO contact details:

The Office of the Pensions Ombudsman 10 South Colonnade, Canary Wharf, E14 4PU Telephone: 0800 917 4487

Compensation

The Financial Services Compensation Scheme (FSCS) is a scheme that provides limited compensation for customers who might otherwise lose out if a company regulated in the UK by the Financial Conduct Authority is unable to pay claims against it.

Investments in *your member fund* may be covered by the FSCS.

FSCS contact details:

Financial Services Compensation Scheme 10th Floor Beaufort House, 15 St Botolph Street London EC3A 7QU Telephone: 0800 678 1100

www.fscs.org.uk

Please ask *us* if *you* have any questions about the FSCS or the protection it provides.

MoneyHelper

MoneyHelper is an independent non-profit organisation providing free information and guidance on pensions to help pension scheme members who require advice, have a problem, complaint or dispute with their pension scheme.

MoneyHelper contact details:

<https://www.moneyhelper.org.uk/en/contact-us/pensions-guidance> Telephone: 0800 011 3797

30. Variations to the terms and conditions

- 30.1 *We* reserve the right to amend or supplement the *terms and conditions* from time to time on giving 30 days' written notice (or such other period allowed or required by law) to *you*. *We* will send such written notice to the last address *you* gave *us*. The changes notified in this way will be effective from the date stated in the written notice.
- 30.2 During the notice period, if *you* are unhappy with the proposed amendment or supplementary *terms and conditions* that *we* provide, *we* will not increase the transfer out fees and charges, and *you* will be free to transfer *your member fund* to another *registered pension scheme* (subject to the existing transfer out fees and charges). For the avoidance of doubt, any fees and charges involved in cashing in or selling assets will be at the rates applicable at the time of realisation and/or encashment, as appropriate.
- 30.3 *We* will only make material changes to our terms and conditions where there are valid reasons for the changes, including:
- 30.3.1 relevant changes in pensions, tax or other relevant UK or European case law or legislation;
 - 30.3.2 relevant changes in the reporting requirements, regulatory regime, relevant industry guidance and codes of practice (including recommendations or decisions by the *FCA*, the Financial Services Compensation Scheme, the Financial Ombudsman Service or the Pensions Ombudsman);
 - 30.3.3 changes in how the London Stock Exchange or other different investment markets may work which may impact on the *scheme*;
 - 30.3.4 changes in investment/share dealing or administration which may impact on the *scheme*;

- 30.3.5 to correct manifest errors or other issues outside *our* control and to avoid cross-subsidy between *member funds* where the charges for any service is, in *our* opinion, no longer reasonable;
- 30.3.6 changes in ownership of *our* business or how it operates;
- 30.3.7 changes in *our* services;
- 30.3.8 changes to the services provided by third parties appointed under the *scheme*;
- 30.3.9 appointment by *us* of alternative third parties to provide services under the *scheme*;
- 30.3.10 any other reasonable issues.

31. Winding up of the *scheme*

- 31.1 The *terms and conditions* shall continue until *your member fund* has been extinguished by the payment of a transfer value to another *registered pension scheme* or the provision of pension/death benefits outside of the *scheme* or the *scheme* is wound up in accordance with the *rules*.
- 31.2 On wind up, *we* will apply the assets of *your member fund* as set out in the *rules*.
- 31.3 On wind up, no fees or charges already paid shall be refunded and those due shall remain so and will include any charges associated with undertaking any transaction necessary to wind up the *scheme*. On wind up, the obligations of payment of charges in section 16 and the provisions in section 31 shall continue in full.
- 31.4 Wind up will be without prejudice to the completion of transactions already initiated. The *trustees* are authorised to continue to operate the *bank account* and any other accounts relating to *your member fund* to *our* order and direction for the purposes of receiving monies, paying benefits and paying any expenses or charges due to *us*, the *scheme trustee* or other parties.

32. Additional information

- 32.1 *We* undertake not to disclose personal information coming into *our* possession at any time during the life of the *scheme*, except where expressly authorised to do so, where required to do so by law, where it is necessary to be able to provide *you* with one of *our* services or products, or where it is in *our* legitimate interests to do so, meaning the use of *your* information is necessary for *us* to conduct *our* business, but not where *our* interests are overridden by *your* interests or rights.
- 32.2 The tax reliefs referred to in the *terms and conditions* are those available under current legislation, which may change. The value of the tax reliefs depend on individual circumstances.
- 32.3 Notwithstanding anything to the contrary in the *terms and conditions*, only those options described in the *terms and conditions* will be made available under the *scheme* unless *we* notify *you* in writing to the contrary.
- 32.4 *We* may decide to change the provisions of the *scheme's rules* to meet with any changes to law or regulation affecting the *scheme*.
- 32.5 Any notice *we* serve in relation to your SIPP will be sent to *your* last known address for correspondence according to *our* records. Any such notice sent by post will be deemed to have been received by *you* within three working days.
- 32.6 *You* need to tell *us* as soon as *you* move to another address.
- 32.7 *We* have the right to delay calculation of any amount due under the *scheme* until *we* have received satisfactory proof of ownership. Similarly, the exercise of rights conferred by the *scheme* and payment of any benefit is subject to the satisfactory proof of ownership.
- 32.8 By agreeing to these *terms and conditions*, *you* agree that the law of England and Wales applies to your SIPP.
- 32.9 Subject to 31.10, nothing in the *terms and conditions* expressly or impliedly confers any right on any third party to enforce any of its provisions under the Contracts (Rights of Third Parties) Act 1999. For the purpose of this section, a third party is any party which is not *us*, or the *scheme trustee*.
- 32.10 *We*, the *scheme trustee* and *you* can enforce the *terms and conditions*.
- 32.11 These *terms and conditions* will only apply provided they are not held by a relevant court or decided by the *FCA* to be unfair contract terms or reasonably considered by *us* to be unfair contract terms. If a term is held, viewed or considered to be unfair it will, as far as possible, still apply but without any part of it which could cause it to be held, viewed or considered unfair.
- 32.12 For the purposes of section 17 only, where *you* are unable to act due to serious ill health, physical or mental incapacity, *we* may at *our* sole discretion require medical advice to that effect (the cost of which will be met from *your member fund*). Subject to such medical advice, *we* may accept the directions of any legally authorised party acting on *your* behalf. *We*, and the *scheme trustee* will not be liable for any or all losses,

costs, actions, proceedings, claims and demands which may be incurred by or brought or made against any or all of *us* or them arising directly or indirectly from *us* or them having acted in good faith (as described in this section).

33. Liability and indemnity

- 33.1 By accepting the *terms and conditions*, you waive any and all claims or rights of action that you may otherwise have apart from claims and rights set out in these *terms and conditions*. This waiver extends to claims and rights of action at any time against any previous, current or future officers, employees, agents and sub-contractors of *ours*, or of any company within *our* group of companies, regarding any acts or omissions of such officers, employees, agents and sub-contractors in relation to *your member fund*.
- 33.2 To the extent allowed by law and *FCA rules*, we do not accept liability:
- 33.2.1 for any or all losses, costs, actions, proceedings, claims and demands which may be incurred by or brought or made against *us* arising directly or indirectly from *us* having acted in good faith pursuant to any purported instruction relating to benefit options or nominations and any purported investment directions;
 - 33.2.2 to *you* or any other person entitled to benefit under the *scheme* for any loss that may be incurred as a result of any error by *you* except where the error arises as a direct result of *our* negligence, wilful default or fraud;
 - 33.2.3 for any instruction or investment direction sent by *you*, or *your* representatives or agents, but not received by *us*;
 - 33.2.4 for any failure or delay in implementing any instruction or investment direction which is caused by circumstances beyond *our* reasonable control, including but not limited to acts of God, fires, strikes, terrorism, power failures, intervention by exchanges or regulators, court orders, failure or error of any equipment, telecommunications, intermediary, exchange, counterparty product provider or bank; or
 - 33.2.5 for default or any losses whatsoever caused by any third parties, *nominees*, other custodians, banks or authorised institutions which hold any assets including, but not limited to, insurance company unit-linked funds, stocks and shares, unit trusts, Open-Ended Investment Companies (OEICs) and investment trust companies and cash for the purpose of *your member fund*.
- 33.3 In accepting the terms and conditions, you agree that you will be responsible to us for all reasonable costs, claims, expenses, tax charges, demands and losses whatsoever that we may suffer or incur in performing our duties under the terms and conditions or carrying out our lawful duties and responsibilities in relation to you and your member fund. You will not, however, be responsible for any costs, claims, expenses, tax charges, demands and losses resulting directly from any negligence, wilful default or fraud committed by us or our employees

34. Glossary

The following words and expressions, which appear in italics, have the meanings as set out below:

adviser means a financial adviser who is authorised and regulated by the *FCA* and is appointed by *you* to receive communications in respect of *your SIPP* and may include giving instructions on *your* behalf on all matters concerning *your SIPP* including buying and selling investments.

annual allowance means the annual allowance under section 228 of the *Finance Act*;

bank account means the bank account described in section 9.

commercial property means any land or building that is zoned, designed or intended for use by businesses such as offices, retail, leisure and industrial developments and such other property as may be included on the *permitted investments list* from time to time but not 'residential property' for the purposes of the taxable property provisions as defined in paragraphs 7 to 10 of Schedule 29A of the *Finance Act*.

dependant means:

- an *eligible dependant* who has applied to take benefits, and has been accepted under section 4.3 (*Membership*) to receive benefits in the form of *drawdown*; or
- a person who has become entitled to *drawdown* on the death of a *member* under another *registered pension scheme* and who transfers that entitlement to the *scheme* in accordance with section 7.1

and has not subsequently died or left the *scheme*.

drawdown means *income withdrawals* direct from *your member fund*. Please see section 21 for further details.

eligible dependant means, in relation to a *member*, a person falling within any of the following categories at the date of their death:

- the *member's* wife, husband or civil partner;
- any child of the *member* who has not reached the age of 23 (any pension to a child will cease on the child's 23rd birthday unless the child is also dependent or mutually dependent on the *member* because of physical or mental impairment);
- any child of the *member* who has reached the age of 23 and in *our* opinion is dependent on the *member* because of physical or mental impairment; or
- any other individual who in *our* opinion is financially dependent on the *member*, or who is in a mutually dependent financial relationship with the *member* or is dependent on the *member* because of physical or mental impairment.

FCA means the Financial Conduct Authority.

Finance Act means the Finance Act 2004 as amended from time to time and any subsequent relevant Finance Acts.

HMRC means His Majesty's Revenue & Customs.

income withdrawal fund means any part of a *member fund* which is designated as available for the provision of *drawdown*.

lifetime annuity means an annuity contract purchased from an insurance company, which provides an income for life.

Lump Sum and Death Benefit Allowance means the maximum amount available to draw tax free lump sums from during both the *members* life and designation of their death benefits.

member means an individual who has successfully applied for *membership* of the *scheme*, and who has not left the scheme.

member fund means the fund described at section 2.3.

minimum pension age means normal minimum pension age under the *Finance Act*, or such other earlier age registered for protection in relation to a specific *member* with *HMRC*.

money purchase annual allowance means the reduced limits imposed in relation to the *annual allowance* under section 227ZA of the *Finance Act* applicable when benefits are first taken either from a flexi-access *drawdown* fund, or as an *uncrystallised fund pension lump sum*.

nominee means an individual who is nominated by *you* or *us* and who is not an *eligible dependant*.

permitted investments list means the current list of investments permitted (at *our* sole discretion) by *us* and compatible with the *scheme's* continued status as a *registered pension scheme*, as published by *us* from time to time at www.talbotmuir.co.uk/forms.

pooled bank account means an account with a bank opened by the trustee that holds monies in respect of *your SIPP* and other *members* of the *scheme*.

pooled deposit account means an account with a bank or other financial institution that *we* choose, and that holds aggregated cash deposits from the *pooled bank accounts*.

registered pension scheme means a pension *scheme* registered under Part 4 of the *Finance Act*.

rules means the trust deed and rules that established and govern the *scheme*, as amended from time to time.

schedule of fees and services means the most recent schedule setting out the fees for services provided to *you* under the *scheme* as *we* may at *our* discretion amend or alter from time to time.

scheme means the MYSIPP scheme which is a pension scheme registered with HMRC under part 4 of the Finance Act 2004.

scheme administrator means Talbot and Muir Limited, or any *successor* appointed for the time being in accordance with the *rules*.

scheme trustee means MYSIPP Trustees Limited, or any *successor* appointed as the *scheme trustee* in accordance with the *rules*.

successor means an individual who is nominated by your *dependant*, *nominee*, *successor* or by *us*.

terms and conditions means these terms and conditions as amended from time to time.

trustees mean, jointly, the *scheme trustee* and any other person who may be appointed as a trustee from time to time.

unauthorised payment means an unauthorised payment (as defined in section 160(5) of the *Finance Act*), which attracts tax charges.

uncrystallised fund means, in relation to a *member* only, any part of *your member fund* that has not been applied towards the provision of any benefit under the *scheme*.

uncrystallised fund pension lump sum has the meaning given in the *Finance Act* and means a lump sum paid from your *uncrystallised fund*.

we and **us** means the scheme administrator (currently Talbot and Muir Limited) and *our* will be construed accordingly.

you means the person who has successfully applied for *membership* of, the *scheme* and *your* will be construed accordingly.

your SIPP means the self-invested personal pension product issued under the *scheme*.

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