

Portfolio Pension

Key Features

The Financial Conduct Authority (FCA) is the independent financial services regulator. It requires us, Talbot and Muir Limited (TM), to give you this important information to help you decide whether this product is right for you. You should read this document carefully so that you understand what you are buying and then keep it safe for future reference.

This document is designed to highlight the key features of the Portfolio Pension. It does not include full terms and conditions. The Portfolio Pension is a personal pension established under trust and approved as a registered pension scheme by HM Revenue and Customs (HMRC). It is governed by a Trust Deed and rules. Your application for membership will be subject to the Trust Deed and rules, the Terms and Conditions, the Fee Schedule and the Permitted Investments List, each as amended from time to time and should be read in conjunction with these documents which are available by writing to Talbot and Muir Limited, 55 Maid Marian Way, Nottingham NG1 6GE.

MYSIPP Trustees Limited is the trustee of the Portfolio Pension (the "Plan") and Talbot and Muir Limited is the scheme's operator.

If there is anything you do not understand, or if you would like further advice on any aspect of this document, please contact your FCA Regulated Financial Adviser (Financial Adviser).

Its Aims

The Plan is designed to provide you with the following:

- access to a tax efficient environment in which to save for your retirement.
- flexibility and control over your investments with the help of your financial adviser.
- an income in later life with the option of taking part of your fund as a tax free cash lump sum.
- a lump sum, income or pension for your dependant(s) or other beneficiaries on your death.
- the ability to transfer your existing pension benefits into your Plan.
- flexibility as to the amount of pension you receive each year, allowing you to tailor this to suit your own circumstances.

Your Commitment

When investing in the Plan:

- You will appoint and seek advice from your financial adviser prior to becoming a member of the Plan and on an ongoing basis you must take advice on additional contributions, transfers, investments and taking benefits from your Plan.
- You will make a contribution or a transfer payment into the Plan, or have an employer make a contribution on your behalf.
- You will be responsible to regularly review (with your adviser if applicable) your investments along with the level of your contributions to make sure that both remain suitable for your retirement aims. Holding a variety of different investments within your plan may help to spread the investment risk.
- You will appoint Attivo Investment Management Limited (Attivo Investment) or another investment manager approved by TM to manage your investments.
- You agree that all monies received will automatically be allocated to your cash account for investment.
- On an ongoing basis, you must pay the charges due on the Plan, to include but not limited to:
 - a) Adviser charge.
 - b) Custodian charge.
 - c) Fund manager charge.
 - d) Annual administration charge.
 - e) Annual drawdown charge (where applicable).
- You will provide us with the information we need to administer your Plan and any changes to this, including any changes to your eligibility for tax relief i.e. if all contributions to all of your pension schemes exceed your available Annual Allowance or your personal contributions exceed your relevant UK earnings.

Responsibilities

- You should always remember the main aim of your SIPP is to provide for your needs when you retire. Property should be seen as a long term investment.
- Property can be difficult to sell or transfer and may take longer to sell than many other pension assets. You will need to consider its future value, in case you come to sell your investment.
- If the property is your SIPP's main asset, it would leave you with a limited range of investments. We encourage you to have a variety of investments within your SIPP to spread your investment risk.
- You should always ensure that there are enough cash holdings (assets you hold as cash) within your SIPP to meet expenses such as business rates, third party fees or insurance. If funds are not available to pay these, we may consider selling the property.

Risk Factors

Please read these carefully as they may affect your decision to apply.

Many things could happen which would have an impact on the level of benefit you or your dependants or beneficiaries receive from your Plan. You should therefore review your pension arrangements regularly with your financial adviser to check whether they are suitable and to ascertain whether your Plan will continue to meet your future pension needs. In particular you should note that you cannot normally take your benefits until you have reached your 55th birthday (this is increasing to age 57 from April 2028) except in limited circumstances e.g. when you retire due to ill health, or you have an occupation that HMRC determines has a lower minimum retirement age.

You should also be aware of the following general risks:

- Your existing pension arrangement may ultimately provide greater benefits than those which you would receive under the Plan. This will however depend on investment performance, the charges it applies and annuity rates applicable when benefits are taken, together with some or all of the risks described here.
- Your existing pension arrangements may offer valuable guarantees that would not be matched by your Plan e.g. if your existing arrangement is a final salary pension scheme offered by your current or former employer, then this may include a right to a particular level of benefit on retirement. If you transfer benefits from this arrangement you will lose any such rights or guarantees that may have been offered.
- You may be able to receive a larger pension commencement lump sum (tax free cash) from your existing arrangements than would be available if you transferred those benefits to your Plan.
- Taking an income from your Plan at a rate higher than the Plan's investment growth rate is likely to result in the value of your Plan being greatly reduced and this will reduce the amount of pension that you can subsequently purchase via an annuity.
- Taking an income from your Plan while leaving holdings invested can be less certain than purchasing a pension via an annuity.
- Exercising your cancellation rights may result in you getting back less than you paid in.

- Past performance is not a reliable indicator of future results, and some investments may carry a much greater risk in order to try to provide greater potential returns.
- Investments should be held for the medium to long term (usually at least 5 years).
- Certain categories of underlying investments will pose higher or lower levels of risk to your pension fund within your SIPP. You should also be familiar with the content of the Key Investor Information Document (KIID) or relevant fund specific document for the investments chosen. If you invest in complex investments (such as an Unregulated Collective Investment Scheme) you should ensure that the risks involved are acceptable.
- It may take time or be difficult to realise the value of certain underlying assets, such as investments that contain property.
- If you wish to transfer any existing pension arrangements to your Plan you must consult your financial adviser before deciding to do so.
- Pension tax rules may change in the future, and this could result in changes to the options available to you when taking benefits from your Plan.
- TM as the operator does not offer advice on the suitability of the Plan for your needs.
- We may increase our charges on notice to you for a variety of reasons including;
 - Taking account of any changes in our practice.
 - Changes in law or a code of practice.
 - Taking account of any regulation or recommendations of the FCA or any other regulatory body or decisions or guidance of any relevant ombudsman.
 - To take account of any changes or unexpected change in the service we provide.
 - To take account of any new or improved service or facilities which we may provide.
 - To take account of any ruling by a court or similar body.
 - To correct any errors which might be discovered.
 - To enable us to maintain our financial strength in the collective interests of all our customers.

Risks associated with drawing money

The risks include, but are not limited to the following:

- The actual benefits you receive may be lower than illustrated. This may be because:
 - investment performance is not guaranteed and might be lower than expected;
 - interest rates and exchange rates might be lower than those illustrated;
 - annuity rates may fall;

- you might decide to withdraw a higher level of income;
 - you might reduce your contributions to your Plan;
 - you might decide to start to take benefits earlier than shown on your illustration;
 - certain tax charges can reduce the value of your Plan; and/or
 - you might transfer your Plan to another pension arrangement which may achieve a lower investment return or have higher charges.
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- You are entitled to take up to 25% of your fund tax free but the remainder will be taxed as income.
 - You may have to pay a large amount of tax if you take all your benefits in one go or large withdrawals over a short period of time.
 - You should be aware of potential scams when deciding to withdraw funds from your Plan.
 - Taking funds from your pension may affect your eligibility for means tested benefits.
 - If you are in debt, your creditors may have a call on any funds you withdraw from your pension.
 - Any income paid from your Plan is not secure.
 - If you remove all of the funds from your Plan there may be nothing remaining to be paid to your dependants in the event of your death.
 - Funds withdrawn from your pension fund will no longer benefit from the tax advantages of money held in a pension fund.

Questions & Answers

What is the Portfolio Pension Plan?

The Plan is a personal pension. The Plan is a tax efficient investment vehicle designed to help you save for later life and allow you to make decisions about how your funds are invested within a range of investment options.

What about stakeholder or other pensions?

- Stakeholder pensions, and other simpler and less costly alternatives, are also available and these may be at least as suitable for your needs as this SIPP.
- Other pensions such as an employer pension may also offer additional benefits when compared to this SIPP.
- You and your adviser should carefully consider your options before making a decision.
- Please see: www.gov.uk/personal-pensions-your-rights.

Am I eligible to contribute to the Portfolio Pension?

To become a member of the Plan you must normally fall into one of the following categories;

- You are a UK Resident for tax purposes.
- You have relevant UK earnings.
- You are a non UK resident (but were a UK resident when you set up your Plan and have been a UK resident at some time in the past 5 years).
- You are a Crown servant (or spouse or civil partner of a Crown servant) with earnings subject to UK tax.

How much can I contribute?

There are upper limits on the amount that you or a third party can contribute to your Plan in a tax year. This is known as the Annual Allowance.

The Annual Allowance takes into account contributions made from all sources.

The Annual Allowance is set by HM Revenue and Customs and is currently a maximum of £60,000. However, if your income (including the value of any pension contributions) is over £260,000, your Annual Allowance may be reduced. Please contact your financial adviser for advice on your personal circumstances.

Any contributions you make or benefit accrual you have with any other pension arrangements will also count towards the Annual Allowance and will be aggregated with the contributions to your Plan when determining whether you have exceeded the Annual Allowance in a particular tax year.

Contributions in excess of the Annual Allowance will be subject to a tax charge. This will be payable by you and is dealt with as part of your self-assessment tax return, and it will be your responsibility to monitor this. You should consult with your financial adviser regarding any remaining annual allowance within a particular tax year.

You are able to carry forward your Annual Allowance that you have not used from the previous 3 tax years, but you must have been a member of a registered pension scheme in order to do this.

If you have taken any taxable benefits from a Flexi Access Drawdown fund from this or any other pension scheme or if you have taken an Uncrystallised Funds Pension Lump Sum from this or any other pension scheme, then a reduced £10,000 Money Purchase Annual Allowance will apply instead.

You are not able to carry forward any annual allowance once you have flexibly accessed your pension rights.

Contributions can be made in cash and in some circumstances can be in the form of an asset. There are specific requirements to make an in specie contribution so please contact us if you wish to do this.

What about tax?

If you are a UK resident you will be eligible for tax relief on the higher of

- £3,600 gross per annum; or
- 100% of relevant UK earnings, subject to the annual allowance.

This excludes any contributions made by your employer as these are paid gross.

Your contributions to the Plan will be net of basic rate tax. We will claim the basic rate tax relief from HMRC and will credit it to your Cash Account.

If you are a higher or additional rate taxpayer then you may be able to claim tax relief at the higher rate through your self-assessment tax return. We recommend you seek tax advice if you are in any doubt about the tax implications of contributing to your Plan.

Your fund will grow free of capital gains tax and UK income tax except that tax cannot be reclaimed on UK dividends.

Non-UK residents

If you are not resident in the UK, you could be subject to both UK and non-UK taxation depending on your circumstances and the country in which you live. You should seek financial advice if you are unsure.

The tax treatment and tax benefits of your SIPP outlined in this document are based on our understanding of current tax law at April 2025, and draft legislation that can change. Tax treatment depends on your individual circumstances and may be subject to change in the future.

How do I invest my contributions?

Contributions are placed into a pooled account provided by such bank or building society as we from time to time designate and are identified in our records as belonging to you.

Interest may be paid on monies held in your Cash Account but is subject to the terms and conditions of the cash account established by the Trustees.

Any other investment manager we may allow will arrange and manage the investments within your Plan.

No other investments are allowed in your plan

Can I transfer other plans into my Portfolio Pension?

You may transfer other existing pension arrangements you may have into your Plan, this includes an arrangement that is already in income drawdown. You must provide details of the transferring scheme to TM using a transfer form and we will contact the transferring scheme to arrange for the transfer of your fund. We will inform you when the transfer is complete.

We can accept transfers from other schemes in cash and in some circumstances we can accept assets in-specie from other pension schemes. If you wish to transfer your assets in-specie, you will need to contact us to discuss your requirements and to ensure that we can accept the assets.

Can I transfer out of the Portfolio Pension?

You can transfer your Plan out to another UK Registered Pension Scheme or a Qualifying Recognised Overseas Pension Scheme (QROPS). Your new chosen provider will contact us to initiate the transfer.

If you wish to transfer your Plan to an overseas pension provider, we will establish whether the overseas scheme is a QROPS. If it is, the transfer can go ahead as an authorised payment. The transfer to a QROPS is subject to an allowance called the Overseas Transfer Allowance. Any excess over this amount will be subject to an overseas transfer charge of 25%.

If your plan is in drawdown you must transfer all of the benefits to the receiving scheme, we cannot make partial transfers of funds in drawdown.

Transfers will be made in cash unless you have requested that the assets in your Plan are to be transferred in specie and the receiving scheme agrees to accept the assets.

What choices will I have when I decide to take benefits from my Portfolio Pension?

You can decide to take benefits from your Plan at any time from the age of 55 (this is increasing to age 57 from April 2028).

When you choose to take benefits, the value of your Plan will be tested against your Lump Sum Allowance.

When you choose to take benefits you have the option to take an Uncrystallised Funds Pension Lump Sum, Flexi-Access Drawdown or crystallise further funds into an existing capped drawdown arrangement.

Uncrystallised Funds Pension Lump Sum

- You can take all or part of your funds as an Uncrystallised Funds Pension Lump Sum (UFPLS) payment. You can only use funds that have not previously been designated to provide benefits in order to do this. The first 25% of the fund will be paid tax free and the remainder will be taxed as income.
- You should consider the amount of tax that you will have to pay before you decide to take an UFPLS payment.
- Your funds must be held in your Cash Account before we can process your UFPLS payment. Your payment will be made as soon as all of your funds have been encashed, and the funds have been credited to your Cash Account.
- UFPLS payments will be paid by BACS to your bank account.

Flexi-access Drawdown

- You can designate some or all of your fund to Flexi-Access Drawdown. You can usually take 25% of the designated fund tax free with the remainder being available to take a taxable income, purchase an annuity or leave invested.
- If you decide to take an income, you can take a regular income payment monthly, quarterly, half-yearly or annually. You can also request to receive an ad hoc payment at any time.
- Regular and ad hoc payments will be made by BACS once a month and will credit your bank account on the 1st working day of the month.
- You must ensure that you have sufficient cash available in your Cash Account by the 25th day of the month to ensure that a regular or ad hoc payment will be made on the first of the following month.

Capped Drawdown

- If you had a capped drawdown plan on 6th April 2015, you may be able to crystallise further funds into this plan. You cannot take out a new capped drawdown plan after 6th April 2015.
- Funds in capped drawdown can be used to provide a taxable income or can remain invested.
- The maximum income that you can take from a capped drawdown plan is currently 150% of the Government Actuary's Department relevant annuity rate (GAD rate) each year. If you exceed this limit you will automatically be switched to a Flexi-Access Drawdown plan.
- Regular income payments from a capped drawdown plan can be paid monthly, quarterly, half-yearly or annually.
- Ad hoc payments can be made but are limited to 150% of the maximum GAD rate per year.
- The maximum income that you can take from your capped drawdown plan is reviewed every 3 years on the anniversary of you commencing drawdown before age 75 and annually after age 75.

Annuity Purchase

- You have the option to purchase an annuity from an insurance company once you reach age 55 (this is increasing to age 57 from April 2028).
- You may take up to 25% of your fund as a pension commencement lump sum (tax free cash).
- All income payments to you will be paid net of income tax under PAYE. You may wish to contact HMRC if you feel that an adjustment is required.

What is the Lump Sum Allowance?

The Lump Sum Allowance is the total value of tax free payment your accumulated pension arrangements (including your Portfolio Pension and any other pension arrangement that you may have) can provide without incurring a tax charge.

The Standard Lump Sum Allowance is set by HMRC, and details are available from your financial adviser. In certain circumstances your Lump Sum Allowance may be increased, and you may have a personal Allowance higher than the Standard Lump Sum Allowance. Prior to 5th April 2025 you will have registered with HMRC to protect your savings against the Lifetime Allowance charge, and you will have received a certificate or

reference number from HMRC confirming your level of protection. You need to supply us with this certificate or reference number before we process any relevant Benefit Crystallisation Events.

Any withdrawals above the lump sum allowance will be subject to income tax at your marginal rate.

Your benefits will be tested against the Lump Sum Allowance at any relevant Benefit Crystallisation Event. Advice from your financial adviser should be sought at the point of wishing to take your benefits.

What happens to my Portfolio Pension when I die?

When you join the Plan, you have the option to complete a Nomination of Beneficiaries form. Legally, any benefits payable are at the Trustees' discretion.

If a chosen beneficiary is under the age of 18, and the beneficiary's SIPP is established for them, the beneficiary's legal guardian is responsible for the pension as if they were the beneficiary. On the beneficiary's 18th birthday, control of the pension will pass to them.

The death benefit options depend on whether the plan holder was aged under 75 or over when they died.

- If the plan holder was aged under 75 then the benefits can be paid as a tax free lump sum or as a pension. Any lump sum payment taken will be subject to the Lump Sum and Death Benefit Allowance, and any payment over this limit will be subject to income tax at your beneficiary's marginal rate.
- If the plan holder was aged over 75 when they died, the benefits can be paid as a lump sum or pension, but the payments will be taxed at the recipient's marginal rate.
- Please note that the inheritance tax (IHT) position can be complex. Please remember that the tax rules can change at any time in the future. You should always take legal or professional advice on the impact of the tax rules on your pension benefit.

What are the charges?

All TM administration charges applicable to the Plan are detailed in the Fee Schedule.

Your Plan will incur the following:

Fund Manager charges:

Attivo Investment or another permitted investment manager will charge you for their services.

Custodian charges:

Attivo Investment or another permitted investment manager will appoint a Custodian under your Plan, who will also apply a charge.

Financial adviser charges:

Your financial adviser may take initial and ongoing adviser charges for advice given in relation to the Plan. Your financial adviser can provide details of these charges.

You can agree to have an initial adviser charge deducted from any individual contribution or transfer payment that you make into your Plan. This will be deducted from your Plan on the day that the contribution or transfer payment becomes available in your Cash Account.

You can agree that an ongoing charge can be deducted from your Plan to be paid to your financial adviser.

Your right to cancel

You will have 30 calendar days to exercise your cancellation rights commencing once you receive a cancellation notice. You should send the cancellation notice to:

Talbot and Muir Limited
55 Maid Marian Way
Nottingham
NG1 6GE

You will have the right to cancel any transfers from other Registered Pension Schemes, whether they are received at the same time as your Plan is set up or at a later date. Registered Pension Schemes can refuse to take the cancellation money back in which case you will need to transfer to another provider.

Depending on when you decide to exercise your right to cancel you may not get back your original investment if it has fallen in value.

Cancellation rights in respect of the underlying investments will depend on their nature.

During your 30 calendar day cancellation period we will proceed with your Plan application, and you may give us investment instructions during this period. If you choose to cancel your Plan during this 30 day period, any investment held in your Plan will be sold and we will return to the original source any contributions that were made into the Plan. We will also arrange to transfer any funds that have been received from previous pension plans to another provider chosen by you.

Please note, any funds returned to you may not include a refund of any adviser charges agreed between you and your financial adviser.

Can I change my mind when electing to take benefits?

When you first elect for flexi-access drawdown, you will have 30 days from the date we authorise your request, in which to cancel.

If you decide to cancel your drawdown pension, you will be required to return any income we have paid to you. We will then wait for instructions from you or your adviser as to how to proceed. Any income returned to us will be held in the default bank account until further instructions are received.

Important: If you receive a pension commencement lump sum (also known as a tax free lump sum) payment and then cancel your drawdown, you may face significant tax charges.

In HMRC's view, tax legislation prohibits the return of any tax-free lump sum that has been paid in connection with a designation to drawdown. If you cancel your drawdown instruction after receiving the lump sum, the lump sum payment will no longer be considered authorised.

As a result, it will be treated as an unauthorised payment under tax legislation, and your pension may be subject to a tax charge of up to 70% of the amount received.

We strongly suggest you speak to your adviser before instructing any payment of benefits from your pension

Contact information

This document is a brief guide to the Key Facts of the Portfolio Pension. For more detailed information about your Plan, please refer to the Trust Deed and Rules, the Terms and Conditions and the Fee Schedule.

If you require further information or have any queries, please contact

Talbot and Muir Limited

55 Maid Marian Way
Nottingham
NG1 6GE:
0115 841 5000
www.talbotmuir.co.uk

Complaints

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.

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

<http://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

Law

The terms of your membership are governed by the laws of England and Wales and in becoming a member of the Portfolio Pension you shall submit to the exclusive jurisdiction of the English courts.

Compensation

Talbot and Muir Limited is covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Please ask your financial adviser to explain to you how the FSCS compensation scheme works in relation to your investments. More information about this scheme is available on request or from the FSCS, who can be contacted at:

Financial Services Compensation Scheme
10th Floor Beaufort House
15 St Botolph Street
London
EC3A 7QU
0800 678 1100
www.fscs.org.uk

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 0115 841 5000 (or via the Typetalk service on 18001 0115 841 5000).

55 Maid Marian Way, Nottingham, NG16GE | t. 0115 841 5000 | f. 0115 841 5027 | e. enquiries@talbotmuir.co.uk | w. www.talbotmuir.co.uk

"Talbot and Muir" is the trading name for Talbot and Muir Limited (TML) (registered in England, number 02869547), MYSSAS Trustees Limited (MYSSAS) (registered in England, number 06536701), MYSIPP Trustees (Property) Limited (MYSIPP) (registered in England, number 05342981), Pension Partnership SSAS Trustees Limited (PPSSAS) (registered in England, number 05762695), Pension Partnership SIPP Trustees Limited (PPSIPP) (registered in England, number 05635197), Pensions Partnership SIPP Trustees No 2 Limited (PPSIPP2) (registered in England number 08677314), Oval Trustees Limited (OTL) (registered in England, number 02711042), T M Trustees Limited (TMTL) (registered in England, number 03094287), Tower Pension Trustees Limited (TPPTL) (registered in England, number 02178783), Temple Quay Pension Trustees Limited (TQPT) (registered in England, number 05679427), Crescent Trustees Limited (CTL) (registered in England, number 03915165), Bridgewater Pension Trustees Limited (BPTL) (registered in England, number 03821053), SPS Trustees Limited (SPST) (registered in England, number 08312411). TML, MYSASS, MYSIPP, PPSASS, PPSIPP, PPSIPPT, PPSIPP2, OTL, TMTL, TPPTL, TQPT, CTL, BPLT, SPST have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. TML (in respect of its operation of self-invested personal pensions) is authorised and regulated by the Financial Conduct Authority. TML, MYSASS, MYSIPP, PPSASS, PPSIPP, PPSIPPT, PPSIPP2, OTL, TMTL, TPPTL, TQPT, CTL, BPLT, SPST are members of a VAT group with VAT registration number 598440203.

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