

## ADDITIONAL CONTRIBUTIONS FORM

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The logo for Sovereign Group, featuring the word "SOVEREIGN" in a bold, white, sans-serif font on a black rectangular background. A red horizontal bar is positioned below the black rectangle.

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## Additional Contributions - Personal or Employer Contributions

If a member wishes to make additional contributions after the initial contribution or transfer of assets into their Retirement Annuity Trust Scheme ("the Scheme"), the trustee will always require relevant source of wealth details (together with the pertinent supporting documentation) on how the funds were accumulated (e.g. inheritance, sale of property, divorce, employment bonus or remuneration).

Type of contribution:     Personal                       Employer

Single contribution:    Currency:     GBP     USD     EUR                      Amount: \_\_\_\_\_

Regular contribution:    Currency:     GBP     USD     EUR                      Amount: \_\_\_\_\_

Frequency:                       Monthly                       Quarterly                       Annually

**Note:** Where contributions are not paid to your chosen investment provider directly, Sovereign will arrange onward investment of your funds on the 6th of each month (or the following working day). We therefore suggest any standing order arrangements are made for the 1st of each month, to allow time for funds to be received and any issues to be resolved should any arise.

If funds are not received before the 6th of the month, they would be sent for investment on the 6th of the following month.

If the amount or frequency of a regular contribution is changed, either by you or your employer, advance notice of the change is required by Sovereign. It is the member's responsibility to notify such a change. Operational delays in respect of investment processing may occur if advance notice is not given. Such delays and any consequent investment loss if adequate advance notice is not given is not the responsibility of the trustee.

Please advise how the above contribution has been accumulated: \_\_\_\_\_  
\_\_\_\_\_

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

## Additional Contribution – Pension Transfer

Name of transferring scheme: \_\_\_\_\_

Individual pension fund or policy number: \_\_\_\_\_

Pension fund address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Approximate transfer value: \_\_\_\_\_ Guarantee date (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_

Pension sharing/court order in respect of pension fund:     Yes                       No

If Yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of transferring scheme: \_\_\_\_\_

Individual pension fund or policy number: \_\_\_\_\_

Pension fund address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Approximate transfer value: \_\_\_\_\_ Guarantee date (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_

Pension sharing/court order in respect of pension fund:  Yes  No

If Yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

The trustee will not accept contributions until due diligence procedures have been completed and the trustee is in receipt of all supporting documentation.

## Declaration

1. I hereby wish to make the aforementioned contribution(s) into my Scheme and agree that they shall be held and administered in accordance with the rules and the terms and conditions of the Scheme.
2. I have not relied upon the trustee of the Scheme, Sovereign Trust (Guernsey) Limited, nor the Sovereign Group or any of its subsidiaries and officers of such subsidiaries for any pension, investment, financial legal or tax advice relating to my decision to make additional contribution(s) into my retirement scheme.
3. I consent to any applicable fees, time charges, or both, which may be applied with respect to my additional contribution(s).
4. I have fully disclosed the source of wealth relating to the additional contribution(s) being made.
5. I understand that tax relief on all member contributions to Guernsey approved retirement plans, which would include any contributions I make to my retirement scheme and any contributions I may make to any other Guernsey approved retirement scheme, will be capped at the applicable limit imposed under Guernsey Law. Further contributions may be made above this limit without any requirement for income tax approval, however, I understand that such further contributions will not be eligible for any tax relief entitlement.

Member's signature: \_\_\_\_\_

Member's name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_