

## General Investment Account application form for registered pension schemes

This form can be used by the trustees of a pension scheme to apply for an AJ Bell Investcentre General Investment Account (GIA). Please read the GIA terms and conditions and the Funds & Shares Service investment fact sheet before completing this application.

Please use BLOCK CAPITALS only and blue or black ink, ticking the boxes where appropriate.

If you would like a copy of this, or any other item of our literature, in large print, Braille or in audio format, please contact us on 0345 83 99 060 or by email at [enquiry@investcentre.co.uk](mailto:enquiry@investcentre.co.uk).

### User guide – pension scheme GIA application

#### Anti-money laundering requirements

We are required to verify the identity of all trustees and scheme members via an Experian search. If the Experian search is unsuccessful, we will require further evidence in the form of identification and address verification documents for each individual. To save time, you may wish to provide these documents along with the application.

Where there is a corporate trustee, unless we have received a copy of the pension scheme's HMRC registration confirmation letter, we are required to verify them by means of a Companies House check, along with an Experian search on two of the directors.

Please note that these checks are not required for existing clients.

#### Helpful tips

- Each SSAS will have its own individual trust deed. Please provide a copy of this deed with the application form (if applicable).
- Each SIPP will have a master trust deed and, where the scheme member is co-trustee, there will also be a supplemental deed. Please provide copies of these with the application form (if applicable).
- To enable us to classify the GIA as being exempt from the various Automatic Exchange of Information regulations (notably FATCA and CRS), please ensure that the PSTR is provided on the application form.
- All trustees must sign the application form along with two directors of the corporate trustee (where applicable).
- Please provide a signing resolution for the corporate trustee if they have one. In the absence of a signing resolution, future instructions can only be made by the directors who have signed the application form.
- Please note that a nominated contact is required. This cannot be the financial adviser.
- The account will be set up in the name of the first trustee/scheme member. Any additional trustee details are held on file. The naming of the account will be as follows:  
    <Surname of first trustee/scheme member> re <name of pension scheme> e.g. Jones re AJ Bell SIPP

#### Checklist

- Fully completed application form signed by all trustees and two directors of the corporate trustee (if applicable)
- Copy of trust deed
- Copy of supplemental trust deed (if applicable)
- Signing resolution for corporate trustee (if applicable)
- Identity and address verification for trustees, scheme members and directors (recommended)
- Pension scheme's HMRC registration confirmation letter

## Pension scheme details

Full name of the pension scheme	DAI (UK) Pension Scheme - S Manek
Pension Scheme Tax Reference (PSTR)	00812309RZ
Country of residence	United Kingdom
Type of pension scheme	<input type="checkbox"/> SIPP <input checked="" type="checkbox"/> SSAS <input type="checkbox"/> Other occupational pension scheme
Please enclose a copy of the trust deed and rules governing the scheme.	

## Details of corporate trustee

Name of company	Duet Alternative Investments (UK) Ltd
Registered address	27 Hill Street, London
Postcode	W1J 5LP
Country	United Kingdom
Operating address (if different from above)	
Postcode	
Country	
Telephone number	+44 207 290 9898
	(If phone number is non-UK, provide full dialling code)
Company registration number	04185482
Country of registration/incorporation	England & Wales

Please provide a copy of the signing mandate for the corporate trustee if there is one.

## Details of scheme administrator/practitioner

Name of company/individual	Pension Practitioner
If the scheme administrator's address is different to the corporate trustee's, then please complete the address below:	
Address	Office 12, Venture Wales Building, Pentrebach, Merthyr Tydfil
Postcode	CF48 4DR
Country	United Kingdom
Telephone number	+44 800 634 4862
	(If phone number is non-UK, provide full dialling code)
Email address	emilym@pensionpractitioner.com
FCA registration number (if applicable)	

## Details of individual trustees (if any)

### First individual trustee

Title <b>Dr/Mr/Mrs/Miss/Ms/Other</b> Mr	Surname Manek
Forename(s) Sanjeet	
Date of birth 20/07/1984	Tax Identification Number SC 95 93 70 C
Type of Tax Identification Number (if not a UK NINo)	
Permanent residential address 16 Herga Court, Sudbury Hill, Harrow	
Country United Kingdom	Postcode HA1 3RS
Daytime telephone number +44 789 432 8185 (If phone number is non-UK, provide full dialling code)	
Email address svmanek@hotmail.com	

Is this trustee also a member of the pension scheme?

Yes ☒ No ☐

### Second individual trustee

Title <b>Dr/Mr/Mrs/Miss/Ms/Other</b>	Surname
Forename(s)	
Date of birth	Tax Identification Number
Type of Tax Identification Number (if not a UK NINo)	
Permanent residential address	
Country	Postcode
Daytime telephone number (If phone number is non-UK, provide full dialling code)	
Email address	

Is this trustee also a member of the pension scheme?

Yes ☐ No ☐

**Third individual trustee**

Title <b>Dr/Mr/Mrs/Miss/Ms/Other</b>	Surname
Forename(s)	
Date of birth	Tax Identification Number
Type of Tax Identification Number (if not a UK NINo)	
Permanent residential address	
Country	Postcode
Daytime telephone number <small>(If phone number is non-UK, provide full dialling code)</small>	
Email address	

Is this trustee also a member of the pension scheme?

Yes

☐

No

☐**Fourth individual trustee**

Title <b>Dr/Mr/Mrs/Miss/Ms/Other</b>	Surname
Forename(s)	
Date of birth	Tax Identification Number
Type of Tax Identification Number (if not a UK NINo)	
Permanent residential address	
Country	Postcode
Daytime telephone number <small>(If phone number is non-UK, provide full dialling code)</small>	
Email address	

Is this trustee also a member of the pension scheme?

Yes

☐

No

☐

If there are more than four trustees, please provide details of the other trustees on a separate sheet and attach to this application.

If any of the trustees has been at the address shown for less than three years, please provide their previous address on a separate sheet and attach to this application.

## Details of pension scheme members

Please provide details of any individual who is a pension scheme member but who is **not** a trustee. (For example a SIPP member who is **not** a co-trustee of their individual SIPP arrangement.)

### First additional pension scheme member

Title <b>Dr/Mr/Mrs/Miss/Ms/Other</b>	Surname
Forename(s)	
Date of birth	Tax Identification Number
Type of Tax Identification Number (if not a UK NINo)	
Permanent residential address	
Country	Postcode
Daytime telephone number (If phone number is non-UK, provide full dialling code)	
Email address	

### Second additional pension scheme member

Title <b>Dr/Mr/Mrs/Miss/Ms/Other</b>	Surname
Forename(s)	
Date of birth	Tax Identification Number
Type of Tax Identification Number (if not a UK NINo)	
Permanent residential address	
Country	Postcode
Daytime telephone number (If phone number is non-UK, provide full dialling code)	
Email address	

If there are more than two additional pension scheme members, please provide details of the other members on a separate sheet and attach to this application.

If any of the additional members have been resident at the address shown for less than three years, please provide their previous address(es) on a separate sheet of paper and attach it to this application.

## Nominated contact

Please let us know who you would like to be your nominated point of contact for your GIA. This will be a trustee or a pension scheme member. You authorise us to provide all statements, copy documents and requests for instructions to this individual, who will be responsible for onward communication to, and providing instructions to us on behalf of, the trustees and members.

Communications with the nominated contact will be by post, email or secure message.

Please tick **one** box below to indicate who is to be the nominated contact:

<input checked="" type="checkbox"/> Individual trustee	Name Sanjeet Manek
<input type="checkbox"/> Pension scheme member	Name

## Funding the GIA

Once your application has been processed you can make payments electronically. If you would like to do so, please ask your adviser to visit the AJ Bell Investcentre website and submit your request online. The relevant bank details and a unique payment reference will be provided as part of this process, removing the requirement for any paperwork to be submitted.

Alternatively, please confirm which of the following options you wish to use to fund the account, inserting the amount of the payment to be made.

**Single payment (using a cheque) of £ 25,000**

Please enclose a cheque made payable to 'AJ Bell Investcentre GIA re name of pension scheme' (e.g. AJ Bell Investcentre GIA re John Smith pension scheme) with this application form.

**Regular payment of £**

**to be made monthly.**

Please enclose a completed GIA Direct Debit mandate with this application form.

**Transfer in existing funds held in a General Investment Account with another provider.**

**The approximate value of this account is £**

Please enclose a completed GIA transfer form with this application form.

## Nominated bank account

In order to make cash withdrawals from your GIA, please provide us with details of the bank or building society account into which you would like the monies to be paid. This must be in the name of the pension scheme.

Account holder's name Registered Scheme Administrator Ltd

Bank/building society account number

0 4 9 1 9 0 8 8

Sort code

2 3 8 3 9 6

Roll number (if applicable)

## Cash withdrawals

If you would like to set up regular cash withdrawals at the outset, please complete this section. We will pay these withdrawals into the nominated account.

☐ Fixed amount £

or

☒ Consolidated natural income

Please note that equalisation amounts are not classed as consolidated natural income and will therefore not be paid to you if consolidated natural income is selected. All equalisation amounts will require a one-off withdrawal request to be made.

Frequency: ☒ monthly ☐ quarterly ☐ half yearly ☐ annually

Start date

10 8 / 2 0 1 9

End date (optional)

M M / Y Y Y Y

If you would like to receive your payments for a specific period of time, please enter an end date above.

Payment will be made to your nominated bank/building society by BACS on the first working day of the month. The money should be available in the nominated account within four working days. Please note, we will need to be in receipt of this form at least five working days before the first payment is due.

## Adviser's details

Adviser's name	SCA number
Adviser's firm	Telephone number
Email address	

## Adviser charging

Please provide details of any adviser charges that you and your adviser have agreed should be paid from your GIA.

### Initial adviser charge

**Either**

Fixed £
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**or**

Payment-related (applies to all initial/additional payments-in and transfers-in from other General Investment Accounts).

Single payment	%
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Regular payment	%
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Transfer	%
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### Ongoing/renewal adviser charges

**Either**

Fixed £	p.a.	<b>or</b>	Fund-related	% p.a.
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Notes: VAT will be applied to initial and ongoing adviser charges on the basis notified to us by your adviser. Your adviser will inform you whether VAT will apply to these charges.

It is your adviser's responsibility to instruct us to stop paying initial charges on regular payments when the agreed arrangement comes to an end.

## Application and declarations

Please read the following carefully before you sign.

I/we declare that:

1. I am/we are aged 18 years or over.
2. The declarations and information contained in this form are true, correct, complete and not misleading to the best of my/our knowledge and belief, and I/we undertake to notify AJ Bell Investcentre of any changes without delay. This includes changes to the trustees or pension scheme members, or to their details.
3. I/we have been recommended and given the opportunity to read, ensure that I/we understand and retain a copy of the AJ Bell Investcentre GIA terms and conditions and charges and rates and that I/we understand that the details contained in those documents and this application form constitute the agreement between me/us and AJ Bell Investcentre.
4. All payments made, and to be made, to the GIA belong to the applicant(s).
5. I/we confirm that I am/we are not resident for tax purposes or a citizen of any country other than those I/we entered in my/our application.
6. I/we understand that for UK-registered pension schemes you will treat the pension scheme as an Exempt Beneficial Owner for the purpose of FATCA and an Excluded Account for the purpose of the CRS, as permitted under The International Tax Compliance Regulations 2015 and The International Tax Compliance (Crown Dependencies & Gibraltar) Regulations 2014 as amended from time to time, meaning the GIA is exempt from reporting requirements.

I/we confirm that you are authorised to:

- a) Make whatever checks are necessary to verify my/our identity, as required to comply with the Money Laundering Regulations.
- b) Provide information to and accept instructions from my/our adviser named above in relation to all matters related to my/our GIA, including instructions for the purchase and sale of investments, as if they had been direct instructions from me/us.
- c) Deduct the adviser charges detailed above from my/our GIA and pay them to my/our adviser.

I/we confirm that I/we have not relied on any financial, investment or other advice given by AJ Bell Investcentre when making the decision to apply for this GIA.

### Data Protection Act 1998 and anti-money laundering checks

#### Your information

We will use the information provided to check your identity, and that of any other person providing funds on behalf of an investment made in your name, with credit reference and fraud prevention agencies. The agencies will record our check and will make that record available to others to verify your identity. We use scoring methods to verify your identity, as this provides a thorough check of the available data. If you supply false or inaccurate information and we suspect fraud, we will inform the fraud prevention agencies. If we cannot verify your identity by electronic means, we may ask you for additional information.

Please write to us at the address provided in this application form if you want details of the credit reference and fraud prevention agencies from whom we obtain, and with whom we record, information about you. You have a legal right to these details. The agencies may charge a fee.

You have a right, on payment of an administration fee, to be given access to the personal data we hold about you if you apply to us in writing.

**This application must be signed and dated by all of the trustees. If there is a corporate trustee the application must be signed by two directors or authorised signatories of the corporate trustee. If the corporate trustee has a signing mandate, please provide a copy.**

**All trustees must ensure that they have read the appropriate declarations before signing.**

#### Corporate trustee (if any)

Name	Date
Signature	
Position	



**Corporate trustee (if any)**

Name	Date
Signature	
Position	

**Individual trustee 1**

Name	Date
Signature	

**Individual trustee 2**

Name	Date
Signature	

**Individual trustee 3**

Name	Date
Signature	

**Individual trustee 4**

Name	Date
Signature	

**Please provide further signatures if there are more than four individual trustees.**

**Once completed and signed the form should be returned to AJ Bell Investcentre, 4 Exchange Quay, Salford Quays, Manchester M5 3EE.**