

## For trustee investments into an SJP Trustee Investment Account

## Important notes

1. Copies of the Terms and Conditions and this completed form are available on request.
2. Completion of the Direct Debit Instruction does NOT imply commencement of the contract. St. James's Place UK plc's Letter of Acceptance will indicate when the contract will commence.
3. The Scheme Administrator's address in Section B will be used for correspondence until we are notified in writing of any change in address.

If you are invested in a fund that holds property (for example land or buildings) or other assets that can be difficult to sell (for example private equity or private credit), we may delay certain transactions for up to six months. These transactions include requests to transfer, cash in, make a withdrawal from or switch funds in your plan. If we delay a transaction, the prices used when the transaction takes place will be those effective at the time that we allow the transaction. By investing in such a fund, you accept this amendment to your Terms and Conditions.

If 'Yes', what is their Plan/Account No?

**B. Scheme Administrator details**

Registered scheme name

LKL TRUSTEE SCHEME

If a SSAS or defined benefit Occupational Scheme

Principal Employer's Name

LKL SERVICES LTD

Scheme Administrator contact details

Title

☐ Mr ☒ Mrs ☐ Miss ☐ Ms ☐ Other

Surname

MARTIN

Forename(s)

GEORGINA

Name of administrator

REGISTERED SCHEME ADMINISTRATIONS LTD

Administrator address

VENTURE WALES BUILDING, PENTREBACH,  
MERTHYR, WALES

Postcode CF48 4DR

Existing TIA number

T I A

Daytime tel. no.

0121 769 0041

Email address

Administrator client reference

Type of scheme to which investment is attached:

☒ SSAS☐ SIPP☐ Defined Benefit Occupational Scheme☐ Other

PSTR ref. no.

0081798 DRN

As a consequence of this application, will the client be cancelling, lapsing, surrendering or part-surrendering any existing investment contract (life, endowment, pensions or unit trusts)?

☐ Yes ☒ No**C. Contributions**

Amount of single contribution

£ 410,000 —

Please indicate how payment will be made

☐ Cheque (enclosed)☒ Bank Transfer

Cheques must be made payable to 'St. James's Place'.

Authorisation for payment: If you decide to invest by making a bank transfer, please complete the details below.

Name and address of the bank the money is being transferred from:

Name of bank

METRO BANK

Address of bank

Account name

LKL PENSION SCHEME

Postcode

Name of scheme

LKL TRUSTEE PENSION SCHEME

Account number

46601475

Sort code

230580

Unique number obtained from your St. James's Place Partner

Date money will be sent to St. James's Place

## C. Contributions (continued)

St. James's Place bank details for receipt of transfers in sterling:

**Account Name:** St. James's Place UK plc Receipts Account

**Sort Code:** 20-13-42

**Account Number:** 50642371

**IBAN:** GB26BARC20134250642371

**Bank Branch:** Barclays, Leicester LE87 2BB

Amount of regular contribution £ NIL

Frequency of regular contributions

☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Annually

Commencement date (Not 29th, 30th or 31st)

(If monthly, contributions will be due on the same day of each month as the commencement date.)

## D. Trustee details

Have individual trustees been appointed? ☒ Yes ☐ No

If 'Yes', please provide names and addresses:

	First Trustee	Second Trustee
Surname	GORDON	GRIGSBY
Forename(s)	Huw William	MATTHEW ANDREW
Address	HAREPATH FARM. BURBAGE MARLBOROUGH	FLAT 3 26 PEEK MOAT ROAD STOCKPORT
Postcode	SN8 3BT	SK4 4PH
	Third Trustee	Fourth Trustee
Surname	GORDON	DREW
Forename(s)	IVOR CHRISTIAN	CLAIRE LOUISE
Address	WOODING 22 ASTLEY CLOSE PEWSEY	109 CHURCH ROAD LAUGHBOROUGH SALISBURY
Postcode	SN9 5BD	SP1 1RB
Professional/Corporate Trustees		
Name of Professional Trustee	RC TRUSTEES LTD	
Name of Corporate Trustee		
Address	7A PARKING POYNTON STOCKPORT	
	Postcode	SK12 1RD

Please provide a copy of the trust deed and signature lists.

## For SIPP and SSAS Investments

Do you authorise St. James's Place to accept switch requests from members directly? ☐ Yes ☒ No

Would you like a copy of the correspondence to be sent to the scheme member? ☐ Yes ☒ No

E. Investment details

Fund selection for investment

Portfolio Designer Reference

Please select one or more Portfolio(s) or enter the percentage of your initial investment to be allocated to each fund in the relevant table.

Regular contributions

	Non-distribution	Distribution
Conservative Portfolio	%	%
Balanced Portfolio	%	%
Managed Funds Portfolio	%	%
Strategic Growth Portfolio	%	%
Adventurous Portfolio	%	%

If you have not selected a Portfolio above, please complete your fund selection in the table below.  
**Please note:** Values can be specified to two decimal places. The total of each investment must equal 100%.  
Where distribution funds are selected the distributions will always be paid out. Please complete Section G.

InRetirement range	Non-distribution	Distribution
Prudence	%	
Balance	%	
Growth	%	

Polaris range	Non-distribution	Distribution
1	%	%
2	%	%
3	%	%
4	100%	%

## E. Investment details (continued)

Individual funds	Non-distribution	Distribution
Asia Pacific	%	%
Balanced Managed	%	%
Continental European	%	%
Corporate Bond	%	%
Diversified Assets (FAIF)*	%	
Diversified Bond	%	%
Emerging Markets Equity	%	%
Global Absolute Return	%	%
Global Emerging Markets	%	%
Global Equity	%	%
Global Government Bond	%	%
Global Government Inflation Linked Bond	%	%
Global Growth	%	%
Global High Yield Bond	%	%
Global Managed	%	%
Global Quality	%	%
Global Smaller Companies	%	%
Global Value	%	%
Greater European	%	%
International Equity	%	%
Investment Grade Corporate Bond	%	%
Japan	%	%
Managed Growth	%	%
Money Market	%	%
North American	%	%
Property*	%	%
Strategic Income	%	%
Strategic Managed	%	%
Sustainable & Responsible Equity	%	%
UK	%	%
UK Equity Income	%	%
Worldwide Income	%	%
<b>TOTAL</b>	<b>100%</b>	

\*Please see 'Fund Information' section.

E. Investment details (continued)

Single contribution

	Non-distribution	Distribution
Conservative Portfolio	%	%
Balanced Portfolio	%	%
Managed Funds Portfolio	%	%
Strategic Growth Portfolio	%	%
Adventurous Portfolio	%	%

If you have not selected a Portfolio above, please complete your fund selection in the table below.  
**Please note:** Values can be specified to two decimal places. The total of each investment must equal 100%.

InRetirement range	Non-distribution	Distribution
Prudence	%	
Balance	%	
Growth	%	

Polaris range	Non-distribution	Distribution
1	%	%
2	%	%
3	%	%
4	%	%

## E. Investment details (continued)

Individual funds	Non-distribution	Distribution
Asia Pacific	%	%
Balanced Managed	%	%
Continental European	%	%
Corporate Bond	%	%
Diversified Assets (FAIF)*	%	
Diversified Bond	%	%
Emerging Markets Equity	%	%
Global Absolute Return	%	%
Global Emerging Markets	%	%
Global Equity	%	%
Global Government Bond	%	%
Global Government Inflation Linked Bond	%	%
Global Growth	%	%
Global High Yield Bond	%	%
Global Managed	%	%
Global Quality	%	%
Global Smaller Companies	%	%
Global Value	%	%
Greater European	%	%
International Equity	%	%
Investment Grade Corporate Bond	%	%
Japan	%	%
Managed Growth	%	%
Money Market	%	%
North American	%	%
Property*	%	%
Strategic Income	%	%
Strategic Managed	%	%
Sustainable & Responsible Equity	%	%
UK	%	%
UK Equity Income	%	%
Worldwide Income	%	%
<b>TOTAL</b>	<b>100%</b>	

\*Please see 'Fund Information' section.

F. Withdrawals

Do you wish to take any regular income from this Trustee Investment Account? ☐ Yes ☒ No

If 'Yes', Gross Annual Amount £

This will be paid in addition to any distributions

- ☐ (A) by cashing in an equal proportion of units in each fund **OR**
- ☐ (B) in the percentage split across funds shown on the following page. This should total 100%.

InRetirement range	Non-distribution	Distribution
Prudence	%	
Balance	%	
Growth	%	

Polaris range	Non-distribution	Distribution
1	%	%
2	%	%
3	%	%
4	%	%

**F. Withdrawals (continued)**

Individual funds	Non-distribution	Distribution
Asia Pacific	%	%
Balanced Managed	%	%
Continental European	%	%
Corporate Bond	%	%
Diversified Assets (FAIF)*	%	
Diversified Bond	%	%
Emerging Markets Equity	%	%
Global Absolute Return	%	%
Global Emerging Markets	%	%
Global Equity	%	%
Global Government Bond	%	%
Global Government Inflation Linked Bond	%	%
Global Growth	%	%
Global High Yield Bond	%	%
Global Managed	%	%
Global Quality	%	%
Global Smaller Companies	%	%
Global Value	%	%
Greater European	%	%
International Equity	%	%
Investment Grade Corporate Bond	%	%
Japan	%	%
Managed Growth	%	%
Money Market	%	%
North American	%	%
Property*	%	%
Strategic Income	%	%
Strategic Managed	%	%
Sustainable & Responsible Equity	%	%
UK	%	%
UK Equity Income	%	%
Worldwide Income	%	%
<b>TOTAL</b>	<b>100%</b>	

(If there are insufficient units in any selected fund, the amount will be withdrawn as in (A).)

*Note: Units will be cancelled using the Bid Price effective on the due date of the income payment or the previous working day if the payment date is a non working day. Any withdrawal in excess of the Annual Withdrawal Allowance that would be liable to an Early Withdrawal Charge will be taken from the investment with the lowest charge.*

**F. Withdrawals (continued)**

Frequency (please tick)

☐

Monthly

☐

Quarterly

☐

Half-yearly

☐

Annually

Date of first payment

(This will be at least 30 days after the St. James's Place Administration Centre has received your instruction and investment funds: not 29th, 30th or 31st.)

*Note: Where income payments include distributions they will be in your bank account by the 1st working day of the month in which the payment is made. All other income payments will be in your bank account on the day requested each month.*

**G. Payment details**

Payment will only be made to the Scheme Trustees.

Name and address of  
Bank or Building Society

METRO BANK

Postcode

Sort Code

23 - 05 - 80

Account Number

46601475

Name of Account Holder(s)

LHL Pension Scheme

Roll number (if appropriate)

**H. Data protection**

Your Partner and/or St. James's Place\* are the data controllers of any personal data you provide to us on this form and any further information which you subsequently provide to us. Your Partner and St. James's Place\* each have a legal obligation to comply with applicable data protection legislation.

**Purposes for which the data may be used**

We will collect and use your personal data, such as your name and contact details and other personal details you have provided on this form.

We will use the personal data for the provision of financial advice and to provide you with financial products or services, including for administration, risk assessment, fraud prevention and regulatory purposes.

In order to provide our services, we may share the personal data you provide with: Partners and companies within the St. James's Place\* group; product providers or administrators of a scheme relating to your investment plan; regulators such as the Financial Conduct Authority or the Prudential Regulation Authority, and other authorities; HM Revenue & Customs; fraud prevention agencies; companies providing specialist advice, administration and/or IT services; and industry financial services schemes (e.g. Direct Debit).

Where you are providing us with personal data about other individuals, you will inform each of them that you are providing their information to us, refer them to the Partner's Privacy Policy, which can be accessed on their website and/or the Privacy Policy of St. James's Place\*, which can be accessed at [www.sjp.co.uk/privacy](http://www.sjp.co.uk/privacy).

**Confidentiality**

St. James's Place\* and your Partner adhere to a confidentiality policy that requires us to treat all information about you in the strictest confidence.

**Your rights and how to contact us**

For further information on our uses of your personal data, and your rights in relation to your personal data, please see the Partner's Privacy Policy, which can be accessed on their website and/or the Privacy Policy of St. James's Place\*, which can be accessed at [www.sjp.co.uk/privacy](http://www.sjp.co.uk/privacy). A paper copy of the Privacy Policy is available on request from your Partner.

Should you have any enquiries relating to the personal data that we may hold about you or how your personal data is processed, you can contact your Partner using the details below; or you can contact the St. James's Place Data Protection Officer at [dpo@sjp.co.uk](mailto:dpo@sjp.co.uk).

\*'St. James's Place' is a wealth management group which includes St. James's Place plc and its subsidiaries. A list of subsidiaries is available within the Privacy Policy.

## I. Declaration of Trustee(s)

1. I/We the trustees or administrators declare that to the best of my/our knowledge and belief, the information on this form is true and complete.
2. The scheme named in B above is a UK-registered pension scheme. I/We confirm my/our agreement that this plan may be included in any reporting services provided by St. James's Place to the member detailed in Section A of this form.
3. **I/We have received a Key Features Document, a 'Key facts about our services and costs' document and a personalised illustration.**

### Advice charges

Our advice is not free. The cost for our advice will be paid for out of your investment. Details of the charges we make for our advice and how it is paid for are set out in the 'Key facts about our services and costs' document you receive. The advice charges will also be discussed with you and the specific amount charged will be provided on the personalised illustration you receive.

4. **I/We understand that the advice I/we receive is not free and I/we agree to the payment of advice charges from my/our investment as referred to above.**
5. **I/We confirm that if someone other than myself completed this form, I/we provided the information recorded. I/We have carefully checked the contents of this form and confirm that the form contains a full and accurate record of all the details which I/we instructed my representative to insert. I/We understand that where this form was completed by a third party, they do not have the authority to accept this on behalf of St. James's Place UK plc.**

Cheques must be made payable to 'St. James's Place'.

### For DB occupational schemes

The above named Scheme has been (or is in the process of being) registered with HM Revenue & Customs for the purpose of Part 4 and Schedule 36 Part 1 of the Finance Act 2004, or any statutory modification or re-enactment thereof.

### Please ensure that a copy of the HMRC letter is attached

To the extent (if any) required by Section 47 of the Pensions Act 1995 ("the Act") and Regulation 5 of the Occupational Pension Schemes (Scheme Administration) Regulations 1996, or any modifications thereof, as trustees of the Scheme ("the Trustees") we confirm the appointment of St. James's Place as a Fund Manager in relation to the proportion of the Scheme's assets entrusted to St. James's Place from time to time under this Plan. The effective date of such an appointment is the commencement date of the Plan and St. James's Place will report to, and take instructions from, the Trustees.

**Signature(s) of trustee(s) or other signatory/ies authorised by the trust deed**



(First signature)

Print name

Huw William Gordon



(Second signature)

Print name

Ivor Gordon



(Third signature)

Print name

Claire Louise Drew



(Fourth signature)

Print name

Matt Grisby

(Fifth signature)

Print name

(Sixth signature)

Print name

Date 17 July 2024

**Certificate Of Completion**

Envelope Id: F7D0C838276449159B1BF98E7B92E82C

Status: Completed

Subject: Trustee Investment Account.pdf

Source Envelope:

Document Pages: 11

Signatures: 4

Envelope Originator:

Certificate Pages: 2

Initials: 0

Laura Tomlinson

AutoNav: Enabled

St. James's Place House

Envelopeld Stamping: Enabled

1 Tetbury Road

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

Cirencester, Gloucestershire GL7 1FP

laura.tomlinson2@sjpp.co.uk

IP Address: 94.0.178.227

**Record Tracking**

Status: Original

Holder: Laura Tomlinson

Location: DocuSign

7/16/2024 4:31:54 PM

laura.tomlinson2@sjpp.co.uk

**Signer Events****Signature****Timestamp**

Huw William Gordon

huwgordon@hotmail.co.uk

LKL Services

Security Level: Email, Account Authentication  
(None), Authentication

Sent: 7/16/2024 4:42:46 PM

Viewed: 7/16/2024 4:44:29 PM

Signed: 7/16/2024 4:45:16 PM

Signature Adoption: Drawn on Device

Using IP Address: 86.145.188.0

Signed using mobile

**Authentication Details**

SMS Auth:

Transaction: 4e736ca1-13a5-42ed-85e4-3ab56bf69cfe

Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 7/16/2024 4:44:16 PM

Phone: +44 7501 268192

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Ivor Gordon

ivor@4xtrahands.com

Security Level: Email, Account Authentication  
(None), Authentication

Sent: 7/16/2024 4:45:17 PM

Viewed: 7/16/2024 10:45:22 PM

Signed: 7/16/2024 10:46:33 PM

Signature Adoption: Pre-selected Style

Using IP Address: 109.148.202.241

**Authentication Details**

SMS Auth:

Transaction: d7e1a3c9-ef0e-459d-97e6-c4f5329058ec

Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 7/16/2024 10:45:12 PM

Phone: +44 7775 287057

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Claire Louise Drew

clairelouisedrew@gmail.com

Security Level: Email, Account Authentication  
(None), Authentication

Sent: 7/16/2024 10:46:34 PM

Viewed: 7/17/2024 6:34:12 AM

Signed: 7/17/2024 6:36:04 AM

Signature Adoption: Drawn on Device

Using IP Address: 195.213.52.170

Signed using mobile

**Authentication Details**

Signer Events	Signature	Timestamp
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SMS Auth:

Transaction: 4241cef1-1397-48f1-bd1b-39e5eb909d7a  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 7/17/2024 6:33:58 AM  
Phone: +44 7824 883103

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Matt Grisby

heyahem@hotmail.com

Security Level: Email, Account Authentication  
(None), Authentication



Sent: 7/17/2024 6:36:06 AM

Viewed: 7/17/2024 9:07:31 AM

Signed: 7/17/2024 9:08:03 AM

Signature Adoption: Drawn on Device

Using IP Address: 86.21.43.57

Signed using mobile

**Authentication Details**

SMS Auth:

Transaction: de1d8b76-e6d2-4cb6-8d03-c65c6c1a25a5  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 7/17/2024 9:07:22 AM  
Phone: +44 7935 492380

SMS Auth:

Transaction: d1351acf-3c7e-4e08-941e-9b09a64f84ea  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 7/17/2024 9:08:30 AM  
Phone: +44 7935 492380

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/16/2024 4:42:46 PM
Certified Delivered	Security Checked	7/17/2024 9:07:31 AM
Signing Complete	Security Checked	7/17/2024 9:08:03 AM
Completed	Security Checked	7/17/2024 9:08:03 AM

Payment Events	Status	Timestamps
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