

Employer Information & Pension Scheme Application

Employer Details

Name	Microdrive Consultants Ltd		
Registered office	144 Crescent Road Barnett Hertfordshire EN4 9RW	Correspondence address	144 Crescent Road Barnett Hertfordshire EN4 9RW
Company no.	09020259	PAYE ref.	


Contacts

Name	John Maddison	Name	
Position	Director	Position	
Phone	07843 069787	Phone	
email	ukcjmad@yahoo.com	email	

Scheme Details

Scheme name	Microdrive Consultants Ltd Pension Scheme		
Start date	30/12/2014 02/05/2014	Normal retirement age	70
Corpad administration charge	0.3% pa	Additional admin charge	0.525% pa
Default fund, if no specific investment choice made	Blackrock Aquila 75 / 25 Equity & Bond Index + CASH		

Confirmation & Signatures

We wish to appoint Vantage Pension Solutions as advisers regarding our workplace pension arrangements.			
We wish to apply for the establishment of a sub-trust of The Corpad Master Trust.			
Name	John Maddison	Position	Director SECRETARY
Signature		Date	30/Dec/2014.

Please also complete the Corpad Trust Application form.

Scheme Member Application

Section 1: Personal Details

employer	Microdrive Consultants Ltd		
1 st name	John	surname	Maddison
Mr, Mrs, etc.	Mr	date of birth	13-07-1968
address	144 Crescent Road Barnett Hertfordshire EN4 9RW	NI number (if known)	NR253944B
		marital status	Married
		nationality (if not British)	
		salary	£76,000
email	ukcjmadd@yahoo.com	telephone	07843069787

Section 2: Personal Contributions

Your contributions may either be a fixed amount each month, or a percentage of salary. The cost of your contributions will be reduced by tax relief and also by savings in National Insurance, if contributions are paid by way of "salary-exchange". Tax relief will normally be granted on personal contributions up to the greater of £3,600 pa, or 100% of earned income (also subject to an overall maximum of £40,000 pa).

Please complete either A or B below:

A	I wish to pay gross monthly contributions of a fixed amount. I wish to contribute:	£ 0 pm
B	I wish to pay contributions as a % of my salary. I wish to contribute:	0 %
	Personal contributions are to be paid via salary-exchange	no

Section 3: Employer Contributions

Employer contributions may be ad-hoc, a regular amount each month, or a percentage of salary. Tax relief will normally be granted on total contributions up to £40,000 pa (including any personal contributions). However, please seek further advice if the total proposed contributions will exceed 100% of the member's earned income.

A	My employer will make variable ad-hoc contributions.	No
B	My employer will make regular contributions of:	£ 0 pm
C	My employer will pay the following % of salary:	0 %

Scheme Member Application

Section 4: Investment Selection

Core Investment Funds

One Scheme has a simple choice of 3 core funds, with Cautious, Balanced or Adventurous risk profiles, plus a cash fund.

If you do not wish to make any investment choice yourself; your contributions will be invested by default into the Core Balanced Fund - please select option A.

If you wish to make your own selection from the Core fund range, please complete section B. You may spread your investments over more than one fund - if you wish to do so, please use whole percentages and make sure that the total adds up to 100%.

Please complete either A or B

A	I do not wish to choose my own investments. Please invest all contributions into the default fund (Core Balanced)	
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B	I wish to choose my own investments from the Core fund range. Please invest my contributions as follows:	
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Core fund	Relative risk	Fund name	Fund charge	% allocation
Core Cautious	Below average	Blackrock Aquila 50/50 Bond & Equity Index	0.025% pa	%
Core Balanced	Average	Blackrock Aquila 75/25 Equity & Bond Index	0.025% pa	10 %
Core Adventurous	Above average	Blackrock Aquila 50/50 Global Equity Index	0.025% pa	%
	Minimal	Cash	0.050% pa	90 %

Please use whole percentages and make sure that the total amounts to 100%.

The fund charges shown above may be subject to change and are in addition to the scheme's normal administration charges.

Please note that the cash fund is normally suitable for short-term investment periods and should not be relied upon to produce meaningful returns over the longer-term.

Additional Investment Choice

One Scheme also gives access to over 200 additional funds from Aegon's pension investment platform. Once the scheme has been established, you may wish to choose alternative investments from within this range.

Your investment choices may be altered at any time in the future, without cost. Further information and fund-switch instruction forms are available on request.

Please note that individual funds have their own management charges, which may be different to the Core investments.

Scheme Member Application


Section 5: Member Declaration

1. I wish to submit an application to become a member of the Corpad Master Trust (the Scheme). I understand that this will involve me accepting important terms and conditions.
2. I agree to be bound by the terms and conditions of the scheme, subject to the legislation in force at any particular time. I understand that legislation changes may occur that may impact upon my benefits within the Scheme.
3. I authorise my employer to deduct any personal contributions from my pay and for these contributions to be applied to my benefits within the Scheme, until instructed otherwise.
4. I understand that my personal contributions may be paid by way of "Salary Exchange". This means that my gross pay will be reduced by an amount equivalent to the personal contributions that I wish to make; and the Company will pay this amount directly to the scheme provider on my behalf. I am also aware that I can choose not to use Salary Exchange if I do not think that it is appropriate to my own circumstances.
5. I authorise my employer, its agents and any agent of mine acting in connection with the scheme to pass on any additional information concerning me that may be required to complete the application.
6. I understand that the scheme provider will supply me with details of my benefits within the Scheme.
7. I confirm that I am resident in the United Kingdom.
8. I have answered all questions asked of me in relation to this application completely and truthfully.
9. I give consent for any parties acting in connection with the scheme; to process my personal data, both manually and by electronic means, for the purposes of providing on-going support, administration and management.

I am aware that:

- All contributions will be invested into the Core Balanced Fund, unless and until such time as I make my own fund choice.
- Contributions will only be allocated to investments that are regulated by the Financial Conduct Authority.
- Pension benefits cannot normally be taken before my 55th birthday.
- When benefits are taken from a pension arrangement, up to 25% of the amount vested may be taken as a tax-free lump sum. The balance of the vested funds will be used to provide income, taxable at my highest marginal rate.
- The value of investments is not guaranteed and can go up and down depending on investment performance.
- Pension legislation may change and therefore the regulation, benefit structure and tax treatment of a pension may be different in the future.

I confirm that I have read and understood the above points and wish to apply for membership of the scheme

signed:		date:	30/Dec/2014
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Scheme Member Application

Section 6: Nomination Form

If you die before you draw your benefits, the full value of the fund at that time will be available to your beneficiaries. Normally, the whole fund may be taken as a tax-free cash sum, although there may be restrictions on this for any funds that have accrued by contracting-out of the State Second Pension (S2P), or that have been transferred-in from a previous employment. Restrictions may also apply if you are unmarried, but there is a previous 'qualifying' spouse who is living at the time of your death.

Upon death, any funds are normally paid out under trust, which means that they go directly to your beneficiaries without being included in your estate. This provides the following benefits:

1. The payment of death benefits can be made more quickly (upon production of a Death Certificate).
2. Payment is usually made without being liable for Inheritance Tax.

In order to benefit from this tax treatment, the Trustees must retain discretion over who the death benefits are paid to.

The following Nomination Form allows you to give an indication to the Trustees (Corpad Limited), of whom you wish to benefit from your pension funds if you die. This nomination can be altered in the future if your circumstances should change.

Please contact Vantage Pension Solutions if you would like help completing this form.


name	John Maddison		
date of birth	13-07-1968	NI number (if known)	NR253944B

I wish to nominate the person / people listed below to receive any lump sum death benefit that becomes payable under my benefits within One Scheme. I understand that, in exercising discretion in applying the benefits, the Scheme Administrator will not be bound by this expression of my wishes.

Please consider the following person / people to receive lump sum death benefits, in the percentages shown:

name (beneficiary)	address	relationship	% of benefits
Mrs Ying Xu	144 Cresent Road, East Barnet, Hertfordshire EN4 9RW	Wife	100

This form replaces any previous instruction in respect of this policy.

signed:		date:	30/Dec/2014
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