- CHARLES DEAN LTD -
CHARTERED FINANCIAL PLANNERS

Financial Planners
Chartered

Oak House A
Ransom Wood Business Park
Southwell Road West
Mansfield
Nottinghamshire
NG21 0HJ

**Esther Salmon**
Data Processing Centre
Retirement.Capital
Venture Wales Building
Merthyr Tydfil Industrial Business Park
Merthyr Tydfil
Wales
CF48 4DR

9th June 2022

Dear Esther,

**MICKAR1089 Pension Scheme**

Please find enclosed the following forms for the above scheme:

- Transact Portfolio Application – Trust Applicants
- Metro Bank Outward Payment Instruction form

Please could I ask you to complete the relevant sections in the Transact application form and then return to us via email with the following proof:

- Certified Trust Deed
- Certified Signatory List
- Certified Scheme Rules

Once we have received the above, we can submit the application to Transact.

Should you have any queries, please do not hesitate to contact me on 01623 287 984.

Yours sincerely,

M Hurst

**Megan Hurst**
**Trainee Paraplanner**

# Outward Payment Instruction (Faster Payment & CHAPs)

Store: 1 Southampton Row

## 1. Customer Details

Customer Name:

Customer Number:

Account Number:

## 2. Payment details

Payment Type:

☐ Faster Payment (Personal, no fee. Business, tariff dependent)

☐ CHAPs (Personal £25.00. Business tariff dependent)

Date to be actioned:

Amount (GBP): £

Amount in Words:

## 3. Existing Beneficiary ☐

Beneficiary Name:

Metro Bank Beneficiary Ref.: B E N

## 4. New Beneficiary ☒

Beneficiary Name:

Beneficiary Sort Code: – –

Beneficiary Account Number:

Payment Reference (if applicable):

## 5. Customer Signature

**Primary Applicant**

Date: 08/06/2022

**Secondary Applicant**

Date:

Submit using Upload Documents - do not use staples if posting

transact
take control

# Portfolio Application - Trust Applicants

## 1. Applicant Details

**Trust Name** (Full legal name)
This will be the Portfolio Name

MICKAR1089 Pension Scheme

Please enclose the original or a certified copy of the Trust Deed (and the Deed of Assignment/Variation if changes have been made to the original Trust Deed) or a certified copy of the Will and Grant of Probate/Death Certificate in the case of a Will Trust.

**Is this a Discounted Gift Trust?** Yes ☐ No ✔

**If not, is the Trust one of the following types?** For each of these types, the Portfolio will receive interest on cash balances before deduction of tax.

☐ **SIPP**

✔ **Other pension trust**

☐ **Standard Assets only**
Transact will prevent future investment in non-standard assets in your Portfolio. See the 'Standard and Non-standard Assets' User Guide on Transact Online for details.

☐ **Charitable Trust**

**Charity Commission Registration Number**

**Entity Classification(s)** for FATCA and International Tax Compliance Regulation purposes

**GIIN** if applicable

We will treat your entity as a Passive Non Financial Foreign Entity (NFFE)/Passive Non Financial Entity (NFE) unless you provide us with an alternative classification. For guidance on this section, please refer to the Self Certification User Guide.

**Email**

**Postal Address**
PO Box and 'Care Of' addresses are not acceptable.

**Country**

United Kingdom

**Postcode**

**Country of Tax Residence** (list all)

**Tax Identification Number** (list all)

**Contact Telephone**
Country code Number
+

**Legal Entity Identifier (LEI)**

A LEI is needed to trade, or transfer, reportable assets after 3 January 2018. Reportable assets include company shares, bonds, exchange traded funds, structured products and venture capital trusts. Where this application relates to a third party pension investment GIA, we require the LEI of the pension trust or scheme. Please speak to your Adviser if you have any questions on LEIs.

**Communications**

We will provide documentation relating to transactions on your Transact Portfolio electronically via Transact Online, and will notify you via email when a document is added to Transact Online. We will also notify you via email about other matters relating to your Transact Portfolio.

I do ✔ I do not ☐ wish to receive paper copies of documentation relating to transactions provided via Transact Online. Please note that if you choose not to receive paper copies, we will require your email address.

## 2. Trustees, Protectors, Beneficiaries and Settlor

Please provide details for the following (please print off additional sheets as required and submit together with the application). Please enter all names in full and without any abbreviations:

- all trustees (including any Corporate Trustee)
- all beneficiaries, including members of a class of beneficiaries
- all protectors (where appropriate)
- settlor (where appropriate)

Note that it is possible for an individual to fulfil more than one role simultaneously. For example, a person can be both Trustee and Beneficiary.
If any individual has lived at their current address for less than three months, please attach details of the previous address.
You are required to notify Transact of any changes to the details below.
For guidance and information on beneficiaries who are Controlling Persons, please refer to the Self Certification User Guide.

3D5

transact take control

## 2. Trustees, Protectors, Beneficiaries and Settlor (continued)

### Corporate Trustee

**Entity Name**

Retirement Capital

**Companies House Number** (or overseas equivalent)

**Registration Number**
FCA Firm Reference Number, Pension Scheme Tax Reference or Law Society Firm Reference Number

If a registration number has not been entered above, please provide with this application the full names, residential addresses, nationalities, countries of tax residency and tax identification numbers of:

- all directors (clearly identifying the managing director)
- all individuals holding 25% or more of the company's shares or voting rights

**Entity Classification(s)** for FATCA and International Tax Compliance Regulation purposes

**GIIN** if applicable

We will treat your entity as a Passive Non Financial Foreign Entity (NFFE)/Passive Non Financial Entity (NFE) unless you provide us with an alternative classification. For guidance on this section, please refer to the Self Certification User Guide.

**Principal Place of Business of the Corporate Trustee**
PO Box and 'Care Of' addresses are not acceptable. If you are an incorporated company, please also provide your registered office address, if different.

**Country**

United Kingdom

**Postcode**

**Country of Tax Residence** (list all)

**Tax Identification Number** (list all)

**Email**

### Individual 1

**Title**

Mr

**Surname**

Cullen

**Given Names**

Michael

**Nationality (list all)**

British

**UK resident for tax purposes?**

✔ Yes No

**National Insurance Number**

N P 2 4 5 2 2 3 B

For any other countries in which you are tax resident, please enter the following (use a separate page if necessary):

**Country of Tax Residence**

United Kingdom

**Tax Identification Number**

✔ Trustee Beneficiary
Protector Settlor

**Permanent Residential Address**
PO Box and 'Care Of' addresses are not acceptable

96 Timberley Lane

Birmingham

**Postcode**

B 3 4 7 E N

**Date of Birth** (dd/mm/yyyy)

1 4 / 0 9 / 1 9 6 7

**Email**

~~michaelict1@me.com~~ michaelict1@aol.co.uk

### Individual 2

**Title**

**Surname**

**Given Names**

**Nationality (list all)**

**UK resident for tax purposes?**

Yes No

**National Insurance Number**

For any other countries in which you are tax resident, please enter the following (use a separate page if necessary):

**Country of Tax Residence**

**Tax Identification Number**

Trustee Beneficiary
Protector Settlor

**Permanent Residential Address**
PO Box and 'Care Of' addresses are not acceptable

**Postcode**

**Date of Birth** (dd/mm/yyyy)

/ /

**Email**

3D6

transact take control

## 2. Trustees, Protectors, Beneficiaries and Settlor (continued)

### Individual 3

Title

Surname

Given Names

Nationality (list all)

UK resident for tax purposes?

Yes No

National Insurance Number

For any other countries in which you are tax resident, please enter the following (use a separate page if necessary):

Country of Tax Residence

Tax Identification Number

Trustee Beneficiary

Protector Settlor

**Permanent Residential Address**

PO Box and 'Care Of' addresses are not acceptable

Postcode

Date of Birth (dd/mm/yyyy)

/ /

Email

### Individual 4

Title

Surname

Given Names

Nationality (list all)

UK resident for tax purposes?

Yes No

National Insurance Number

For any other countries in which you are tax resident, please enter the following (use a separate page if necessary):

Country of Tax Residence

Tax Identification Number

Trustee Beneficiary

Protector Settlor

**Permanent Residential Address**

PO Box and 'Care Of' addresses are not acceptable

Postcode

Date of Birth (dd/mm/yyyy)

/ /

Email

## 3. Bank Account Details

We will use the account you specify below to make payments to you. For your protection, any cash withdrawals from your Portfolio will only be paid by direct credit to your Nominated Account. The Nominated Account must be with a UK bank or building society, in the name of the Portfolio holder (as a single or joint account holder).

Name of Bank/Building Society

Name of Account Holder

Branch Sort Code

- -

This is a Building Society

Account Number

Roll Number (if Building Society)

To verify the bank account details you have provided, we require one of the following:

Electronic Deposit

Cheque or voided cheque

***Bank transfer payments to Transact are the fastest way for your deposit to become available for investment.***

# Portfolio Application - Trust Applicants

transact
take control

## 4. Adviser Payment Instructions

Please specify below the rates of payment you wish to be paid to your Adviser. The rates will apply to your entire Portfolio unless you vary them with an Adviser Payment Amendment Form. Where you do not enter a percentage we will enter it as 0.

**Initial Payment** 0 . 0 0 % of the value of purchases

**OR**

0 . 0 0 % of the value of cash deposited or Investments transferred in (a 'Portfolio Establishment Fee')

**Switch Payment** 0 . 0 0 % of the value of purchases using cash from the sale of Investments not transferred

**Annual Payment (Investments)** 0 . 0 0 %

**Annual Payment (Cash)** 0 . 0 0 %

of the value of your Portfolio and paid on a monthly basis

## 5. Applicant Declaration

We will provide the Portfolio in accordance with the Transact Key Features Document, the Transact Terms and Conditions, the Transact Commissions and Charges Schedule and the information you have provided in this application form. Please read these documents before signing the application form. They contain important information about how we administer your Portfolio and we will seek to rely on them in all our dealings with you. Please speak to your Financial Adviser if there is anything you do not understand. We will use your personal information to set up and administer your Portfolio and may pass it to our third party service providers, some of whom may be outside the EEA, or to any legal or regulatory bodies. For more information please read our Standard Privacy Notice and where a Settlor is not a trustee our Trust Settlor Privacy Notice which can be found via https://www.transact-online.co.uk/important-information/.

By signing this application form you agree and certify that:

- the information you have supplied in this application is true and complete to the best of your knowledge and belief;
- you have been provided, in good time before signing this application form, with copies of the Transact Key Features Document, the Transact Terms and Conditions and the Transact Commissions and Charges Schedule. You have read these and understand that by signing this application form you agree to be bound by them. You have also been provided with the Standard Privacy Notice and where a Settlor is not a trustee our Trust Settlor Privacy Notice. You understand that the prevailing Transact Terms and Conditions can be found on the Transact website and that you should ask your Adviser if you have any questions;
- you understand that your signed application form (once accepted by us) together with the Transact Terms and Conditions form your agreement with Transact;
- you acknowledge that we accept no liability for any loss incurred by you or to your Portfolio as a result of your reliance on the standard assets restrictions applied to your Portfolio, or any related standard asset or non-standard asset information provided by us to you;
- we may attempt to verify your identity and the identity of the Settlor and Beneficiaries with a credit reference agency. The reference agency will check the details supplied by you against any particulars on any database (public or otherwise) to which they have access. The agency will add a note to your credit file to show that an identity check has been made, but only you will be able to see this. It will not be disclosed to any third parties and will not affect your credit rating. If we are unable to verify your identity in this manner we will ask you to provide further documentation;
- the entity classifications and information on the trustees, protectors, beneficiaries and settlors is true and correct for the purposes of FATCA and International Tax Compliance Regulations;
- Transact may execute trades outside of a Trading Venue, as described in the Transact Order Execution Policy;
- you appoint as your Adviser the firm referred to in Section 7;
- Adviser Payments outlined in section 4 are to be deducted from your Portfolio and paid to your Adviser;
- you will inform Transact of any changes in the information provided in this application form immediately prior to the change occurring.

**Authorised Signature**

✘ MCulC

**Name**

Mr Michael Cullen

**Date (dd/mm/yyyy)**

08/06/2022

**Authorised Signature**

✘

**Name**

**Date (dd/mm/yyyy)**

/ /

**Authorised Signature**

✘

**Name**

**Date (dd/mm/yyyy)**

/ /

**Authorised Signature**

✘

**Name**

**Date (dd/mm/yyyy)**

/ /

**Corporate/Pension Trustee Authorised Signature**

✘

**Name**

**Date (dd/mm/yyyy)**

/ /

**Corporate/Pension Trustee Authorised Signature**

✘

**Name**

**Date (dd/mm/yyyy)**

/ /

transact take control

## 6. Checklist for Supporting Documentation

- [ ] Original or certified copy of the Trust Deed
- [ ] Deed of Assignments/Variation (if changes have been made to the original Trust Deed)
- [ ] List of Trustees, Beneficiaries, Protectors and Settlor (if there is insufficient space on this form)
  Full name, residential address, nationality, country of tax residence and tax identification number are required for each person.
- [ ] List of previous residential addresses where individuals have not lived at their permanent residential address for longer than 3 months
- [ ] Authorised signatory list for Corporate/Pension Trustees
- [ ] Certified copy of the Will and Grant of Probate/Death Certificate in the case of a Will Trust
- [ ] List of all individuals owning or controlling over 25% of the company's shares or voting rights where the Corporate/Pension Trustee has not supplied an FCA firm reference number, Pension Scheme Tax Reference or Law Society firm reference number
- [ ] Certified copy of HMRC registration status as Pension Trustee

## 7. Adviser Firm Declaration

We confirm that the Applicant(s) is/are categorised as

✔ **Retail** ☐ **Professional** ☐ **Eligible Counterparty**

*This information will be included in anonymised sales information, sent periodically to fund managers, and other product manufacturers under MIFID II product governance arrangements. (If left blank the option 'Retail' will be selected by default)

We confirm that we have:

- been appointed as the Adviser for the Applicant(s) named in this application form;
- provided the Applicant(s), in good time, with copies of the Transact Key Features Document, the Transact Commissions and Charges Schedule, the Transact Terms and Conditions, the Standard Privacy Notice and, where a Settlor is not a trustee, our Trust Settlor Privacy Notice; and
- verified the identity of the Applicant(s), Settlor and Beneficiaries.

**Adviser Firm Name**
Charles Dean Ltd

**Firm Reference Number (FRN)**
7 8 1 3 3 0

**Adviser Name (Registered Individual)**
Jon Hurst

**Registered Individual Transact Number**
8 3 1 - 9 0 8 - 0 8 2

**Authorised signatory for and on behalf of the Adviser Firm**
X

**Date** (dd/mm/yyyy)
09/06/2022

**Print Name**
Jon Hurst



3D9

"Transact" is operated by Integrated Financial Arrangements Ltd, 29 Clement's Lane, London, EC4N 7AE
Tel: (020) 7608 4900 Fax: (020) 7608 5300 email: info@transact-online.co.uk web: www.transact-online.co.uk
(Registered office: as above; Registered in England and Wales under number: 3727592)
Authorised and regulated by the Financial Conduct Authority
(entered on the Financial Services Register under number: 190856)