Pension top up application form

(Execution only clients)

- Please use this form if you wish to make single or regular cash contributions to your Pension. These can be personal contributions, or contributions that your employer will be making to your Pension on your behalf.
- This process is designed for execution only customers i.e., customers who have not taken advice and who are acting on their own initiative. We would always recommend that you seek regulated financial advice.
- We must remind you that progressing on a non-advised basis may affect the regulatory protection you would otherwise be entitled to. For example, you will not have recourse against an adviser firm in regard to investment decisions made by you. Your right to pursue compensation via the Financial Services Compensation Scheme is not affected when we execute a transaction for you on a non-advised basis.
- If anyone forgets to add a date to their signature, we'll treat the day we receive this form as the signing date.

Once this form has been completed and signed, please send it to us at the below address.

Nucleus, PO Box 26968, Glasgow, G2 9DY 0131 226 9535 Option 1 client.relations@nucleusfinancial.com

Are you still eligible to contribute to your pension?

You can usually receive tax relief on pension contributions if, when you pay the contribution, you are under age 75, UK tax resident, and have enough unused annual allowance (or money purchase annual allowance, where applicable).

Customer details

Name

Nucleus reference number (if known)

Account number

N

We aren't authorised to provide financial advice, so we can't provide you with any recommendations or guidance on topping up your pension.

If you need help, please speak to an FCA authorised adviser.

Please note: Contributions to our Pension must cease by age 75.

Contributions

Entitlement to tax relief

Please tick one option only:

- ☐ i. I have relevant UK earnings chargeable to income tax, or general earnings from overseas Crown employment subject to UK tax, in this tax year.
- ☐ ii. I am, or have been, resident in the UK at some time during this tax year.
- ☐ iii. My spouse or civil partner has for this tax year general earnings from overseas Crown employment subject to UK tax.
- ☐ iv. I am, or my spouse or civil partner is, in overseas Crown employment but for this tax year do/does not have general earnings from overseas Crown employment subject to UK tax.
- ☐ v. I was resident when I became a member of the Pension and have been resident in the UK at some time during five tax years immediately before this tax year.

If you have ticked (i) or (ii), we will reclaim basic rate tax on your personal contributions. If you are liable to income tax at a rate above basic rate, you will be able to claim any additional relief from HM Revenue and Customs (HMRC) either through your self-assessment return or, if you do not complete one, by contacting HMRC.

If you have ticked (iii), (iv) or (v), we will reclaim basic rate tax on your personal contributions up to the basic amount of £3,600 gross.

Personal contributions

Please state the net amount that you would like to pay into your Pension. If we are able to reclaim basic rate tax on your personal contributions, this tax amount will be added to your stated net contribution amount. Please therefore note that the gross figure (the net amount you are contributing plus the value of any tax reclaim) is the figure used to calculate against your annual allowance or money purchase annual allowance.

☐ Single contribution £ _____ (net)

Payment method

☐ Electronic bank transfer or General account*

N _____

When prompted, please send the payment to the following bank account, quoting your Nucleus Pension N account number as the payment reference:

Payee	Sort code	Account no
Nucleus Trustee Company Limited	16-04-00	31265985

If the top up is being funded by the General account and there is insufficient cash in your account, please complete the sell down section of this form to make cash available.

☐ Regular contribution £ _____ (net)

Frequency of contributions

☐ Monthly ☐ Quarterly ☐ Half yearly ☐ Annually

Collection date for the contributions (this must be between 1st-28th of the month)

_____

If you do not specify a start date, we will set up the Direct Debit for the first of the month. Where reasonably practicable this will be the first of the month following the date on which this form is signed. However, as it can take 10 working days to establish a Direct Debit instruction, if this process is not completed in time, collections will instead commence on the first of the next month after the Direct Debit has been successfully established.

To make regular contributions, you must complete and submit a Direct Debit Mandate to Nucleus, and no collection can be made until the instruction is in place.

If applicable, we will reclaim basic rate tax on personal contributions.

Important: If your contributions in respect of a tax year exceed the annual allowance (£60,000 for the current tax year), then you may be subject to an annual allowance tax charge. It is possible for unused annual allowance to be carried forward for up to three years. You should speak to a financial adviser about this.

Money Purchase Annual Allowance

If you have flexibly accessed your Pension or any other money purchase pension you may have, you will be subject to the money purchase annual allowance limit (£10,000 for current tax year). If your contributions exceed this amount, you may be subject to an annual allowance tax charge. You can find information on the money purchase annual allowance on the Moneyhelper website here.

Are you subject to the money purchase annual allowance?

☐ Yes ☐ No

I acknowledge that if I am subject to the money purchase annual allowance I may be liable to tax charges if my pension contributions to money purchase schemes exceed £10,000 in a tax year.

Source of wealth

Please tick one or more of the following options to indicate from which source(s) you have accumulated the personal wealth that will be used to fund your Pension.

- ☐ Income from employment
- ☐ Income from savings/investments
- ☐ Gift
- ☐ Lottery and other winnings
- ☐ Property sale
- ☐ Inheritance
- ☐ Divorce settlement
- ☐ Other (please specify)

_____

Employer contributions – employer contact details (if applicable)

Company name

Company address

Country of establishment/incorporation

Registered number

Nature of business

Contact number

Please note: where required we will correspond with your employer in relation to your Pension contribution(s).

If your employer wishes to regularly contribute to your Pension, please ask them to complete and sign this form. They will also need to complete the Direct Debit Mandate and send it to us. Please allow at least 10 business days for us to set up any Direct Debits.

Employer contribution – single payments (if applicable)

All employer contributions are paid gross. How much will your employer pay into your Pension?

☐ Single contribution £ (gross)

Payment method

☐ Electronic bank transfer

When prompted, please send the payment to the following bank account, quoting your Nucleus Pension N account number as the payment reference:

Payee	Sort code	Account no
Nucleus Trustee Company Limited	16-04-00	31265985

Employer's regular contributions (if applicable)

Your employer, must complete this section if it will be making regular payments into your Pension, either deducted from your salary, or from your employer's own funds. Regular payments must be submitted via Direct Debit. Your employer, must prepare and maintain a record of the payments due to be paid to your Pension.

Regular employer contribution amount* (including salary sacrifice arrangements)

£ (gross)

Regular employee contribution amount**

£ (net)

* Please note that employer contributions to your Pension (including salary sacrifice arrangements) are paid gross.

** Employee contributions paid from your taxed income should be paid net of tax. If we are able to reclaim basic rate tax on your personal contributions, this tax amount will be added to your stated net contribution amount. Please therefore note that the gross figure (the net amount you are contributing plus the value of any tax reclaim) is the figure used to calculate against your annual allowance or money purchase annual allowance.

Frequency of contributions

☐ Monthly ☐ Quarterly ☐ Half yearly ☐ Annually

Collection date for the contributions (this must be between 1st-28th of the month)

If you do not specify a start date, we will set up the Direct Debit for the first of the month. Where reasonably practicable this will be the first of the month following the date on which this form is signed. However, as it can take 10 working days to establish a Direct Debit instruction, if this process is not completed in time, collections will instead commence on the first of the next month after the Direct Debit has been successfully established.

To make regular contributions, you must complete and submit a Direct Debit Mandate to Nucleus, and no collection can be made until the instruction is in place.

To be signed on behalf of the employer

I confirm that the information in this section is accurate, and I will notify you if any of these details change.

I confirm that I have appropriate authority to sign this form and any direct debit instruction for and on behalf of the employer set out below.

Signed

Print name

For and on behalf of (Employer Name):

Date (dd-mm-yyyy)

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Position

Trading instruction for General account

An Inter-Account Transfer is the transfer of cash from a General account to a Pension account. If cash is not available on the General account, sells have to be placed and fully settled before the transfer can be processed. You may be out of the market for up to 10 working days as the standard settlement time is T (ordered date) + five days, and time is required to process the transfer instruction and place the buys in the Pension account.

Net contribution amount £

General account

N

Choose from one of the following options to sell assets from the General account:

☐ Pro-rata: The disinvestment will be instructed as per the percentage weightings of the account as it stands at the trading point.

☐ Custom: Confirm the amount or percentage to be sold from the assets held on the account (complete the following table):

		Sell by	
Asset name (please include share class e.g. A Income Units)	Asset identifier (ISIN)	Amount (£)	Percentage %

Important notes

- Please ensure you clearly state if a sell transaction is to be placed by a cash amount e.g., £10,000 or a percentage e.g., 25%.
- On request we can provide you with a summary of your account which will reflect the assets you have in your account.
- For most assets, there are trading cut-off times. Instructions received later than the relevant cut-off time will normally be placed the next business day the asset is traded.
- For full details in respect of trading please refer to the Nucleus terms and conditions.

New investment instruction

When the funds are received and applied to your Pension account, if no investment selection is provided this will default to 100% cash.

If you are not following financial advice with regard to your investment choice and do not wish to select your own investments, one option available to you is a range of target retirement funds, see the Standardised Investment Options (for Non-advised Pension investors) document.

Asset name (please include share class e.g. A Income Units)	Asset identifier (ISIN)	Buy %
Cash		
Total		(must be 100%)

Your right to cancel

Once you have submitted this instruction and it has been accepted by us, we will send you a cancellation notice, which confirms that you will have 30 days from receipt of the notice to let us know that you have changed your mind and wish to cancel the top up.

Should you wish to do so please write to us at Nucleus, PO Box 26968, Glasgow, G2 9DY, alternatively you can call 0131 226 9535 (Option 1) or email us at client.relations@nucleusfinancial.com confirming that you would like to exercise your right to cancel your recent investment. Please remember to quote your account number (starting with N) and your investment amount.

As you have not received any financial advice before instructing us with this top up, we will not permit any investments using the top up money during your 30-day cancellation period in case you decide to cancel.

However, you have the option to waive your right to the 30-day cancellation period. If you choose to do this, we will apply the funds received to your pension, and it will be invested immediately based on your instruction within this form.

Please indicate your preference by ticking one of the following options:

☐ I can confirm that I wish to waive my cancellation rights and have my funds invested at the earliest opportunity. I accept that once I have waived my right to this cancellation period, I will no longer be able to cancel the investment.

☐ Please postpone my investment instruction until after the 30-day cancellation period has expired. I understand that trades will not be placed until after the 30-day cancellation period has expired and that the full amount will be sent back to me/the payer.

We are unable to proceed if this section is left blank.

Declarations

Please read the following carefully before signing.

By signing this form, I confirm that:

- The information I have provided is true, accurate and complete to the best of my knowledge and belief, and I authorise Nucleus (and the scheme trustee, where applicable) to act on the instructions given in this form.
- I understand that the instructions given in this form are provided on a non-advised basis. I have not received financial advice from Nucleus (or any person acting on its behalf) in relation to these instructions, and I am responsible for my decisions.
- I am eligible to receive UK tax relief on the contributions instructed and, at the time they are paid:
  - I will be under age 75;
  - the total of my pension contributions will not exceed my available Annual Allowance or, where applicable, my Money Purchase Annual Allowance; and
  - the contribution does not exceed my relevant UK earnings for the tax year, or the £3,600 gross limit if I have no such earnings.
- I understand that I am responsible for monitoring my pension contributions and for paying any tax charges that may arise.
- Where I have flexibly accessed pension benefits, I acknowledge that the money purchase annual allowance may apply and restrict the level of tax-relieved contributions I can make.
- I understand that Nucleus does not assess the suitability of any investments made within my Pension. I accept full responsibility for my investment decisions and the associated risks.
- Where I have elected to pay contributions by Direct Debit, I confirm that I am authorised to operate the relevant bank account and understand that no collection will be made until a valid Direct Debit instruction has been successfully established.

Signature

Signed

Print name

Date (dd-mm-yyyy)

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Checklist of additional documentation required

Personal contributions

☐ Direct debit mandate completed for regular contributions

Employer contributions

☐ Direct debit mandate completed by your employer

☐ Employer regular contributions section signed by your employer

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0131 226 9535, or via the Relay UK service on 18001 0131 226 9535.

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