

For advisers

Our new
platform

nucleus^o platform

How to process a
SIPP new business
application with
immediate
tax-free cash

 6 minute read



How to process a SIPP new business application with immediate tax-free cash

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How to use this document



Important information will look like this.

Key messages

Key messages will look like this.



Useful info will look like this.

 We recommend using the zoom function to view the details on the platform screens in this guide.

How to process a SIPP new business application with immediate tax-free cash

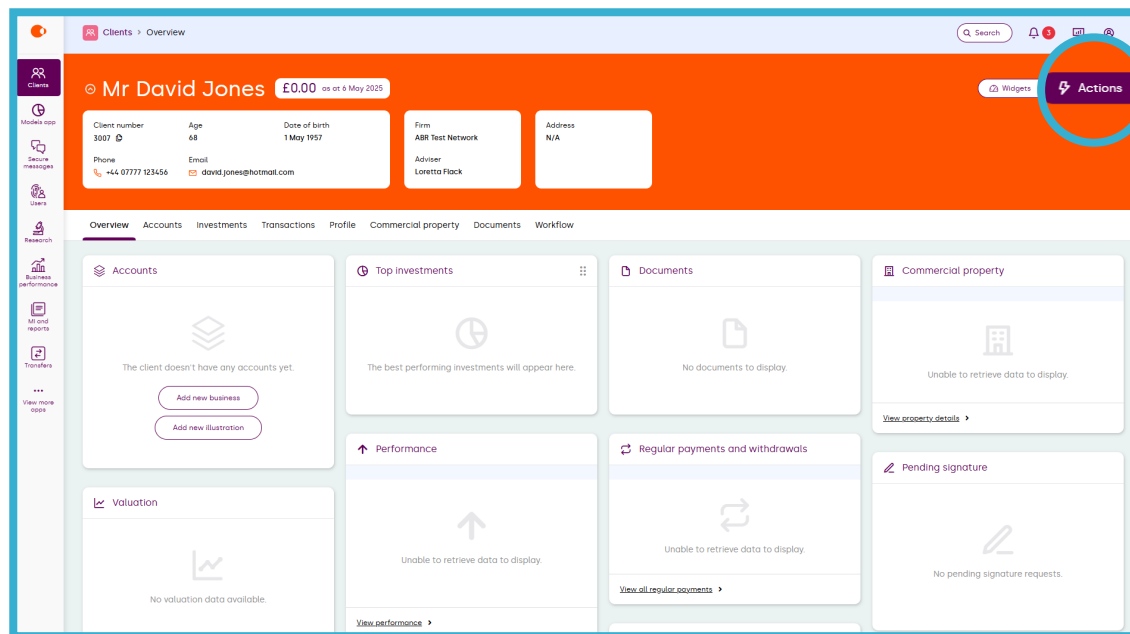


This guide is demonstrated using an adviser user with master user role permissions. If you have different user role permissions, some functionality may not be available to you.



To start the Self-Invested Personal Pension (SIPP) with immediate tax-free cash new business process, you first need to create your client.

To create and search for your client please refer to the guides on our website.



Once you've created or located your client, you can refer to this guide to proceed with submitting the new business SIPP with immediate tax-free cash application.

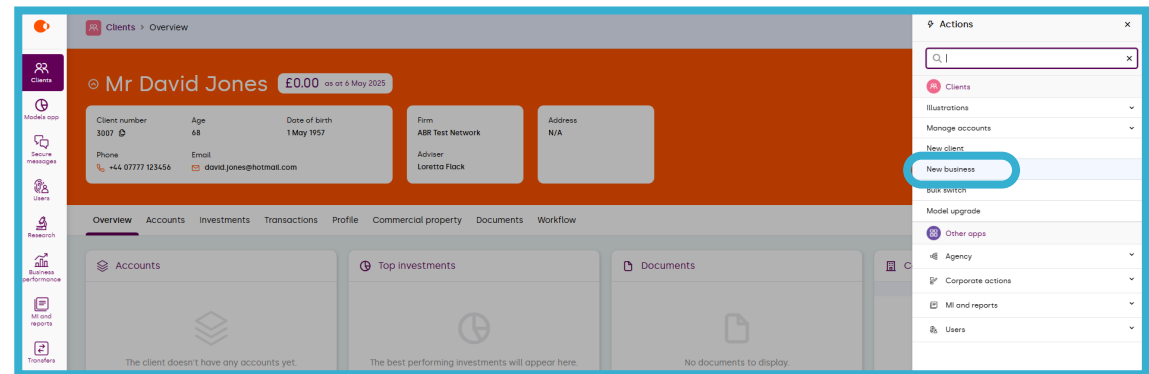
From the client landing page select the **'Actions'** button.

A list of actions will appear. To create the new business application, select '**New business**'.

Key message

At any stage of the application, you can save and exit the application.

To resume the application, navigate to the workflow tab within the client's account.



Full client details



The assigned firm and adviser can be changed by selecting from the drop-down lists.

New business applications can only be accepted on an advised basis. You must confirm advice has been provided by selecting **'Yes'**.

Confirm if your client requires access to the portal.

Key message

If **'Yes'** is selected, the client will receive an invitation to register to the portal and accept the terms. This email is valid for five days. If **'No'** is selected, all communication will be sent by post.

Customer portal access is needed if your client wants to go paperless. It also lets them make additional contributions, investments, and update their contact details. For more information, please see the Customer portal permissions helpsheet.

nucleus

New business

Full client details

David Jones
Client ID: 3007

Hierarchy selection

Firm
ABR Test Network (JHPDAAAAC)

Assign an adviser
Loretta Flock (JHPDAAAAC0000013)

Financial advice

Do you intend to provide advice to your client in relation to this instruction?
 Yes No

Customer portal access

Does your client require access to the portal?
 Yes No

New business

1. Full client details
2. Product selection
3. Review
4. Documents and declarations
5. Confirmation

Save and exit

Cancel

Next: Product selection

Enter your client's contact details into the required fields.

Key message

The client's contact details are optional, unless they would like to receive postal correspondence.

E-signatures and paperless correspondence require an email address.

Enter your client's address or postcode into the search bar and select the correct address. If the address can't be found, select '**enter an address manually**' and complete the address details.

Key message

The client's address can be amended once chosen by selecting the '**pencil**' icon.

The screenshot displays a web form for a SIPP new business application. It is divided into two main sections: 'Client details' and 'Address'.
Client details section:
- **Name:** Miss Beth Tester
- **Date of birth:** 1 January 1969
- **Email address (optional):** D.James@gmail.com
- **Phone (optional):** Mobile (dropdown)
- **Country:** UK (+44) (dropdown)
- **Phone number (optional):** 01111111111
- **Buttons:** 'Add another' (with a plus icon), 'Save and exit', 'Cancel', and 'Next: Product selection' (in a purple button).
- **Information box:** 'Email address and phone number must be provided to apply for customer portal access or to use a digital signature.'
Address section:
- **Registered address:** Search bar with 'SP1 2BP' entered.
- **Or:** 'enter an address manually' (highlighted in a blue circle).
- **Address list:** Three suggestions are shown:
1. J F C Financial Services, Milford House 43-55, Milford Street Salisbury, SP1 2BP
2. Nucleus Group Services Ltd, Milford House 43-55, Milford Street Salisbury, SP1 2BP (highlighted in blue)
3. Paul Jones Financial Services Ltd, Milford House 43-55, Milford Street Salisbury, SP1 2BP
- **Warnings:** Two yellow boxes: 'adviser business addresses can't be used.' and 'address for correspondence, we need to receive written consent. You can send this to us by secure message or in writing to Nucleus, Salisbury, SP1 3TB.'
- **Confirmation:** 'Use this address for all correspondence?' with 'Yes' (selected) and 'No' radio buttons.

If the client requires an alternative correspondence address, please contact us. Alternatively, the client can amend this through the customer portal.

Confirm whether your client would like to receive paperless correspondence, through the customer portal.



Going paperless offers benefits such as enhanced accessibility and better visibility for your clients, often resulting in faster turnaround times for signing documents.

Key message

To receive paperless correspondence, your client needs access to the customer portal. Until they log in and accept the terms, all correspondence will be sent by post. The correspondence preferences can be changed at any time, but some documents may still be sent by post for regulatory/security reasons. For more information, please see the Customer portal permissions helpsheet.

The screenshot displays a web form for a 'New business' application. It is divided into two main sections: 'Paperless settings' and 'Marketing preferences'.
Paperless settings: Contains the question 'Go paperless for client correspondence?' with radio buttons for 'Yes' (selected) and 'No'. Below this is an information box with a blue border and an 'i' icon, stating: 'The customer will receive paper documentation until they have completed their online registration. Once complete, documents will then be issued electronically. Please note certain documents must always be sent as paper documents for legal, security or regulatory reasons. All documents can be accessed from the customer's online document library.'
Marketing preferences: Contains the question 'Allow receiving news and promotions?' with radio buttons for 'Yes' (selected) and 'No'.
Navigation: On the right side, there is a vertical list of steps: '1. Full client details', '2. Product selection', '3. Review', '4. Documents and declarations', and '5. Confirmation'. Below this list are three buttons: 'Save and exit', 'Cancel', and a prominent purple button labeled 'Next: Product selection'.

Select your client's marketing preferences.



When marketing promotions are selected, your client will receive our latest news, and promotional campaigns, by email, post or text.

Select your client's employment status from the drop-down list.

For all employed, and self-employed clients, enter employer details.

If the address can't be found, select '**enter an address manually**' and complete the address details.

Employment

Employment status
Employed

Employer name
Nucleus

Employer address
SP1 2BP

Or [enter an address manually](#)

Nucleus Group Services Ltd,
Milford House 43-55, Milford
Street Salisbury, SP1 2BP

adviser business addresses can't be used.

Paul Jones Financial Services Ltd,
Milford House 43-55, Milford
Street Salisbury, SP1 2BP

3. SIPP

4. Review

5. Documents and declarations

6. Confirmation

Save and exit

Cancel

Next: Product selection



All applicants must be UK resident, or a Crown employee serving overseas.

If this doesn't apply, or the client doesn't have a National Insurance number, please provide their tax identification number issued by the country they're a tax resident of.

Enter all your client's regulatory and residency information.

If your client has dual citizenship select **'Add another'**.



We can't accept undischarged bankrupt clients.

Once you're happy with the client details, select **'Next: Product selection'**.

Regulatory

Application rules

- We don't accept any applications from any US persons (a citizen or national of the USA).
- We don't accept any applications from US residents. This includes the United States of America, its territories and possessions, any state of the United States and the District of Columbia.
- ISA applicants must be a UK resident or a Crown employee serving overseas.
- Offshore Bond applicants must be a UK resident for tax purposes. You must advise RL360 in writing immediately about changes to residency or citizenship status.
- Where your client is a UK resident for tax purposes or a Crown employee serving overseas, you must provide their National Insurance number for ISA, SIPP or Offshore Bond applications. Options to apply for an ISA, SIPP or Offshore Bond won't be available until this information is entered.
- Where your client is not a UK resident for tax purposes or a Crown employee serving overseas, you must provide their tax identification number issued by the country in which they are a tax resident. Options to apply for any products with Nucleus won't be available until this information is entered.

Does your client hold tax residency status anywhere other than the UK?
 Yes No

National Insurance number ⓘ
AL1200238

No National Insurance number

Country of nationality
UK **Add another**

Is this the client's primary citizenship?
 Yes No

Is the client an undischarged bankrupt?
 Yes No

3. Review
4. Documents and declarations
5. Confirmation

Save and exit
Cancel
Next: Product selection

Product selection

Confirm if you'd like to give the product a name.

Key message

No special characters can be included in the account name.



Naming the account will make it easy for you and your client to distinguish between the accounts on your client's home page. This name will be visible to your client in their customer portal.

Select '**Standard Nucleus Platform products**'.

Select '**Nucleus SIPP**'.

Key message

The adviser firm the client is associated with determines what account types are available for selection.

nucleus

New business
Product selection

David Jones
Client ID: 3007

Would you like to name the account your products will be held in?
 Yes No

Please provide an account name
TFC Pension

Please select from below

- Standard Nucleus Platform products
- Nucleus Flexi SIPP

Available products
Based on your client's personal details, the following products are available:

- Nucleus GIA
- Nucleus SIPP
- Nucleus ISA
- Nucleus Offshore Bond

New business

1. Full client details ✓
2. Product selection
3. SIPP
4. Review
5. Documents and declarations
6. Confirmation

Save and exit

Cancel

Next: Payments in

Key message

You can select multiple products from the available list to include in this application.

Confirm all SIPP options details.

Note, disqualifying pension credit transfers are an offline process and a paper application is required.



Ensure that you have your client's drawdown, crystallisation, annuity, LTA and bank account details, if your client will be taking pension benefits. You'll be asked for this information during this application.

Enter your clients' personal details and annual income.

Once you're happy with your product selections, select '**Next: Payments in**'.

The screenshot shows a web form for SIPP options. It includes a header 'SIPP options' and a blue information box stating: 'Please note, that we'll fully crystallise all contributions. Only lump sum contributions and uncrystallised transfers can be included.' Below this are three radio button options: 'None', 'Take pension benefits', and 'Take immediate tax-free lump sum' (which is selected). There are three more questions, each with 'Yes' and 'No' radio buttons: 'Has the client opted out or declined to join a pension where their employer would contribute?' (No selected), 'Are any transfers subject to disqualifying pension credits?' (No selected), and 'Are the pension contributions made by your client subject to the basic rate for tax relief?' (No selected). Personal details are entered in dropdown and text boxes: Gender (Male), Marital status (Single), Occupation (Bar Manager), and Annual income (£ 32000). On the right side of the form, there are three buttons: 'Save and exit', 'Cancel', and 'Next: Payments in' (highlighted in purple).

Payments in

Confirm all the retirement assumption details.



A retirement age must be entered to generate illustration documents.

Confirm if your client is subject to the Money Purchase Annual Allowance (MPAA).

New business David Jones
Client ID: 3007

Payments in

Retirement assumptions

Selected retirement and intended annuity purchase ⓘ

Age Date

Expected retirement age

This date/age is used for illustration purposes.

Select different annuity purchase age? ⓘ

Yes No

Annuity payments
 Advance Arrears

Annuity increases

Annuity guarantee period

Add a spouse's pension?
 Yes No

Does the client have any form of pension protection?
 Yes No

Money Purchase Annual Allowance (MPAA)

Is your client subject to the Money Purchase Annual Allowance (MPAA)?
 Yes No Not known

New business

- Full client details ✓
- Product selection ✓
- SIPP
 - Payments in
 - Investment selection
 - Drawdown details
 - Income payment details
- Review
- Documents and declarations
- Confirmation

Save and exit

Cancel

Next: Investment selection

Select a payment in option for each payment type.

Key message

You can select multiple payment options and types in one application.

The screenshot displays a web form for processing a SIPP new business application. It is divided into two main columns. The left column contains two sections: 'Single payments in' and 'Transfers'. The 'Single payments in' section has a sub-section 'Single payment' with four radio button options: 'None', 'Client', 'Employer', and 'Third party'. The 'Transfers' section has a sub-section 'Transfer in' with two radio button options: 'No' (which is selected) and 'Yes'. Below the 'Transfer in' options is a yellow warning box with an information icon and the text: 'Your client must sign a transfer authority form for each transfer.' The right column contains two sections: '5. Documents and declarations' and '6. Confirmation'. At the bottom of the '6. Confirmation' section are three buttons: 'Save and exit', 'Cancel', and 'Next: Investment selection' (which is highlighted in purple).

Client single payments



Single payments must be sent via bank transfer using our bank details, located on our website. Include your client's account number, located at the end of the application, as the payment reference to avoid processing delays.

Enter net single payment details.

The payment method will be automatically selected to bank transfer.

Confirm if the pension contribution is eligible for tax relief.

The screenshot shows a web form titled "Single payments in". At the top, there are radio buttons for "Single payment" type: "None", "Client" (which is selected), "Employer", and "Third party". Below this is a blue information box with an 'i' icon: "Payments detailed in this application (by any payer) should not be made until this account is created. This will happen once all required consent and signatures have been obtained from the client. You'll receive a platform notification when the account has been created and payments in can be made." Underneath, there's a "Client" section with a "Single payment (net)" input field containing "£ 3000" and a "Payment method" dropdown menu set to "Bank transfer". A question "Is your client eligible for tax relief on pension contributions?" has "Yes" selected. At the bottom, it shows "£3,750.00 including tax relief (gross)". On the right side, a vertical sidebar lists steps: "Payments in", "Adviser charges", "Investment selection", "4. Review", "5. Documents and declarations", and "6. Confirmation". At the bottom of the sidebar are three buttons: "Save and exit", "Cancel", and "Next: Adviser charges".

Employer single payments



Single payments must be sent via bank transfer using our bank details, located on our website. Include your client's account number, located at the end of the application, as the payment reference to avoid processing delays.

Select either '**Employer (gross)**' or '**Employer paying client (net) contributions**'.

Enter the gross or net single payment details.

Enter the employer's address into the search bar and select the address from the search results.

If the address can't be found, select '**enter an address manually**' and complete the address details.

Third party single payments



Single payments must be sent via bank transfer using our bank details, located on our website. Include your client's account number, located at the end of the application, as the payment reference to avoid processing delays.

Enter the net third-party single payment details.

The payment method will be automatically selected to bank transfer.

Confirm if the pension contribution is eligible for tax relief.

Third party

Single payment (net) Payment method

Is your client eligible for tax relief on pension contributions?
 Yes No

£12,500.00 including tax relief (gross)

Third party details

Third party type Individual

Title

First name

Surname

Date of birth

10 Fernacre Road
Swindon
SN1 7BT
UK

1. Full client details ✓
2. Product selection ✓
3. SIPP
Payments in
Adviser charges
Investment selection
4. Review
5. Documents and declarations
6. Confirmation

Save and exit
Cancel
Next: Adviser charges

Enter the third-party's personal details.

Enter the third-party's address into the search bar and select the address from the search results.

If the address can't be found, select '**enter an address manually**' and complete the address details.

The screenshot displays a web form for entering third-party details. The form is divided into two main sections: the main input area on the left and a progress sidebar on the right.

Main Form Section:

- Third party** header.
- Single payment (net):** Input field containing "£ 10000".
- Payment method:** Dropdown menu showing "Bank transfer".
- Eligibility:** Question "Is your client eligible for tax relief on pension contributions?" with radio buttons for "Yes" (selected) and "No".
- Amount:** "£12,500.00 including tax relief (gross)".
- Third party details** header.
- Third party type:** "Individual".
- Title:** Dropdown menu showing "Mrs".
- First name:** Input field containing "Janice".
- Surname:** Input field containing "Jones".
- Date of birth:** Three input fields containing "24", "06", and "1960".
- Address:** "10 Fernacre Road", "Swindon", "SN1 7BT", "UK".

Progress Sidebar (Right):

- 1. Full client details ✓
- 2. Product selection ✓
- 3. SIPP
 - Payments in
 - Adviser charges
 - Investment selection
- 4. Review
- 5. Documents and declarations
- 6. Confirmation

Buttons:

- Save and exit
- Cancel
- Next: Adviser charges

Transfer payments

Select 'Yes'.

Enter the transferring scheme provider's name into the search bar and select the provider from the search list.

Key message

If you're unable to locate the transferring scheme provider using the search bar, you can add the details manually by selecting 'Add provider manually'.

Select the transferring scheme scheme type from the drop-down.

Confirm if the transfer contains any safeguarded benefits.

Complete all uncrystallised details.



We can't accept transfers that contain safe guarded benefits if advice and a personal recommendation haven't been provided to your client.



You can add multiple transfers in one application, by selecting '**Add another transfer**'.

Confirm if the illustration should include a critical yield on drawdown accounts.

Key message

If there are additional platform holdings, the illustration will include other holdings linked to the client.

Select the source of wealth from the drop-down list.

Once you're happy with the payment preferences, select '**Next: Adviser charges**'.

The screenshot shows a digital form for a SIPP application. At the top, there are radio buttons for 'Full' (selected) and 'Partial'. Below this is the 'Block transfer' section with radio buttons for 'Yes' and 'No' (selected). A blue-bordered button labeled '+ Add another transfer' is highlighted. The 'Illustration' section contains the text 'Always include critical yield on drawdown accounts' with radio buttons for 'Yes' and 'No' (selected). The 'Source of wealth' section features a dropdown menu with 'Savings/investments' selected. On the right side of the form, there are three buttons: 'Save and exit', 'Cancel', and a prominent purple button labeled 'Next: Adviser charges'.

Adviser charges

Head account ongoing adviser charge

Confirm if any ongoing adviser charges will be deducted from the head account or product.

Key message

Flat rates and annual rates can only be applied to products. Head account ongoing adviser charges will require tiering.

Choose **'Head Account'**.

Select the **'Tiers'** drop-down, to select a tiering structure that's saved on your network.

To create new tiering groups, enter the lower limit amount, and then select **'Insert tier'**.

Repeat step, to set up all tiering groups.

Enter a percentage rate for each tiering group.

Select the frequency from the drop-down list.

Confirm whether any assets should be excluded when calculating the ongoing adviser charge (OAC).

Confirm if the charges should be redirected from the SIPP.

The screenshot shows the 'Adviser charges' form in the Nucleus system. The form is titled 'New business Adviser charges' and is for 'David Jones' (Client ID: 3007). The 'Ongoing Adviser Charge (OAC)' section has two radio buttons: 'Head account' (selected) and 'Product'. Below this is a 'Tiers' dropdown menu set to 'JHP-45115'. An 'Add lower limit' section shows a value of '£ 75000' and an 'Insert tier' button. A table lists three tiering groups with their respective rates and actions:

Tiering group	Rate	Action
First £25,000.00	0.75 %	[trash icon]
From £25,000.00 to £75,000.00	0.5 %	[trash icon]
From £75,000.00	0.25 %	[trash icon]

The 'Frequency' dropdown is set to 'Monthly'. There are two confirmation questions at the bottom: 'Do you want to exclude assets when calculating OAC?' (Yes/No) and 'Do you wish to redirect the charges from SIPP?' (Yes/No). A 'New business' sidebar on the right shows a progress list with steps: 1. Full client details, 2. Product selection, 3. SIPP (with sub-steps: Payments in, Adviser charges, Investment selection, Drawdown details, Income payment details), 4. Review, 5. Documents and declarations, and 6. Confirmation. Buttons for 'Save and exit', 'Cancel', and 'Next: Investment selection' are visible.

Key message

You can set up a maximum of 11 tier groups.



For more information about adviser charges at either head or product level, please visit our website.

Product ongoing adviser charge

Select '£' or '%'.

Confirm if the product ongoing adviser charge is tiered.

If the ongoing adviser charge isn't tiered, enter the annual rate amount and the frequency.

Key message

If there are no adviser charges to be deducted, enter '0' into the fields.

Confirm whether any assets should be excluded when calculating the ongoing adviser charge (OAC).

Confirm if your client wishes to redirect charges from the SIPP.

Once you're happy with your adviser charge preferences, select '**Next: Investment selection**'.

The screenshot shows the 'Adviser charges' form in the Nucleus system. The form is titled 'New business Adviser charges' and is for client 'David Jones' (Client ID: 3007). The form includes the following sections:

- Adviser charges**
 - Ongoing Adviser Charge (OAC)
 - Ongoing Adviser Charge (OAC) charged on:
 - Head account
 - Product
 - Charge type:
 - £
 - %
 - Do you wish to set up tiers?
 - Yes
 - No
 - Annual rate:
 - Charge amount should be gross of VAT
 - Input field: 1 %
 - Frequency:
 - Dropdown menu: Monthly
 - Do you want to exclude assets when calculating OAC?
 - Yes
 - No
 - Do you wish to redirect the charges from SIPP?
 - Yes
 - No
- New business**
 - 1. Full client details ✓
 - 2. Product selection ✓
 - 3. SIPP
 - Payments in ✓
 - Adviser charges
 - Investment selection
 - Drawdown details
 - Income payment details
 - 4. Review
 - 5. Documents and declarations
 - 6. Confirmation

At the bottom of the form, there are three buttons: 'Save and exit', 'Cancel', and 'Next: Investment selection' (highlighted in blue).

Investment selection

Confirm if all available cash transfers and single payments are to be invested.

If no is selected, enter the cash amount to be retained.

Select the investment type from the headings shown.



Your client can now hold loose assets, multiple model portfolios, ETIs, and other investments, all within the same account.

Investments will be purchased when funds are available for investment.

Enter the investment name into the search bar and select the investment from the results.

Enter a percentage for each investment choice, ensuring the total equals 100%.

Select a distribution preference.

Once you're happy with your investment preferences, select '**Next: Drawdown details**'.

New business
David Jones
Client ID: 3007

Investment selection

Investment selection

Total initial lump sum and cash transfers	£136,250.00
Initial adviser fees	£0.00
Amount available for investment	£136,250.00

Would you like to invest all available cash transfers and single payments? ⊕

Yes No

Funds Exchange traded Cash products Managed portfolios Adviser portfolios

Other investments

[☆ Favourites](#)

[Advanced search](#)

Investment choices

Investment name	Single + Cash transfer	
<input type="radio"/> 7IM AAP Balanced C. Acc	30 % ⊕	
<input type="radio"/> ACUMEN Portfolio 5 X Acc	40 % ⊕	
Cash	30 % ⊕	
Total	100%	

New business

1. Full client details ✓
2. Product selection ✓
3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection
 - Drawdown details
 - Income payment details
4. Review
5. Documents and declarations
6. Confirmation

Save and exit

Cancel

Next: Drawdown details

Distribution preference

Please select from one of the following options: ⊕

Reinvest

Leave as cash in SIPP

Next: Drawdown details

Drawdown details

Confirm the client's drawdown details.



If your client has taken benefits prior to 6 April 2006, please contact our Customer Service Centre.

Any protection details already available on the clients' account will be displayed here, or you can add protection details by selecting '**Add protection details**'.

The crystallisation details will be pre-populated.

The screenshot shows two parts of a web application interface. The top part is titled 'New business Drawdown details' for client 'David Jones' (Client ID: 3007). It contains a 'Drawdown details' section with the following fields: 'Pension options' (radio button selected for 'Drawdown'), 'Does your client have a pension drawdown or annuity that started before 6 April 2006, that you haven't told us about before?' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Have there been any Benefit Crystallisation Events (BCEs) with other providers, prior to 6 April 2006?' (radio buttons for 'Yes' and 'No', with 'Yes' selected), 'Do you know the allowance amounts for these BCEs?' (radio buttons for 'Yes' and 'No', with 'Yes' selected), and 'Drawdown type' (a dropdown menu showing 'Flexi-access single'). To the right is a 'New business' progress checklist with items: '1. Full client details' (checked), '2. Product selection' (checked), '3. SIPP' (expanded to show 'Payments in' (checked), 'Adviser charges' (checked), 'Investment selection' (checked), 'Drawdown details' (selected), and 'Income payment details'), and '4. Review'.

The bottom part of the screenshot is titled 'Protection information' and 'Crystallisation details'. The 'Protection information' section has an information box stating: 'Once you've completed the protection details and finished the process, please send us a secure message attaching the protection certificate(s) and any relevant documents.' Below this is a button labeled '+ Add protection details'. The 'Crystallisation details' section shows: 'Crystallised value' (£0.00), 'Value available to crystallise' (£136,250.00), 'Crystallisation options' (radio button selected for 'Full'), and 'Crystallisation amount' (£ 136250). To the right is another 'New business' progress checklist with items: '1. Full client details' (checked), '2. Product selection' (checked), '3. SIPP' (expanded to show 'Payments in' (checked), 'Adviser charges' (checked), 'Investment selection' (checked), 'Drawdown details' (selected), and 'Income payment details'), '4. Review', '5. Documents and declarations', and '6. Confirmation'.

Enter any other Lump Sum Allowance (LSA) used on or after 6 April 2024.

Allowance details

Lump Sum Allowance (LSA) details

LSA previously used in this account, as at 5 April 2024
£0.00

LSA previously used in this account, on or after 6 April 2024
£0.00

LSA used by benefits that commenced before 6 April 2006 ⓘ
£0.00

Other LSA used as at 5 April 2024 you need to tell us about
£ 0

Other LSA used on or after 6 April 2024 you need to tell us about
£ 0

LSA used by this crystallisation
£0.00

LSA used following this crystallisation
£0.00

New business

1. Full client details ✓
2. Product selection ✓
3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
- Drawdown details
 - Income payment details
4. Review
5. Documents and declarations
6. Confirmation

Enter any other Lump Sum and Death Benefit Allowance (LSDBA) used on or after 6 April 2024.

Lump Sum and Death Benefit Allowance (LSDBA) details

LSDBA previously used in this account, as at 5 April 2024
£0.00

LSDBA previously used in this account, on or after 6 April 2024
£0.00

LSDBA used by benefits that commenced before 6 April 2006 ⓘ
£0.00

Other LSDBA used as at 5 April 2024 you need to tell us about
£ 0

Was part of this amount used in respect of a Serious Ill Health Lump Sum taken before 6 April 2024 and prior to age 75?
 Yes No

Other LSDBA used on or after 6 April 2024 you need to tell us about
£ 0

LSDBA used by this crystallisation
£20,000.00

LSDBA used following this crystallisation
£20,000.00

New business

1. Full client details ✓
2. Product selection ✓
3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
- Drawdown details
 - Income payment details
4. Review
5. Documents and declarations
6. Confirmation

Enter the pension commencement lump sum (PCLS) amount your client wishes to take.

Key message

You'll be required to confirm if your client wishes to take less than the permitted maximum Pension Commencement Lump Sum, if the PCLS value is less than their entitlement.

Once you're happy with your investment preferences, select '**Next: Income payment details**'.

Tax-free lump sum payment

Pension Commencement Lump Sum (PCLS) entitlement
£34,062.50

Current PCLS entitlement
£34,062.50

Select value of PCLS to take ⓘ

£ 20000

Please note you're entitled to take 25% of the value being crystallised as Pension Commencement Lump Sum (PCLS). If you take less than 25% now you will be unable to take the remainder at a later stage.

Available cash after deduction of tax-free lump sum
£20,875.00

Crystallisation per contribution

ⓘ The values here may change based on the contribution amounts we receive.

Contribution	Crystallisation amount	LSA used	LSDBA used	Tax-free lump sum
Client single payment	£3,750.00	£550.46	£550.46	£550.46
Employer single payment (Gross)	£20,000.00	£2,935.78	£2,935.78	£2,935.78
Third party single payment	£12,500.00	£1,834.86	£1,834.86	£1,834.86
Transfer 1	£100,000.00	£14,678.90	£14,678.90	£14,678.90
Total	£136,250.00	£20,000.00	£20,000.00	£20,000.00

- Adviser charges ✓
- Investment selection ✓
- Drawdown details
- Income payment details
- 4. Review
- 5. Documents and declarations
- 6. Confirmation

Save and exit

Cancel

Next: Income payment details

Income payment details

Enter the gross income required per payment.

Key message

If the client doesn't wish to take any income at this point, enter £0.

Confirm the payment frequency and first payment date.



The first payment date can be any date of the month. There's a minimum of 10 working days required to set up the income instruction.



If this is the first time that benefits have been flexibly accessed from this client's SIPP, then this will mean that your client will become subject to the Money Purchase Annual Allowance (MPAA).

The screenshot displays a web form for setting up a SIPP new business application. The form is divided into two main sections: 'Income payment details' and 'New business'.

Income payment details:

- Would you like to add/amend income?** Radio buttons for 'Yes' (selected) and 'No'.
- Flexi-access drawdown:**
 - From:** Crystallisation
 - Amount:** £45,250.00
 - Type:** Member
 - Maximum income per payment:** £45,250.00
- Payment details:**
 - Gross income required per payment:** £ 0
 - Payment frequency:** Monthly
 - First payment date:** 07/01/2026
- Information:** A note states: "The date selected is the earliest date the first payment could be made. If it's not possible to make the payment on this date e.g. due to the investments to be sold, a transfer in has not yet completed, or there's an outstanding client authorisation, the first payment date will roll forward based on the frequency selected. The first payment date will continue to roll forward at the frequency selected until there's a sufficient balance available to make the payment."

New business checklist:

- 1. Full client details ✓
- 2. Product selection ✓
- 3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
 - Drawdown details ✓
 - Income payment details
- 4. Review
- 5. Documents and declarations
- 6. Confirmation

Buttons: Save and exit, Cancel, Next: Review

Enter a percentage / monetary amount per your disinvestment choice. Ensure the totals equals 100%.

If your client has an existing bank account that's authorised for withdrawals, select the bank account from the drop-down list.

To add a new bank account, select '**Add new bank account**'.

The screenshot displays a web interface for processing a SIPP application. The main section is titled "Asset to sell to pay income" and includes a sub-header "To pay the PCLS payment and any charges". Below this is a table with columns for "Investment name", "Available to sell", "Value to sell", and "Sell all".

Investment name	Available to sell	Value to sell	Sell all
GBP Cash	£40,875.00	0 %	<input type="checkbox"/>
ZIM AAP Balanced C Acc	£40,875.00	50 %	<input type="checkbox"/>
ACUMEN Portfolio 5 X Acc	£54,500.00	50 %	<input type="checkbox"/>
Estimated total to sell		100%	

Below the table is a "Bank details" section with a "Bank account" dropdown menu currently set to "Please select". A button labeled "Add new bank account" is highlighted with a red circle. To the right, a sidebar titled "Drawdown details" shows a progress list with steps: "Income payment details", "4. Review", "5. Documents and declarations", and "6. Confirmation". At the bottom of the sidebar are buttons for "Save and exit", "Cancel", and "Next: Review".

Enter your client's bank details.

Select '**Nominated account for withdrawals**'.

Select '**Save**', to submit bank details.

Once you're happy with your investment preferences, select '**Next: Review**'.

Bank details

Bank account details

1 Non-UK bank accounts can't be set up through the platform. Please visit the Literature app to find the relevant form to download, complete and return to us for this bank account to be added.

Owner
Individual

Bank name
Barclays

Sort code
12 34 00

Account number
12345678

Building society roll number (optional)

Account name
David Jones

Address line 1 (optional)

Address line 2 (optional)

Address line 3 (optional)

Postcode (optional)

New business

1. Full client details ✓
2. Product selection ✓
3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
 - Drawdown details ✓
 - Income payment details
4. Review
5. Documents and declarations
6. Confirmation

Save and exit

Cancel

Next: Review

Direct Debit instruction

Nominated account for withdrawals

Cancel Save

Review

Review the application details for accuracy. Use the 'pencil' icon to make any necessary changes.

Once you're happy with the accuracy of the application, select '**Next: Declaration and documents**'.

New business
David Jones
Client ID: 3007

Review

Full details ✎

Did you give financial advice to your client in relation to this instruction?	Yes
Client portal access	Yes
<hr/>	
Name	Mr David Jones
Date of birth	1 May 1957
Marital status	Married/Civil Partnership
National Insurance number	AL120023B
Country of nationality	UK
Is this client's primary citizenship?	Yes
Tax residency	UK only
<hr/>	
Email address	david.jones@hotmail.com
Mobile number	+44 07777 123456
Residential address	10 Fernacre Road, Swindon, SN1 7BT, UK
Correspondence address	Same as residential
<hr/>	
Paperless preference	Yes
News and promotions	No
<hr/>	
Employment status	Employed

New business

1. Full client details ✓
2. Product selection ✓
3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
 - Drawdown details ✓
 - Income payment details ✓
4. Review
5. Documents and declarations
6. Confirmation

Save and exit

Cancel

Next: Documents and declarations

SIPP

Adviser charges ✎

Ongoing adviser charged upon	Head account	
Tiering groups	Tiering group	Rate
	First £1,000.00	0%
	From £1,000.00	0%

29 |

Declarations and documents

Select the method your client wishes to sign their documents.

Key message

Documents can't be amended once submitted. If there are any amendments to be made to documentation, you'll need to resubmit the application to generate new documents.



You'll be notified when documents are sent to your client. Digital documents are available for e-signature for 60 days. After that, they're deleted and you'll need to resubmit the application or use a wet signature instead.



If wet signature is selected, download and share the documents with your client to be signed. Once signed please send to us via secure message.

New business
David Jones
Client ID: 3007

Documents and declarations

Documents

How do you wish for your client to sign?
 Digital signature Wet signature

Client contact details
 If the email and phone number are not correct, please [update the client details](#) before proceeding.

Name
Mr David Jones

Email address
david.jones@hotmail.com

Phone
+44 07777 123456

Documents available

Documents to be sent to the client requiring signature

- Review Schedule (SIPP) (395918)
- Adviser Charges Confirmation (395916)

Documents to be completed and sent to us by secure message

- Transfer Form (395915)

Supporting documents to be sent to the client

- SIPP Illustration (395917)
- Target Market Information
- Key Investor Information Document
- Instruction Transmission Policy
- Expression of Wish (Blank form)

! Once submitted, the documents for signing cannot be amended. If any updates are required on the documents, you'll need to re-complete the application to generate new documents or access the originals from the document library and complete with a wet signature.
 Documents sent for e-signature will be valid for 60 days only. If there's no activity after 60 days these will be deleted and need to be re-submitted or signed using a wet signature.

New business

- 1. Full client details ✓
- 2. Product selection ✓
- 3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
 - Drawdown details ✓
 - Income payment details ✓
- 4. Review ✓
- 5. Documents and declarations
- 6. Confirmation

Read through the declarations and tick to confirm completion.

Select **'Submit'** to complete the new business application.

The screenshot displays a digital form for a SIPP new business application. It is divided into two main sections: 'Declarations' on the left and 'New business' on the right.

Declarations Section:

- Information provided:** Contains five checked items:
 - I have appropriate consent from my client(s) (applicant) and from any third party referenced in the application to share their personal data and make this application on their behalf.
 - The information provided in this application, including special category data where expressly required, is accurate and complete to the best of my knowledge.
 - I can confirm that I've verified that the email address and mobile number entered in this application are the client's (applicant's) own email and mobile number and not that of a third party.
 - I understand it's my responsibility to complete and send any additional information required to Nucleus in relation to this application, as shown in the previous 'Documents' page or as otherwise required.
 - I acknowledge and accept that if any information supplied in this application form and/or associated documentation is incorrect or incomplete, this may delay the application and any associated transfer or invalidate the Product.
- Additional assistance for client(s):** One checked item:
 - If my client(s) need any additional assistance in relation to their products they hold with Nucleus (for example braille or large print documents) or has any temporary or permanent vulnerabilities that Nucleus should be aware of, I'll inform Nucleus of this but only where I have explicit consent from my client(s) to share such information. I understand that Nucleus may need to contact me or my client regarding this assistance to ensure the most appropriate level of support is provided.
- Client(s) online access and electronic communications:** Two checked items:
 - I've agreed with my client(s) that they should register for online access to their Nucleus platform account and explained that they'll receive an email with instructions on how to complete their registration.
 - My client(s) wish to receive correspondence from Nucleus, in an electronic format wherever possible. They've also agreed to ensure they complete their registration for online access as soon as possible in order to be able to reach it. I've told them that they'll receive paper correspondence until they've completed their registration for online access.
- Disclosure:** One checked item:
 - I've provided my client(s) with all required regulatory disclosure documents including, as applicable, a key features illustration, Key Information Documents (KIDs)/Key Investor Information Documents (KIIDs)/Key Investor Information documents (NURS KII), and costs and charges documents for the relevant product and/or investment.

New business Section:

- 1. Full client details ✓
- 2. Product selection ✓
- 3. SIPP
 - Payments in ✓
 - Adviser charges ✓
 - Investment selection ✓
 - Drawdown details ✓
 - Income payment details ✓
- 4. Review ✓
- 5. Documents and declarations
- 6. Confirmation

At the bottom of the 'New business' section, there are three buttons: 'Save and exit', 'Cancel', and 'Submit' (highlighted in blue).

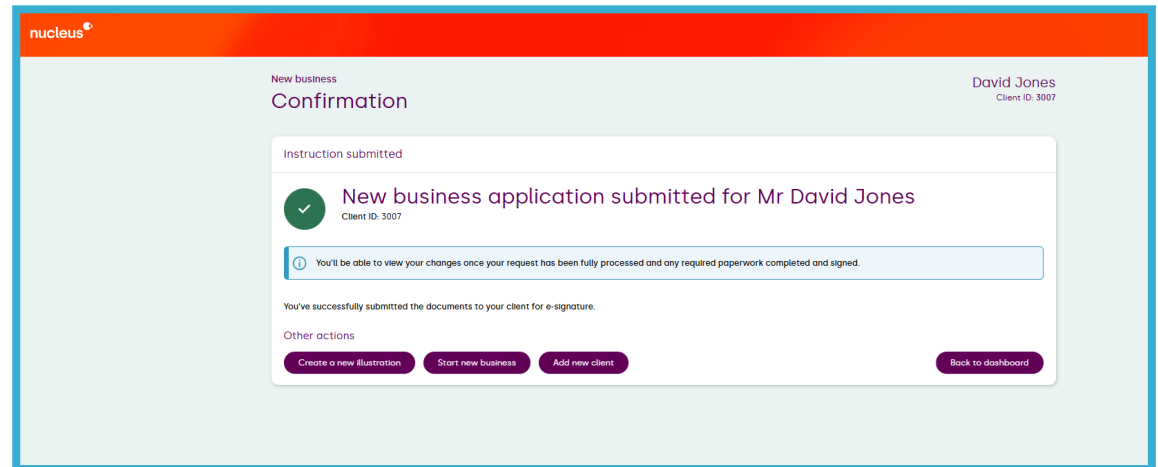
The application has been successfully submitted.


Key message

Submitting this application creates the account.

To activate the account a signature from the client is required and the client must pass regulatory checks.

From this page you can **'Create a new illustration'**, **'Start new business'**, **'Add new client'** or go **'Back to the dashboard'**.



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For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 03455 212 414, or via the Typetalk service on 18001 03455 212 414.

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