Aberdeen Asset Management Life and Pensions Limited

Policy Application Form

Aberdeen

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Policy Application Form

Section 1 – Applicant Information

(please use BLOCK CAPITALS)

Trustees of

HMRC Scheme Reference Number:

Pension Scheme Tax Reference Number (PSTR):

1. Main Contact Details:

Address:

Contact:

Telephone: Fax:

E-mail: Correspondence via email

The above contact will receive a quarterly standard accounting report and a quarterly investment review. Please confirm on a separate sheet of headed paper if you would like any more contacts to receive these reports.

Current number of members: Current asset value of total scheme £

Please confirm if the Scheme is: Defined Contribution Defined Benefit

2. Previous Investment Manager/Insurer:

Firm Name:

Contact: Telephone:

Fax: Email:

If transfer is in stock please confirm previous custodian details (and see note at Section 3):

Custodian Name: Contact:

Telephone: Fax: Email:

3. Scheme Bank Details:

Bank Name and Address:

Bank Account Name:

Bank Account Number:

Sort Code: Ref:

All claims will be paid to the bank account details above. If the details change, we will require notification in writing and this must be signed by the authorised signatures as detailed in Section 2.

When returning this form please make sure you enclose independently certified copies of:

- **Scheme Trust Deeds plus any subsequent amendments or consolidations;**
- **Scheme PSO /Proof of HMRC Scheme approval;**
- **Pension Scheme Tax Reference Number (PSTR);**
- **Trustee Company's Memorandum and Articles or Association; and**
- **Board Resolution (resolving to take out the Policy with Aberdeen Life).**

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Section 2 – Authorisation Form

1. Full scheme name (for Reporting Purposes):

- **Please supply an original or certified list of signatures of all individuals who will act as authorised signatories to sign on behalf of the Scheme and any relevant signing rules**
- **Please print the signatories' FULL name for our records**
- **Please indicate the position of each of the authorised signatories**

Please note: If you are appointing a Third Party Administrator (TPA), we are happy to accept a separate signatory list, on the TPA's headed paper, and their signing rules. Please specify below where marked with *.

2. Specimen signatures, at least two required. Continue onto separate sheet of headed paper if required.

Name	Signature	Position

3. Please state full signing rules in the box below:

*** Please see attached a signature list for our TPA namely** ______ **and dated** ______ **They are authorised to give instructions on behalf of the scheme.**

4. The scheme signatures can sign for the following (please specify):

Change of Bank Details ☐ Premiums ☐ Claims ☐ Switches ☐

(If the above signatures have different signing powers please specify on a separate sheet of headed paper)

5. If applicable, the TPA signatories can sign for the following (please specify):

Change of Bank Details ☐ Premiums ☐ Claims ☐ Switches ☐

(If the above signatures have different signing powers please specify on a separate sheet of headed paper)

Dated

Trustee Trustee

Please note:

- **This page must be signed by two Trustees in order to proceed with this application.**
- **Any change to the authorised signature list should be confirmed in writing and be signed by two authorised Trustees.**
- **If the Trustees change we will require an original or an independently certified copy of the Deed of Appointment and Removal and also a new original authorised signature list to update our records.**
- **Please note that for any other changes to the scheme we will require written confirmation signed by at least two authorised Trustees.**

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Section 3 – Investment Information

1. Please confirm where assets are to be invested:

Equities:

- Asia Pacific Equity Fund ☐
- Emerging Markets Equity Fund ☐
- European Equity Growth Fund ☐
- Global (Enhanced UK) Equity Fund ☐
- Global (ex UK) Equity Fund ☐
- Global Growth Fund ☐
- Japan Equity Growth Fund ☐
- North American Equity Fund ☐
- UK Equity Income Fund ☐
- UK Equity Mid Cap Fund ☐
- UK Growth Fund ☐
- UK Opportunities Fund ☐
- UK Small Company Fund ☐
- World Equity Fund ☐

Cash:

- Cash Fund ☐

Multi-Asset:

- Managed Distribution Fund ☐
- Multi-Asset (ex Property) Fund ☐
- Multi-Asset (inc Property) Fund ☐

Bonds:

- Bond Fund ☐
- European High Yield Bond Fund ☐
- Index Linked Bond Fund ☐
- Long Dated Corporate Bond Fund ☐
- Pension Converter Fund ☐
- Sterling Credit Fund ☐
- UK Long Dated Sterling Bond Fund ☐

Property:

- UK Property Fund ☐

Fact sheets can be downloaded directly from our website at:

www.aberdeen-asset.co.uk/pensions

If you are interested in our Socially Responsible Investment Capabilities and Aberdeen's Policy on Corporate Governance please see our website for details.

2. Value of initial premium £ ________ Form of initial premium*: ☐ Cash ☐ Stock

*** Please note: Premiums shall be contributed in cash but may, subject to Aberdeen Life's prior agreement, be contributed in whole or in part in securities. Where a premium comprises securities Aberdeen Life may impose additional requirements and specify additional documentation.**

3. Unit Class – Please select one only: ☐ Net ☐ Gross

Please note:

- **Net units** - Where the price of the Fund is published net of Aberdeen Life's management charges.
- **Gross Units** - Management charges have not been deducted from the Funds' published price. Aberdeen Life invoices the Policy holder on a Quarterly basis.
- The choices made in this section will be a matter for the Trustees to specify in accordance with the terms of the Policy. In choosing between the various Funds, Aberdeen Life will exercise no discretion, instead relying solely on the instructions of the Trustees.

4. In event of a management fee rebate (premium credit) (see Policy Document), please specify how you would like this paid:

☐ TT Payments ☐ Additional Units

(In event that this field is not completed additional units will be purchased)

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Section 4 – Confirmation and Agreements

Where an Investment Management Agreement is in place with Aberdeen Fund Management Limited (or an Affiliate), the Confirmations and Agreements from the Scheme may be given by Aberdeen Fund Management Limited (or the Affiliate) as the Client's agent.

We, the undersigned, on behalf of the Client confirm that:

1. We consent to Aberdeen Life completing those parts of this 'Application Form' which Aberdeen Life has completed and confirm that those parts of this 'Application Form' (where relevant, as amended by us) are correct;
2. We understand that the Policy will be in the standard form in use by Aberdeen Life for its Pension Investment Policy for Occupational Schemes and that Aberdeen Life will operate the Policy in accordance with its standard procedures for such Policies, except as may be expressly agreed with us from time to time;
3. We have not received investment advice from Aberdeen Life;
4. The Scheme is either an occupational pension scheme or a public service pension scheme (as detailed in section 150 of the Finance Act 2004) and is registered under chapter 2 of Part 4 of the Finance Act 2004 as a registered pension scheme (or an occupational pension scheme or public service pension scheme which is capable of being registered as a registered pension scheme and in relation to which an application for registration has been made) that is not a small self-administered scheme or an occupational pension scheme without a pooled fund (for example, an executive pension plan) ("an Eligible Scheme");
5. We are duly authorised to sign this 'Application Form', and the specified Authorised Signatories (see section 2 attached) may issue any communications for the purposes of the Policy on behalf of the Client;
6. The terms of the Policy do not constitute a breach of any obligations by which the Client is bound, whether arising by contract, operation of law or otherwise;
7. We will provide to Aberdeen Life such documents as it may request (including, but not limited, to the Scheme's Trust Deed) as evidence of the Client's authority to enter into the Policy and we will advise Aberdeen Life promptly of any variation or supplement to such documents which affect the powers of the Client in relation to the Policy or any actions taken under or in connection with the Policy by or on behalf of the Client; and
8. The information given in this 'Application Form' is accurate and we will notify Aberdeen Life promptly if we become aware of any such changes to such information.

We agree:

a To inform you forthwith if the Scheme ceases to be an Eligible Scheme;

b That any decision on the merits or the suitability of any specific transaction under or in connection with the Policy (such as allocation of premiums to a particular Fund or Funds), is entirely a decision for the Client or its agents and we understand that Aberdeen Life will not make a recommendation on the merits or the suitability of any such transaction; and

c That, on issue, the Policy will be a binding agreement between the Client and Aberdeen Life and that it will be governed by English law

Aberdeen Life confirms that:

(i) No statement made by or on behalf of Aberdeen Life about, or in connection with, the Policy was intended to constitute advice as to the merits or suitability of the Policy for the Client; and

(ii) The Client should not rely on any statement by or on behalf of Aberdeen Life about, or in connection with, the Policy as constituting advice on whether the Client should enter into the Policy, continue or discontinue it, contribute or cease to contribute premiums or deal in any way with it or any other investment.

For and on behalf of the Client

Name (please print)	Title	Signature

Dated

Note:

The "Client" means, as appropriate, the trustee or trustees of the Scheme or, where relevant, the person or persons responsible for its management.

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Section 5 – Application Checklist

Please ensure you have::

Completed all information about the scheme in Sections 1 and 3	☐
Made it clear who has authority to give instructions in Section 2	☐
Notified Aberdeen Life of any additional contacts who require information	☐
Signed all relevant sections (Sections 2 and 4)	☐
Enclosed independently certified copies of:	
Scheme PSO/ Proof of HMRC Scheme approval and Pension Scheme Tax Reference Number (PSTR)	☐
Trust Deeds and any subsequent amendments or consolidations	☐
Trustee Company's Memorandum and Articles of Association	☐
Board Resolution (resolving to take out the Policy with Aberdeen Life)	☐

Please note:

- Failure to complete all relevant sections may result in a delay in processing your application and investment.
- Once your application has been approved and processed you will be sent:
  - A Policy Schedule
  - Dealing Forms
  - Pension Dealing Guide

Completion of Application Form:
Please return this Application Form with your Scheme's supporting documentation to:

Collective Funds Client Service
10 Queens Terrace
Aberdeen
AB10 1YG

Please do not send any payment with this Application Form. Payments can only be made once our client adoption procedures have been completed, including adherence to applicable money laundering requirements. A copy of the Policy Terms and Conditions accompanies this Application Form and further copies of these documents are available on request.

Thank you for your interest in Aberdeen Life's products and services.

Aberdeen Asset Management Life and Pensions Limited ("Aberdeen Life")
Regulated by the FSA.
Member of the Association of British Insurers.

Registered Office:
Bow Bells House, 1 Bread Street,
London EC4M 9HH

Telephone: 020 7463 6000
Website: www.aberdeen-asset.com/pensions
Registered in England No: 03526143

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