

# Momentum Pension Plan

## Additional Transfers and Contributions Form

### 01. INTRODUCTION

This Form should be completed by the Member and, where applicable, the Professional Adviser. It should be read in conjunction with the Terms & Conditions, including any amendments thereto, and Declarations in the original Application Form and the Scheme Particulars (provided to you by your Adviser).

Please ensure you complete all sections. Failure to provide all relevant information and supporting documentation could result in a delay to the Form being processed. Further information may be required during the processing of this request.

To assist you in ensuring all relevant documentation is included when submitting this request to us, please complete the following checklist.

### 02. CHECKLIST

Please ensure the following documentation is included when submitting your request:

Signed Financial Adviser Declaration (Section 07)

Signed Member Declaration (Section 08)

Completed and signed discharge paperwork for each pension transfer

HMRC Form APSS263 for each UK pension transfer

Completed Investment paperwork

Please return all paperwork to the Scheme Administrator:

#### Momentum Pensions Limited

Westmoreland House  
32 Circular Road  
Douglas, IM1 1AE  
Isle of Man

Tel: +44 1624 619751

Fax: +44 1624 612479

Email: [iom@momentumpensions.com](mailto:iom@momentumpensions.com)

### 03. MEMBER DETAILS

Forename(s)	Surname	Date of Birth
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Member Number	Passport/ID Number	UK NI Number
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Do you consider yourself to be a Politically Exposed Person\* (PEP)?  Yes  No

If **Yes**, please provide details as to why you consider yourself to be a PEP.

\*A PEP is a person who is or has been entrusted with prominent public functions. The definition also includes family members or close associates of that person.

### 04. TAX RESIDENCY

Current Country of Tax Residence <sup>1,2</sup>	Tax Identification Number (TIN) or equivalent <sup>3</sup>
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<sup>1</sup> If you are tax resident in more than one country / jurisdiction, please provide the information within this section for each country by completing a separate copy of this section 4 for each additional country / jurisdiction.

<sup>2</sup> Should your tax residency change within the next five consecutive complete UK tax years from the date of transfer of UK Benefits or UK Ring Fenced benefits, you are legally required to advise Momentum of this change immediately and in any event no later than 60 days of this change occurring. Please refer to the Scheme Particulars, for further information on the Overseas Transfer Charge.

<sup>3</sup> A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. If you are tax resident in more than one country / jurisdiction, please provide this information for each in the table below. If a TIN is unavailable please provide the appropriate reason A, B or C where indicated below:

Reason A: The country / jurisdiction where you are resident does not issue TINs to its residents

Reason B: I am unable to obtain a TIN or equivalent number, and have provided an explanation below

Reason C: No TIN is required as the domestic law of the relevant jurisdiction does not require the collection of a TIN issued by such jurisdiction

## 05. ADDITIONAL PENSION TRANSFERS

Please list the pension(s) that you wish to transfer. A separate copy of this section should be completed if there is more than one transfer. My Momentum Pensions Retirement Fund shall receive additional transfers from:

Pension Provider	Type of Pension <input type="checkbox"/> Defined Benefit <input type="checkbox"/> Defined Contribution <input type="checkbox"/> Personal Pension	
Approximate Transfer Value	Pension Scheme Name	Pension Scheme Reference Number
Pension Administrator Correspondence Address	Contact Number	
	Email Address	
Are the benefits in the transferring Scheme safeguarded Benefits (e.g. defined benefits)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes and where the Transfer value is greater than £30,000, please confirm if you have received the required advice on the transfer from an Adviser suitably authorised by the FCA to provide this advice, prior to electing to make this transfer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please confirm if a guarantee date is applicable to this transfer.	Date	
Is the transfer to be made in the form of a transfer of assets (in-specie) from the existing Scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please provide a current valuation including details of the investment holdings.		
<b>Crystallised Benefits</b>		
Does the transfer value include crystallised benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, is any part designated to provide capped drawdown / GAD income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Transfer Declaration

I request my existing Scheme Administrator to transfer the value of benefits held on my behalf to the receiving Scheme in the form of cash payment or direct transfer of assets if requested under the transferring scheme. I hereby apply to Momentum Pensions Limited to accept the transfer(s) from the transferring Scheme(s).

I confirm that where any benefits being transferred are from a Defined Benefits scheme, I have read and understood the Momentum Isle of Man Pension Plan Scheme Particulars document which details the different types of benefits available to me under the Momentum Isle of Man Pension Plan.

It is understood that the existing Investment Manager or Administrator of the transferring Scheme will be responsible for the collection of all outstanding dividends and tax reclaims, together with the realisation of all such rights and entitlements in respect of the assets transferred and for passing these on to the receiving Scheme.

I authorise the Scheme Administrator, Trustee, or Insurer of the transferring Scheme to provide Momentum Pensions Limited with any information it may request regarding my benefits under the transferring Scheme. I agree that a copy of this authority should have the validity of the original. This letter is only to be used to obtain information and not to authorise any changes.

Member's Signature	Date
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## 06. CONTRIBUTIONS

### Member Contributions

Please indicate the amount of contributions to be paid (if any):

Single Contribution

Regular Contribution

 p.a.

Please complete the following with respect to this additional contribution.

i. Please indicate your source of funds for this contribution.

<input type="checkbox"/> Income from employment	<input type="checkbox"/> Sale of property	<input type="checkbox"/> Savings	<input type="checkbox"/> Other (please specify):
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ii. Please tick one or more of the following boxes to indicate your total wealth.

<input type="checkbox"/> £0 - 50,000	<input type="checkbox"/> £50,001 - 250,000	<input type="checkbox"/> £250,001 - 750,000	<input type="checkbox"/> £750,001+
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iii. Please indicate how your wealth was obtained.

<input type="checkbox"/> Income from employment	<input type="checkbox"/> Sale of property	<input type="checkbox"/> Inheritance	<input type="checkbox"/> Other (please specify):
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iv. Please indicate where the wealth is being held at the moment:

<input type="checkbox"/> Bank accounts	<input type="checkbox"/> Investments	<input type="checkbox"/> Property	<input type="checkbox"/> Other (please specify):
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Where contributions are being paid from a personal bank account, please provide a copy of a bank account statement in respect of this account (less than 6 months old).

### Employer Contributions

Please indicate the amount of contributions to be paid (if any):

Single Contribution

Regular Contribution

 p.a.

### Employer Details

Employer Name

Company Registration Number  
and Name of Regulator

Contact Number

Contact Email Address

Business Mailing Address

Registered Office Address (if different)

Kindly note that additional information or evidence may be requested for Employer Contributions. Please contact Momentum Pensions Limited with regards to such contributions.

## 07. PROFESSIONAL ADVISER DECLARATION

### We confirm that:

- We have provided appropriate independent advice regarding the suitability of the Member's proposed transfer to the Scheme and the proposed underlying investments.
- We are suitably qualified to provide this advice and meet the licensing and regulatory requirements of the jurisdiction in which the advice is being provided.
- All fees have been disclosed to the Member including any charges for the underlying investments.
- Where a transfer is from a scheme with any form of guarantee, safeguarded benefits or defined benefits, we have undertaken the appropriate transfer analysis and the Member has been advised of any guarantee on benefits that will be lost as part of the proposed transfer to the Scheme.
- Where the transfer is from a UK Registered Scheme, we have made the Member aware of the Overseas Transfer Charge (OTC) which will apply in respect of transfer requests made after the 9th March 2017, unless the Member is tax resident in the Isle of Man.
- We have made the Member aware of their legal obligation to notify Momentum of any change in his/her Tax Residency which occurs at any point within five consecutive complete UK tax years from the date of transfer ("relevant period") no later than 60 days from the change occurring.
- We have also made the Member aware that where a transfer of funds from a UK Registered Scheme directly or indirectly was excluded from the OTC at the point of transfer, that this transfer remains liable to the OTC, where during the relevant period the Member ceases to be tax resident in the Isle of Man or subsequently transfers to another QROPS and no longer meets the condition to be excluded from the OTC and on such an event, Momentum will be required to apply the OTC on any ring fenced transfer funds held at that point.
- We confirm that any investment advice given to the Member will be within the Investment Guidelines issued by Momentum Pensions Limited as varied from time to time (and available on the Momentum website) and any regulations issued by the Isle of Man Financial Services Authority in respect of pension assets.

Adviser's Name

Adviser's Signature

Date

## 08. DECLARATIONS

### Please read the following terms and conditions carefully before signing these declarations:

1. I acknowledge and accept that the Terms and Conditions, including any amendments thereto, and Declarations detailed in my original Application (as varied) continue to apply to this Form. I further understand that the Terms and Conditions may be amended from time to time and Momentum Pensions Limited (Momentum) would notify me of these changes within a reasonable time.
2. I declare that I have been informed of the implications of holding the status of a Politically Exposed Person (PEP) and that I have disclosed all material information required. Moreover, I bind myself to notify the Retirement Scheme Administrator should my status or that of any designated beneficiary change to that effect.
3. I acknowledge that details of the fees and charges to be made by Momentum as Trustee of the Scheme have been given to me and that in the event that the information which I have provided to Momentum is in any way inaccurate, additional fees and charges may be incurred and payment of benefits under the Scheme may in consequence be deferred or voided.
4. I acknowledge and accept that the services provided by Momentum do not extend to financial, legal, taxation or investment advice. Momentum has not provided advice in relation to membership of the Scheme or its suitability to my current or future circumstances.
5. I shall upon request make full disclosure in writing of any benefits I have received, may receive or may be entitled to receive from any other Superannuation Fund or employer.
6. I confirm that I have not been convicted of any criminal offence (motoring offences excluded). I confirm that I have not been subject to a tax investigation by any tax authority in the world. I confirm that I have no knowledge of any present or future creditors who may legally have a claim or entitlement to any assets to be administered by the Scheme Administrator with the exception of any nominated beneficiary in the event of my death.
7. I declare that the country of tax residency is as completed in this form. I undertake to advise the Retirement Scheme Administrator in writing but no later than 60 days of any change in circumstances which affect my tax residency status, my residential address, or causes the information contained herein to become incorrect or incomplete.
8. I consent to Momentum deducting the agreed Trustee fees from my Scheme Investments held in my Momentum Pension Plan.

## 08. DECLARATIONS (continued)

9. I hereby grant my consent that the information which I have provided in this form, and any updates that I may forward in the future, may be shared by Momentum, for purposes of compliance by Momentum with the applicable Rules and Regulations.
10. I have read and understand the information provided in the Scheme Particulars regarding the Overseas Transfer Charge (OTC). I understand that should this charge arise during the relevant period, I am jointly and severally liable with Momentum and the charge will be deducted from my pension fund and paid to HMRC, unless otherwise agreed with Momentum.
11. I understand that where the transfer of benefits from a UK Registered Scheme or onward transfer of UK tax relieved funds or ring fenced transfer funds from a Recognised Overseas Pension Scheme, is not subject to the OTC at the point of transfer, the OTC will still apply at any time during the five (5) consecutive complete UK tax years immediately following the tax year in which the transfer is made (known as the relevant period), if I cease to be tax resident in the Isle of Man or alternatively, instruct an onward transfer to a QROPS which is not excluded from the OTC.
12. I acknowledge that the information contained in this form and information that Momentum hold regarding me and my Pension Plan may be provided by Momentum to the tax authorities of the country / jurisdiction in which the Pension Plan Trust is maintained and exchanged with relevant tax authorities of another country / jurisdiction or countries / jurisdictions in which I may be tax resident pursuant to intergovernmental agreements, including the amended cooperation with other Jurisdictions on Tax Matter Regulations, to exchange Financial Account information.
13. I understand that where a Transfer was subject to the OTC and where I subsequently become Isle of Man tax resident or transfer my benefits to a Scheme which satisfies one of the conditions within the relevant period, a repayment of the OTC may be claimed, subject to my notifying the Scheme Administrator(s) who deducted the OTC before the cut-off date, which is one year after the end of the relevant period for the transfer concerned.
14. I therefore hereby irrevocably and unconditionally agree to fully and effectually indemnify and keep indemnified Momentum from and against any tax liability, charge or interest of whatever nature (including all associated costs) that may be incurred by Momentum as a result of any false or incorrect declaration I have made, or failure to notify them of any change in my personal circumstances, and in particular tax residency within the required timeline, which ultimately results in a liability being imposed.
15. I confirm that the information provided in this Form is to the best of my knowledge both accurate and complete.
16. I acknowledge that the Trust Deed and Rules of the Scheme and these Declarations are to be governed by Isle of Man law.

Member's Name

Member's Signature

Date

**Please return all paperwork to the Scheme Administrator:**

### **Momentum Pensions Limited**

Westmoreland House  
32 Circular Road  
Douglas, IM1 1AE  
Isle of Man

**Tel:** +44 1624 619751

**Email:** [iom@momentumpensions.com](mailto:iom@momentumpensions.com)

### 1. INTRODUCTION & SUMMARY

Thank you for your interest in the services that Momentum Pensions Limited (Momentum) provides.

It is extremely important that you understand the services that Momentum offer so please take the time to carefully read this introduction and the documents attached hereto, prior to proceeding with your application for membership of the Pension Plan you have chosen (Scheme).

#### The Services we provide:

- Momentum acts as Trustee and Administrator of the Scheme and is registered under the Data Protection Act 2004.
- We will comply with all local and HMRC regulations in respect of your pension assets and as Trustees will provide an oversight role in respect of any investment decisions that you make, to ensure that they are consistent with your attitude to risk and compliant with local guidelines.
- As your Trustees we will act in your best interests and will consider any expression of wishes from you the member, making an appropriate decision in line with our role and responsibilities.
- We do not give financial, legal, tax or investment advice, unless required to do so, to meet our obligations as Trustee of your pension assets. It is incumbent on you to seek advice now and in the future should your circumstances change or if you otherwise require it.

### 2. SUITABILITY - YOUR OBLIGATION TO US:

#### We ask you to:

- Provide us with details of your pension provision and any other detail that you consider relevant to our role as Trustee of your pension assets. If you are transferring an existing pension to us you will need to authorise the existing pension provider to transfer the fund to us.
- Complete all relevant documentation and provide us with appropriate due diligence.
- Appoint a professional adviser on investment matters should you need advice or consider the default fund options available to you. As Trustees we are independent and unable to provide you with any investment advice.
- Ensure that you have read and understood the literature that we have provided you with and to ask us any relevant questions, particularly the scheme particulars which set out the operation of the Pension Trust.
- Advise us of any change in your circumstances, including change of address as this may impact on your pension with us

#### Things you need to know:

- Momentum Pensions Limited is authorised and regulated by the Isle of Man Financial Services Authority as a Retirement Benefits Scheme Administrator.
- Any pension fees payable to us will be confirmed in writing to you, as detailed in our fee schedule or as may be agreed between us and will be deducted from your retirement fund underlying investments.
- We keep records of our business transactions for at least six years and you are entitled to inspect copies of entries in our books or computerised records about your transactions. A fee may be charged for this service.
- We may receive a fee from a product provider as a result of you transferring your pension to us.
- If you have a complaint about the service that we have provided please make your complaint in person to a Director, in writing by post or email.