

# Application Form (Additional Contributions)

## 01. INTRODUCTION

This Application Form should be completed by the Applicant and where applicable, the Professional Adviser. It should be read in conjunction with the Declarations and the Terms & Conditions.

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

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

## 02. CHECKLIST

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

- Signed Investment Adviser Declaration (Section 05)
- Signed Member Declaration (Section 07)
- Completed and signed discharge paperwork for each pension transfer
- HMRC Form APSS263 for each pension transfer
- Completed Investment paperwork

Please return all paperwork to:

**Momentum Pensions (Gibraltar) Limited**

19a Town Range  
PO Box 872  
Gibraltar

Tel +350 2007 6630  
Fax +350 2007 6636

[gibraltar@momentumpensions.com](mailto:gibraltar@momentumpensions.com)

## 03. MEMBER DETAILS

Surname	Full Forename	Date of Birth
Tax Residence	Tax Reference	Date left the UK
Do you consider yourself to be a Politically Exposed Person* (PEP)?		
		<input type="checkbox"/> Yes <input type="checkbox"/> 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. RISK PROFILE

Please tick the box that applies to you:

Risk Category	Risk Profile	Risk Profile Definition
<input type="checkbox"/> 1	Low	There is a limited degree of risk to the capital. Any growth is likely to be minimal.
<input type="checkbox"/> 2	Lower to Medium	There is a small degree of risk to the capital with potential for moderate growth over the longer term.
<input type="checkbox"/> 3	Medium	There is some risk to the capital with the potential for a reasonable return over the longer term.
<input type="checkbox"/> 4	Medium to High	There is a chance of more growth over the longer term but with an increased possibility of the capital value declining too.
<input type="checkbox"/> 5	High	There is a potential for significant growth but that potential should be balanced with the increased chance that the investment value may decline more rapidly.

Your Professional Adviser will give you advice in line with your attitude to risk and you should ensure that the underlying investments recommended meet with your risk profile.

Applicant's Name	Applicant's Signature
Date	

#### 05. PROFESSIONAL ADVISER DECLARATION

We confirm that:

- We have provided appropriate advice regarding the suitability of the Applicant's proposed transfer and/or additional contributions 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 Applicant including any charges for the underlying investments.
- Where a transfer is from a scheme with any form of guarantee, protected rights or defined benefits, we have undertaken the appropriate transfer analysis and the Applicant has been advised of any benefits that will be lost as part of the proposed transfer to the Scheme.
- We confirm that any investment advice given to the Applicant will be within the Investment Guidelines issued by Momentum Pensions Limited as varied from time to time and any regulations issued by the Gibraltar Financial Services Commission and the Gibraltar Income Tax Office in respect of pension assets.

Adviser's Name	Adviser's Signature
Date	

## 06. PENSION TRANSFERS

My Momentum Pensions Retirement Fund shall receive additional contributions from:

Pension Transfer/s       Personal Contribution/s       Employer Contribution/s

Should you wish to fund your Momentum Pensions Retirement Fund with contributions other than from Pension Transfers, the Trustee shall require further Source of Wealth and Source of Funds information.

Please list the pensions that you wish to transfer.

<b>Pension Provider 1</b>			Type of Pension			Approximate Transfer Value		
Scheme Name			Plan Number			Guarantee Date if applicable		
Telephone Number				Email Address				
Correspondence Address				City/Town			Post Code	
				Country				
<b>Pension Provider 2</b>			Type of Pension			Approximate Transfer Value		
Scheme Name			Plan Number			Guarantee Date if applicable		
Telephone Number				Email Address				
Correspondence Address				City/Town			Post Code	
				Country				
<b>Pension Provider 3</b>			Type of Pension			Approximate Transfer Value		
Scheme Name			Plan Number			Guarantee Date if applicable		
Telephone Number				Email Address				
Correspondence Address				City/Town			Post Code	
				Country				

## 07. DECLARATIONS

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

1. I have been supplied with a copy of the Trust Deed and Rules of the pension scheme chosen (Scheme) and fully understand the contents.
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 Pensions (Gibraltar) Limited (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).
7. I confirm that I have not been the subject of any taxation investigation in any part of the world.
8. I confirm that to the best of my knowledge and belief there are no present or future creditors who may have a claim against the assets to be held by Momentum as Trustee of the Scheme.
9. I shall advise Momentum in writing within 30 days if there is any change in my residential address or electronic address.
10. I acknowledge that the Trust Deed and Rules of the Scheme and these Declarations are to be governed by Gibraltar law.
11. I confirm that the information provided in this Application is to the best of my knowledge both accurate and complete.

Applicant's Name

Applicant's Signature

Date

### 1. INTRODUCTION & SUMMARY

Thank you for your interest in the services that Momentum Pensions (Gibraltar) 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 (Gibraltar) Limited is authorised and regulated by the Gibraltar Financial Services Commission as a Professional Trustee limited to the Trusteeship of Pension Schemes under license number FSC1212B.
- 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.
- 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.

**Services are provided by Momentum Pensions (Gibraltar) Limited who is registered with Gibraltar Financial Services Commission as a Professional Trustee limited to the Trusteeship of Pension Schemes under license number FSC1212B.**

#### Momentum Pensions (Gibraltar) Limited

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