

Dentons SIPP -

Description	Action
<p>1. Application Form</p> <p>Application to establish the Single Portfolio SIPP</p>	<p>All sections to be completed.</p>
<p>2. Declaration of Sub-Trust</p> <p>Sets up the SIPP under the umbrella of a master trust and appoints the member as co-trustee of their SIPP with Denton & Co Trustees Limited.</p>	<p>Applicant to sign on the last page in the presence of an independent witness who should add his/her details where indicated. Return.</p> <p>Do not date.</p>
<p>3. Bank Mandate for Cater Allen</p> <p>The mandate establishes the SIPP bank account and appoints the client and Denton & Co Trustees Limited as joint signatories. Please note all correspondence with Cater Allen will be via Dentons. All cheques to be made payable to "Dentons SIPP – Initial Initial Surname ".</p> <p>E.G. "Dentons SIPP – J G Smith"</p>	<p>Applicant to complete Part 4, sign Part 7 and return.</p> <p>Do not date.</p>
<p>4. Summary of Cancellation Rights & Client Instructions</p> <p>This gives details of Cancellation Rights and alternative investment options and should be referred to if early investment in asset classes other than Deposits is required.</p> <p>Note: Cancellation Rights cannot be waived for funds transferred from other registered pension schemes</p>	<p>If applicable, complete, sign and return the enclosed Client Instruction.</p>
<p>5. Money Laundering</p> <p>Cater Allen need proof of the client's identity to meet their money laundering requirements.</p>	<p>Send the Applicant's driving licence or passport and a household bill. These will be sent back to you by return post.</p>
<p>6. Evidence of Earnings</p> <p>We require evidence of earnings in order to justify contributions to the SIPP.</p> <p>Note: Not required where the SIPP is currently only to receive funds being transferred from another approved pension scheme.</p>	<p>Employed</p> <p>Send either the Applicant's P60, self assessment return or confirmation of the Applicant's earnings from their employer.</p> <p>Self Employed</p> <p>Send either a copy of the Applicant's accounts, their self assessment return or confirmation of their earnings from their accountant.</p>

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<p>7. Contribution Schedule</p> <p>Employers are required to keep a record of contributions that they are due to pay to personal pensions either directly as company contributions or indirectly as an employee contribution deducted from payroll.</p> <p>Note: Not required where the SIPP is currently only to receive funds being transferred from another approved pension scheme.</p>	<p>Employed Applicant to retain the schedule and ensure that it is kept up to date to show a full record of contributions due.</p> <p>Self Employed No action required</p>
<p>8. Transfer Request</p> <p>The transfer request authorises your existing pension provider to divulge details of your policies to Dentons Pension Management Limited.</p>	<p>If applicable, complete, sign and return.</p> <p>NOTE: Separate Transfer Requests are needed for each policy to be transferred in.</p>
<p>9. Dentons Key Features</p> <p>Sets out the Key Features and includes Terms and Conditions of the Single Portfolio SIPP, the services provided and details of our charges.</p>	<p>Information only</p>
<p>10. Single Portfolio Brochure</p> <p>Describes the main features of the Single Portfolio SIPP.</p>	<p>Information only.</p>

Your checklist of relevant documents	
Document	Complete?
Application Form	
Declaration of Sub-Trust	
Bank Mandate for Cater Allen	
Client Instruction (if applicable)	
<p>Money Laundering Identification (Record Details of Item Provided):</p> <p>(1)</p> <p>(2)</p>	<p>(1)</p> <p>(2)</p>
Evidence of Earnings	
Transfer Request	
<p>Cheque made payable to Dentons SIPP – Initial Initial Surname E.G. Dentons SIPP – J G Smith</p>	