

## Dentons Self Invested Personal Pension -

Description	Action
<p><b>1. Application + Addendum Forms</b></p> <p>Application to establish the Dentons SIPP.</p>	<p>All sections to be completed.</p>
<p><b>2. Declaration of Sub-Trust</b></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 &amp; 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><b>Do not date.</b></p>
<p><b>3. Bank Mandate for Cater Allen</b></p> <p>The mandate establishes the SIPP bank account and appoints the client and Denton &amp; 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><b>Do not date.</b></p>
<p><b>4. Summary of Cancellation Rights &amp; Client Instructions</b></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><b>Note: Cancellation Rights cannot be waived for funds transferred from other registered pension schemes</b></p>	<p>If applicable, complete, sign and return the enclosed Client Instruction.</p>
<p><b>5. Money Laundering</b></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><b>6. Evidence of Earnings</b></p> <p>We require evidence of earnings in order to justify contributions to the SIPP.</p> <p><b>Note: Not required where the SIPP is currently only to receive funds being transferred from another approved pension scheme.</b></p>	<p><b>Employed</b></p> <p>Send either the Applicant's P60, self assessment return or confirmation of the Applicant's earnings from their employer.</p> <p><b>Self Employed</b></p> <p>Send either a copy of the Applicant's accounts, their self assessment return or confirmation of their earnings from their accountant.</p>

Description	Action
<p><b>7. Contribution Schedule</b></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><b>Note: Not required where the SIPP is currently only to receive funds being transferred from another approved pension scheme.</b></p>	<p><b>Employed</b> Applicant to retain the schedule and ensure that it is kept up to date to show a full record of contributions due.</p> <p><b>Self Employed</b> No action required</p>
<p><b>8. Transfer Request</b></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><b>9. Dentons Key Features</b></p> <p>Sets out the Key Features and includes Terms and Conditions of the Dentons SIPP, the services provided and details of our charges.</p>	<p>Information only</p>
<p><b>10. Dentons SIPP Brochure</b></p> <p>Describes the main features of the Dentons SIPP.</p>	<p>Information only.</p>

Your checklist of relevant documents	
Document	Complete?
Application + Addendum Forms	
Declaration of Sub-Trust	
Bank Mandate for Cater Allen	
Client Instruction (if applicable)	
<p><b>Money Laundering Identification</b> <b>(Record Details of Item Provided):</b></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>	