

completing odyssey sipp forms

Completing a set of application forms for a Self-Invested Personal Pension (SIPP) can sometimes be a daunting matter, especially where the application itself is time critical and mistakes can lead to delays or problems.

Here we attempt to provide some easy-to-understand guidance as to how our SIPP forms should be completed in order to try and assist in this process.

who should complete the forms?

Forms should be reviewed by the individual who is looking to establish membership, especially if the forms have been pre-populated in advance. Any missing information should be added, and any errors corrected.

what forms are needed?

For a SIPP, the following forms are required:

- Member Application Form

The member application form is the form completed by an individual to obtain membership of the Odyssey SIPP. The same form is used whether it is a full SIPP or a light SIPP.

- Bank Account Application Form

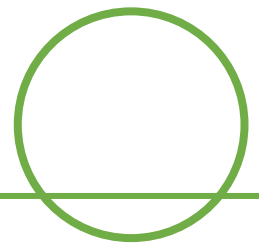
The bank account application form opens up a current account for the SIPP with Metro Bank plc. This account is used for all cash transactions into and out of the SIPP.

- Identity Verification Certificate (IVC)

The IVC captures information relating to an individual's name and address, dealing with anti-money laundering requirements.

- Information Forms (depending on what type of transaction is required).

Additional information may be required for transactions such as a property purchase, or where an individual is looking to access their pension savings.



the member application form

Things to remember:

- Please remember to indicate the choice of SIPP and any additional options. This will help make sure the application is processed efficiently.
- We cannot proceed without the NI Number and Employment status being disclosed, as well as all of the relevant personal details.
- The Nomination Form in Section Four is vitally important. Please ensure that this is completed as fully as possible.
- Don't forget a prospective member must indicate whether they are waiving their right to cancel, or retaining this right, on page 12 of the form.
- Please also indicate whether the Politically Exposed Persons status applies to the prospective member – again, on page 12.

Signatures:

- Section Five, on page 7, requires a signature if a financial adviser has been appointed.
- A signature is required on page 12.
- A final signature is required on the last page, and this also needs the signature of an independent witness.

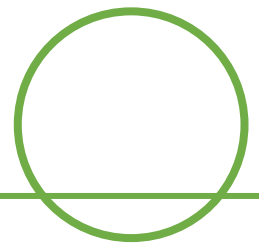
the bank application form

Things to remember:

- All of the personal information in Section 2 on page 1 needs to be completed, including details concerning when the prospective member moved to their present address.
- The choices relating to paper statements and online banking should be ticked.
- If online banking is required, a mobile phone number and e-mail address must be supplied.
- Details of the financial adviser should be supplied in Section 8 on page 9 of the form.

Signatures:

- Section 7, on page 8, requires a signature from the prospective member.



identity verification certificate

Things to remember:

- All of the personal information on page 1 needs to be completed.
- An adviser will usually complete this form and will need to determine whether any enhanced verification checks were done. If so, this should be recorded with further information provided.
- Similarly, the adviser should indicate whether the prospective member is a Politically Exposed Person.
- Information relating to how the SIPP is to be funded should be provided on page 2. For example, if a transfer of other pension benefits is expected, please estimate the amount that will be received.
- Certified copies of the identity documentation should be provided with the certificate.

Signatures:

- Page 2 requires a signature from the financial adviser.

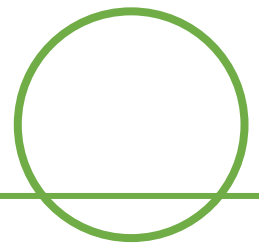
information forms

Things to remember:

- Information Forms are designed to assist with some of the key processes or transactions that the prospective Member is undertaking. Although it may be possible to provide the information by alternative means, the form provides the most comprehensive way of achieving this.
- Always try to complete the forms as far as possible and leave as little of the form blank as possible. Where the form is left blank, that further information can be provided later on in the process.
- If there is any additional information that you think is relevant to help with the process (such as a property purchase or accessing your pension savings) then please provide this in addition to the form. This will assist in making sure the transaction is processed smoothly.

Signatures:

- A signature from the prospective member will usually be required on the final page of the form (or, in the case of Accessing Pension Savings on the last but one page).



handy checklist

One

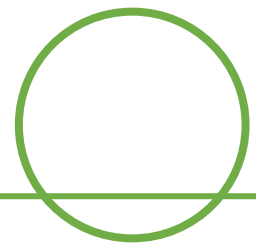
Member Application Form & Supplemental Deed

Investment Options indicated		<input type="checkbox"/>
All personal details completed accurately		<input type="checkbox"/>
National Insurance Number details provided		<input type="checkbox"/>
Employment Status provided		<input type="checkbox"/>
All contribution information completed accurately		<input type="checkbox"/>
All transfer in information completed accurately		<input type="checkbox"/>
Financial Adviser information provided and fees specified	[Requires Signature]	<input type="checkbox"/>
Nomination form completed accurately		<input type="checkbox"/>
Politically Exposed Persons information completed		<input type="checkbox"/>
Cancellation Waiver completed		<input type="checkbox"/>
Member Declaration correctly signed	[Requires Signature]	<input type="checkbox"/>
Supplemental Deed section signed and witnessed	[Requires Signature]	<input type="checkbox"/>

Two

Bank Account Application Form

Pension Scheme Details completed		<input type="checkbox"/>
Member Trustee information completed		<input type="checkbox"/>
E-mail and mobile phone details completed for online access option		<input type="checkbox"/>
Form correctly signed (Member Trustee Signature)	[Requires Signature]	<input type="checkbox"/>
Professional Adviser details included if applicable		<input type="checkbox"/>



Three

Verification Documentation

Information completed for Member

Politically Exposed Person information provided if applicable

Origin of monies information completed

Form signed by the Adviser

[Requires Signature]

Certified copies of evidence supplied

Four

Information Forms

Forms completed as far as possible

Key information completed (for example, amount of pension savings needed, or key property values and insurance requirements)

Additional information about the required process provided if necessary

Details of any professional appointments confirmed (such as solicitors)

Form signed by the Adviser

[Requires Signature]

Authorised and Regulated by the Financial Conduct Authority

Odyssey Pensions Limited. Registration Number 11034559. FRN 796417.

Administration Office: 15 Penybont Road, Pencoed CF35 5PY

Registered & Head Office: Celtic House, Caxton Place, Pentwyn, Cardiff CF23 8HA