

SIPP CHECKLIST

Please use this checklist to ensure the appropriate forms have been completed and signed, and the correct documents and information supplied when submitting the SIPP Application Form.

Attached (please tick)

- 1** alltrust SIPP Member Application Form
- 2** Cancellation Waiver Notice

If you wish your SIPP application, investment and/or benefit instruction to be processed immediately you will need to waive your rights to the statutory 30 day cancellation period. To do this, please ensure that you have signed and dated the cancellation waiver notice in Section Seven of the application form.
- 3** Information Authority Form
- 4** Supplemental Deed

Please ensure:

 - that your signature on the back page has been witnessed by a non family member, and
 - the full details of the witness are provided as indicated.
- 5** Bank Account Application Form

This form is required to open a Metro Bank account and will require a signature on page 6 of the form.
- 6** Identity Verification Certificate

This should be forwarded by your financial adviser and should be the form supplied with the application pack.

Or provision of information

In order to comply with Money Laundering Regulations, if you do not have a Financial adviser, we are required to ask for documentary proof of identity, and we will seek to hold a face to face meeting with you to facilitate the verification process.

You will be required to present this documentation at the meeting.
- 7** Further Information – Investments and/or Retirement

Certain investment types and retirement options will require additional information being requested. These forms can be completed now to facilitate the transaction happening more quickly once the SIPP is established.

If you are considering:

 - Property Purchase or Development
 - Other complex investments
 - Drawing Benefits, either as a lump sum or income

Please ask for the appropriate additional forms for completion. Otherwise these will be provided in due course.
- 8** Transfer Discharge Forms or Letters

If transfers are being arranged to the new Scheme, appropriate discharge paperwork will need to be obtained from the providers, and will need to be signed by you (the Member) and by Alltrust. In some situations, certain providers will only require a letter signed by you. We will require these documents in order to progress the transfer.

Authorised and Regulated by the Financial Conduct Authority for SIPP business

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