

**SYEP31 V11 1119**

### Before you complete this form

Please read your Illustration, Investment Options guide (SYI01) and Self-Directed Options guide (SYSD01), given to you by your financial adviser. Synergy Executive Pension is a one member arrangement. A separate policy must be set up for each scheme member.

### Part 1 - Your financial adviser's company details

#### To be completed by your financial adviser

Financial adviser's Standard Life agency code  /

Financial adviser's company name

### Part 2 - Self-administered scheme details

Scheme name

Trustees' email

Date of Trust Deed establishing scheme (DD/MM/YYYY)

Scheme Revenue reference number

Pensions Authority reference number

We may use your email to help manage your policy. If you don't want us to use it, leave it blank.

### Part 3 - Member details

Tick this box if you're already a customer of Standard Life  Please give us one of your policy numbers

Title

First names (in full)

Surname

Normal Retirement Age\*  (Must be age 60 - 70)

Date of birth\*\* (DD/MM/YYYY)

Personal Public Service number

\* For regular (monthly, quarterly, half yearly) contributions, there must be at least one year between your start date and retirement age. For a term of less than one year you can only have a yearly contribution or a single contribution.

\*\* Minimum age is 18.

## Part 4 - Pension contribution details

### Regular contribution

€

Payable by  Monthly direct debit  Quarterly direct debit  Half-yearly direct debit  Yearly direct debit  Yearly cheque

Date of first regular contributions (DD/MM/YYYY)

### Single contribution or transfer payment

€

Payable by  Cheque  Bank draft  Direct credit\*

Source of funds  
Please give account details from where money was drawn

Your International Bank Account Number (IBAN)

Name on your account

The minimum contribution is €175 each month, €525 each quarter, €1,050 each half-year, €2,100 each year. The minimum single contribution to set up a policy is €5,000.

\* Please contact us on **(01) 639 7000** to pay by direct credit

Cheque or bank draft must be drawn from employer's or member's account and made payable to Standard Life.

## Part 5 - Source of your transfer payment

### Must be completed for transfer payments

If your contribution is a transfer payment, please give Insurer name and policy number

Insurer name

Policy number

Is the member's pension (or has it ever been) subject to family law proceedings?  Yes  No  
(for example, Pension Adjustment Order)

If Yes, you should enclose a copy of the Notice or Order. We'll then let you know what further information we'll need.

## Part 6 - Your investment choice

In order to complete this section, refer to the **Investment Options guide (SYIO1)** and the **Self-Directed Options guide (SYSDO1)**

Indicate how your total contributions as set out in Part 4 are to be allocated

Funds €  and/or Self-Directed Options €

If you choose to invest in any of the Self-Directed Options, your investment will be initially placed in your policy's cash account. You must have enough money in this account to enable us to carry out your instructions and to pay the charges related to the Self-Directed Options that you have selected. Please refer to the Self-Directed Options guide (SYSDO1), or contact your financial adviser for further information.

If you have more than one contribution type (for example a €10,000 single contribution, plus a monthly contribution of €250), and you have a different investment choice for each, please make a copy of this section and complete it for each contribution.

### Funds

In order to complete this section, refer to the **Investment Options guide (SYIO1)**.

Fund name		
		%
		%
		%
		%
<b>Please ensure that your percentage adds up to 100%</b>	<b>Total</b>	<b>100%</b>

Please ensure you give full fund name, as listed in Investment Options guide (SYIO1).

If you wish to invest in funds, indicate the relevant fund name and percentage in the table. For example, if you indicated above that you wish to invest €10,000 in funds, and you want all of this amount to be invested in the Standard Life Managed Fund, you would write **Managed 100%**

## Self-Directed Options

### Deposits

Deposit provider	Deposit amount €	Deposit account term

There are minimum investment amounts applied by the Deposit providers. Please see [www.standardlife.ie](http://www.standardlife.ie) for the minimums that apply.

### Execution only stockbroking

- Tick this box if you are selecting execution only stockbroking. We will pass your details to Stocktrade who will contact you directly.
- Tick this box if you want to set up a Stocktrade online account now to deal or view (Stocktrade account charges will apply)^
- Tick this box if you're an Irish national. If you're not, or you have dual nationality/citizenship, please give details

^ Stocktrade will use your email address given in Part 2 to set up your online account. An additional charge applies for each deal arranged by post, email or fax.

Nationality

National client identifier\*

Your occupation

Please indicate which income band applies to you

- Under €20,000     €20,000 to €34,999     €35,000 to €49,999     €50,000 to €74,999     €75,000+

\* This could be your passport number or personal identity code, depending on country. For example, in UK, it's your National Insurance number. For other countries, see Execution-only stockbroking form (SYEOS1).

You'll also need to attach certified copies of one of each of the following:

- Proof of identity, for example
- Current passport
  - Current EU driving licence
- and**  Proof of address, for example
- Recent bill (electricity, phone or gas)
  - Recent statement (bank or credit union)
  - Recent document from Revenue or Dept of Social Protection

You are only allowed to trade in investments that are permitted by Standard Life. If it comes to our attention that you have bought non-permitted investments, we will instruct Stocktrade to sell those investments. In these circumstances, your policy will be charged the cost of selling those investments. If you are uncertain as to whether a particular investment is permitted, contact your financial adviser or Standard Life.

Current means not expired and recent means issued in the last 6 months.

If you don't have a particular document, talk to us or your financial adviser about alternatives.

## Authorising Standard Life to accept instructions from your financial adviser on your behalf

Note that we will only accept instructions from authorised persons once we are satisfied that we have verified the identity of the authorised person, and it is the responsibility of the authorised person and/or yourself to verify that your instructions have been carried out properly.

I authorise Standard Life to accept instructions from my financial adviser named in Part 1, to buy or sell Funds and Deposits under this policy.

This authorisation will apply until Standard Life receives a written instruction from me changing or withdrawing my authorisation.

Please speak to your financial adviser before completing this section.

Trustees signatures

Date

(DD/MM/YYYY)

  
Signature

## Politically exposed persons

We are required to identify politically exposed persons (PEPs) under anti-money laundering regulations. If you are a PEP, or a close relative or close associate of a PEP, we must apply enhanced customer due diligence procedures. You may be required to provide additional information and documentation (such as your source of funds, wealth, and identity).

A PEP is an individual who is, or has at any time in the last 12 months held one of the following positions, in Ireland or abroad:

- head of a state or government, or a minister
- member of a parliament or similar legislative body
- member of the governing body of a political party
- member of a supreme court, constitutional court or other high-level judicial body
- member of a court of auditors or board of a central bank
- an ambassador, chargé d'affaires or high-ranking officer in the armed forces
- member of an administrative, management or supervisory body of a state-owned enterprise
- director, deputy director, or member of the board of (or person performing the equivalent function in relation to) an international organisation

Are you, or any other party to this application, now, or previously been a

- politically exposed person (PEP)
- close relative of a PEP, or
- close business associate of a PEP?

Yes  No

If yes, please give details.

Role* in policy	Role holder's name	Role holder's relationship to PEP	PEP	Position held by the PEP
<i>For example, member</i>	<i>Anne Murphy-Smith</i>	<i>daughter-in-law</i>	<i>Hugo Smith</i>	<i>Director, UK Post Office</i>

\*Trustee or member.

## Part 7 - Data Protection Notice - Using your personal information

We will collect and use personal information about you such as your name, date of birth and address in order to provide this product or service and manage our relationship with you. It may be necessary as part of this product or service to collect and use personal information which is defined as 'sensitive' by data protection law. Any sensitive personal information will only be collected and used where it's needed to provide the product or service you have requested or to comply with our legal and regulatory obligations and where we have obtained your explicit consent to process such information.

To provide this product or service and meet our legal and regulatory obligations, we will keep your personal information and copies of records we create (for example, phone calls with us) while you are a customer of ours. Even when you no longer have a relationship with us, we are required to keep information for different legal and regulatory reasons. The length of time will vary and we regularly review our retention periods to make sure they comply with all laws and regulations.

The information collected may be shared with other parts of the Phoenix Group and other companies we work with to support us in the provision of the product or service you have with us. We may also share your information with our regulators (for example, the Central Bank of Ireland), the Revenue Commissioners, your financial adviser, and for applicable products and services, your employer where necessary and lawful to do so. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

The majority of your information is processed in Ireland and European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with outside of the EEA, including countries such as the UK and USA. Where your information is being processed outside of the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by EEA data privacy laws, for example, we will put in place legal agreements with our third party suppliers and do regular checks to ensure they meet these obligations.



## Part 9 - Your declaration as trustees

Please read carefully before signing.

**WARNING: If you propose to enter into this executive pension contract in complete or partial replacement of any existing pension arrangement, please take special care to satisfy yourself that this executive pension contract meets your needs. In particular, please make sure that you are aware of the financial consequences of replacing your existing pension arrangement. Please take particular care if you are giving up any guarantees. If you are in doubt about this, please contact your financial adviser.**

1. We confirm that we have sufficient investment powers under the self-administered scheme to invest in an insurance contract such as a Synergy Executive Pension.
2. We accept total responsibility for all administration needed to comply with relevant legislation and Revenue rules/procedures.
3. We undertake to immediately inform Standard Life if there is a material change to the self-administered scheme or it ceases to be Revenue approved.
4. We accept that if we request a transfer out of the Synergy Executive Pension, the transfer must be total, resulting in the termination of the policy.
5. We have read the Data Protection Notice (Part 7) and we agree that our personal information may be used for the purposes described.
6. We have shown the Data Protection Notice (Part 7) to the member and we confirm that they have read it, and have agreed to their personal data being used for the purposes described.
7. We agree that a copy of this application can be treated as the original for all purposes.
8. We declare that the information provided in this and other related forms (if any) are true and correct to the best of our knowledge and belief.
9. We agree to be legally bound by the Synergy Executive Pension policy provisions (SYEP60).

### Important notes

- Standard Life in this instance is simply supplying a policy of insurance and will issue standard Synergy Executive Pension documents.
- The standard Synergy Executive Pension Rules will not apply. The trustees of the scheme are responsible for ensuring the rules of the existing self-administered scheme are applied.
- Standard Life is not acting as Registered Administrator.

**Part 9 - Your declaration as trustees (continued)**

**Pensioner Trustee**

Trustee name

Address

**Signature**

**Date**  
(DD/MM/YYYY)



**Trustee 2**

Trustee name

Address

**Signature**

**Date**  
(DD/MM/YYYY)

We'll use the address of the Pensioner Trustee for all correspondence.



**Trustee 3**

Trustee name

Address

**Signature**

**Date**  
(DD/MM/YYYY)



If you are receiving advice from a financial adviser, remember that the adviser is acting on your behalf, not only by giving you advice, but also regarding how this form is filled in and sending us this completed application and cheque in payment of any contribution. By filling in this form you are applying to enter into a contract with Standard Life. This application will be the basis of this contract if it is accepted by us. A copy of this completed application will be sent to you on request. We will start the policy immediately or on the start date you have given us, whichever is later, and your policy documents will be issued. There may be a delay in collecting the first contributions while the direct debit is set up with your bank.

(01) 639 7000 [www.standardlife.ie](http://www.standardlife.ie) [customerservice@standardlife.ie](mailto:customerservice@standardlife.ie)

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Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.

## For office use only

Creditor Identifier: IE09ZZZ304935

Unique Mandate Reference  
(your policy number)

**SDDN V04 0319**

## Direct debit instruction

**By signing this mandate form, you authorise**

**(a) Standard Life to send instructions to your bank to debit your account, and**

**(b) Your bank to debit your account in accordance with the instruction from Standard Life.**

**As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks, starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.**

Name on account

Address on account

International Bank Account Number (IBAN)

Type of payment: Recurrent

**Accountholder signatures**

**Date**  
(DD/MM/YYYY)

**Please return this mandate to Standard Life, 90 St Stephen's Green, Dublin 2.**

Some banks may not accept direct debit instructions for some types of accounts (for example, most savings accounts). If in doubt, please consult your bank.

Your IBAN is shown on your bank statement. (The last 14 characters of your Irish bank account's IBAN are your old 6 digit branch sort code (1st digit = 9) and old 8 digit account number).

  
**Signature**

For more information on SEPA, visit the Customer Assist section of the Banking & Payments Federation Ireland website, [www.bpfi.ie](http://www.bpfi.ie)

(01) 639 7000 [www.standardlife.ie](http://www.standardlife.ie) customerservice@standardlife.ie

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Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.