

## Woolwich Plan Managers Structured Product Application Form (pension scheme client)

This Application Form, together with the brochure issued by Woolwich Plan Managers Limited ("we", "us", "our(s)") for the product you apply to subscribe to using this Application Form (the "Product") (the "Brochure"), including the terms and conditions contained in the Brochure (the "Terms"), together with any information made available on applicable charges, commissions, tariffs and interest rates, sets out a legal agreement (the "Agreement") which seeks to define the basis on which we will provide you with the Product. Except where stated otherwise, your point of contact with us in connection with the Product is your Adviser (whose name and contact details are supplied to you).

**The law favours written agreements, so it is important you read the documents setting out the Agreement carefully, to ensure they contain everything you want, and nothing you are not prepared to agree. You should ensure you have been provided with all the documents setting out the Agreement and keep a copy of these in a safe place for future reference. If you have any queries or concerns, please contact us (for contact details, please refer to this Application Form and to the Brochure).**

To apply for this Product: (1) Please complete this Application Form clearly, in BLOCK CAPITALS using a black ballpoint pen, ensuring all applicable signature blocks are duly signed and dated; (2) If you have not taken advice from a professional adviser in relation to this product please complete the separate appropriateness questionnaire and submit it with this Application form; (3) Once this Application Form has been completed, please return it to us by posting it to: Woolwich Plan Managers, P.O. Box 9283, Brentwood, Essex CM14 9AQ.

### Section 1 – Scheme and Participants' Details

Name of the scheme

  

Name of administrators

Name of employer if unapproved Pension Scheme

Address of employer

  

Postcode

Address where We should send correspondence to

  
  

Postcode

Contact name

Telephone

Email

**Please indicate the type of Scheme (tick one box)**

An occupational scheme which is not a Small

Self-Administered Scheme\*

A Small Self-Administered Scheme\* (SSAS)

A Self-Invested Personal Pension scheme (SIPP)

HM Revenue & Customs Scheme reference number

**Small Self-Administered Scheme (SSAS)**

If the Scheme is a SSAS, please complete the following:

Signature: Pensioner Trustee

Pensioner Trustee name

Address

  

Postcode

Date

\* A copy of the HMRC approval letter for these scheme types is required and should be supplied together with this application form.

## Section 2 – Product selection and subscription

You wish to subscribe to the following Product (state full name)

  

with the following investment option (if applicable) (e.g. 3-Year, Potential Early Maturity, Annual Income)

the following amount (please refer to the Brochure for minimum and maximum amounts) £

which will be paid either by (tick one box)

cheque made payable to 'Barclays Investment Plans'; or

telegraphic transfer sent to the following account on the following date

Account name Barclays Investment Plans

Address Barclays Bank PLC

1 Churchill Place

Canary Wharf

London E14 5HP

Sort code 20-32-53

Account number 30990299

Date

## Section 3 – Income

If the Product pays income, we credit the following account directly

Name of Bank or Building Society

Name of account holder

Bank or building society account number

Branch Sort Code

## Section 4 - Trustee (s) details

All Trustees detailed in this section will be the registered holders that we hold on our register. We will only accept instructions from these Trustees for this investment.

### 1st Trustee

First name(s)

Surname

Nationality

Date of birth

Address

Postcode

### 2nd Trustee

First name(s)

Surname

Nationality

Date of birth

Address

Postcode

### 3rd Trustee

First name(s)

Surname

Nationality

Date of birth

Address

Postcode

### 4th Trustee

First name(s)

Surname

Nationality

Date of birth

Address

Postcode

## Section 5 – Declaration

The Agreement is our standard client agreement for this Product, upon which we intend to rely. For your own benefit and protection, you should read all the documents setting out the Agreement carefully before signing this Section 5. For the avoidance of doubt, the documents setting out the Agreement include the Brochure (including the Terms) and this Application Form by completing this Section or supplying us with an Authorised Signatory List. If you do not understand any point, please ask us for further information.

By signing this Section 5, you accept and declare (as Trustees of the Scheme) the following:

- (A) You wish us to provide the Product in accordance with the Agreement. If we require any amendment to the Agreement before we accept your application, we will seek your agreement to the amended terms and conditions before accepting your application;
- (B) You authorise us to hold your cash subscription, direct investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash. We confirm that applicants using this application form will be allowed to effect partial withdrawals (please refer to Term 11.2 of the Terms);
- (C) Your powers of investment, and delegation of those powers, permit you to invest the assets of the Scheme, or part of them not less than the part which you propose to invest, in the Product.
- (D) If the Scheme is an occupational scheme, it is an exempt-approved scheme (or has been presented for approval) under Chapter I of Part XIV of the Income and Corporation Taxes Act 1988. You will advise us immediately if the Scheme ceases to be so approved (or if its application for approval is withdrawn or not granted);
- (E) If the Scheme is a personal pension scheme, it is a personal pension scheme under Chapter IV of Part XIV of the Income and Corporation Taxes Act 1988. You will advise us immediately if the Scheme ceases to be so approved;
- (F) You authorise HM Revenue & Customs to inform us if the Scheme is not granted exempt status or if that approval is withdrawn;
- (G) You have received the Key Features document and you do not require a written confirmation to be sent to you setting out the full details of each transaction to purchase or sell investments;
- (H) The information in this Application Form, whether in handwriting or not, is, to the best of your knowledge and belief, true and complete. You will inform us without delay of any changes to this information;
- (I) **Your information**
  - (a) We and other members of the Barclays Group may:
    - (i) Make and perform credit reference, identity, electoral register, fraud, money laundering, and other enquiries and searches in respect of you;
    - (ii) Disclose your full account information to credit reference agencies, fraud prevention agencies and insurance companies. Credit reference agencies will maintain a record of our searches and the information we provide them. If you give us false or inaccurate information, or we suspect fraud, we will record this with fraud prevention agencies. Such records and information may be used by members of the Barclays Group and third parties: to make decisions on you or other members of your household on credit, motor, household, life and other insurance facilities (including handling any claims); for debt tracing; and to prevent fraud and money laundering. Records held by credit reference agencies may be linked to records about persons financially associated with you, which may be taken into account when assessing applications;
  - (iii) In order to make payments from your accounts, send the details of any such payment (including information relating to those involved in the payment) abroad, where they may be accessible by overseas regulators and other authorities in connection with their legitimate duties (e.g. the prevention of crime);
  - (iv) Collect and use information about you as set out in Term 28 (in the case of plans) or 26 (in the case of deposits) of the Terms, including: collecting and using information about how you use and manage your accounts (e.g. transactions made); informing you about products and services; transferring your information within the Barclays Group or to service providers located in the UK or overseas; and using information relating to your medical, health, lifestyle and ethnic background, and to criminal offences (alleged or otherwise), for the purposes of administration, and product and service identification;
  - (v) Relevant if there is more than one applicant: update records held by members of the Barclays Group or third parties on any applicants, using information given at any time by any of the other Applicants; and make and perform the enquiries and searches in Section 5(1)(a)(i) on any applicants if any of the other applicants at any time requests a loan or increased lending;
- (b) Under data protection legislation, you can request certain information about you by writing to us; a fee may be charged for this service, as permitted by appropriate law or regulation; and
- (c) We may record and monitor telephone calls, for your protection and ours, to check instructions and to ensure we are meeting our service standards.<sup>6</sup>

### Keeping in touch

From time to time, we and other members of the Barclays Group would like to keep you up-to-date about products and services which we think you will find useful. As we are concerned about the environment, our aim is to use email instead of mail whenever practical.

Please tick the following box if you would prefer NOT to benefit from these communications:

Signature: 1st Trustee/Authorised Signatory\*

Name

Capacity

Date

Signature: 2nd Trustee/Authorised Signatory\*

Name

Capacity

Date

Signature: 3rd Trustee/Authorised Signatory\*

Name

Capacity

Date

Signature: 4th Trustee/Authorised Signatory\*

Name

Capacity

Date

Signature 1: For and on behalf of the Trustees of the Scheme

Print name

Date

Signature 2: For and on behalf of the Trustees of the scheme

Print name

Date

Signature 3: For and on behalf of the Trustees of the scheme

Print name

Date

Signature 4: For and on behalf of the Trustees of the scheme

Print name

Date

\* All trustees detailed in Section 4 should sign this document. If the Trustee is a Corporate entity, a separate Authorised Signatory List can be provided.

To receive details of those fraud prevention agencies from whom we obtain and with whom we record information about you, contact the Barclays Information Line on 0800 400 100. If calling from outside the UK, please call +44 (0)247 6842 100. Lines are open 7am to 11pm (GMT). Calls may be recorded so that we can monitor the quality of our service and for security purposes.

**Money laundering regulations**

To comply with the regulations covering the prevention of money laundering we will need to satisfy ourselves of the identity of all trustees. We will be able to verify the Pensioner Trustee from HM Revenue & Customs Pensioner Trustee Approved List, and the authorised signatory of the Pensioner Trustee from their Authorised Signatories listing. Please ensure that the appropriate verification is carried out for all other trustees. We will need to be notified of any change in trustees or signatories. We will also require a copy of the HM Revenue & Customs approval letter.

**Adviser details – Please complete all sections**

Company name

Company FSA no:

Adviser name

Adviser FSA no:

Telephone

Commission given up  %

Money laundering certificate (or equivalent) attached.

This item can be provided in Braille, large print or audio by calling 0800 400 100\* (via TextDirect if appropriate).

\*Lines are open 8am to 8pm UK time Monday to Friday and 9am to 5pm UK time Saturday and UK bank holidays. Calls to 0800 numbers are free if made from a UK landline. Other call costs may vary – please check with your telecoms provider. Calls may be recorded so that we can monitor the quality of our service and for security purposes.

Your feedback: If you want to complain you may do so in person, in writing, by post or email, or by telephone. To obtain a copy of our complaint-handling procedures, or to make a complaint, please contact your account-holding centre.

Barclays Wealth is the wealth management division of Barclays and operates through Barclays Bank PLC and its subsidiaries.

Woolwich Plan Managers Limited is authorised and regulated by the Financial Services Authority. FSA number: 183887. Woolwich Plan Managers Limited is registered in England. Registered number: 3230386. Registered Office: 1 Churchill Place, London E14 5HP. Correspondence address: PO Box 9283, Brentwood, Essex CM14 9AQ.

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