



For customers

# Benefit crystallisation event application form (capped drawdown)

Make sure you've reviewed all your retirement options before completing this instruction. If you haven't received a retirement options pack from us in the last 12 months, please contact us. We need to send you this information so you can review all your retirement options before you complete this form to access your savings.

This form should only be used if you're an Aegon Retirement Choices Self-invested Pension Plan (SIPP) or One Retirement customer and you're making an additional designation into an existing capped drawdown account or choosing an annuity.

If you need help completing this form, please speak to your financial adviser. Your financial adviser will be able to provide you with an illustration.

This form has two parts:

**Part 1 – Applying for benefits**

**Part 2 – Benefits you've taken**

Please complete this form by typing in the boxes, including the signature box and emailing it to [clientsupport@arc.aegon.co.uk](mailto:clientsupport@arc.aegon.co.uk)

Words in bold are defined terms that we explain in the Definitions section at the end of this form.

Please insert the illustration number. This is on the attached illustration which is valid for 90 days. If you haven't received one, please contact your financial adviser.

Our email system and the way we deal with data is internally secure. However, we're unable to ensure the security of emails before they reach us. Please consider this when sending us sensitive information.

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio CD version of this document, please call 0345 680 1234 (call charges will vary) or visit [aegon.co.uk/support](http://aegon.co.uk/support)

**Illustration number**

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# Receiving guidance or advice

We think you should get financial advice or guidance before making any decisions regarding your pension savings, to help fully understand your options.

## Pension Wise guidance

Due to the importance of receiving guidance, the government introduced regulations to highlight Pension Wise. Pension Wise is a free and impartial government service from [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk) offering you guidance on your pension savings and the options available to you. The regulations recommend you take guidance from an independent pension specialist at Pension Wise and appointments are available by phone or face to face.

You can book online at [moneyhelper.org.uk/pensionwise](http://moneyhelper.org.uk/pensionwise) or call them on 0800 138 3944. Alternatively call us on 0345 608 1680 (call charges will vary) and we'll book an appointment for you. Please have your wrapper number to hand when you call us, as we'll ask you for it.

## Advice

Before making any decisions about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit [moneyhelper.org.uk/choosing-a-financial-adviser](http://moneyhelper.org.uk/choosing-a-financial-adviser) to find one.

**The regulations require you, or your adviser if they're completing the form on your behalf, to confirm the following options before we can proceed with your transaction. If you plan to take guidance and/or advice you should do this before completing this form.**

- Have you received guidance from Pension Wise relating to this transaction in the last 12 months?  
 Yes  No
- If you answered No above and don't want to use Pension Wise you need to opt- out, please tick the relevant option below.  
 I've received financial advice related to this transaction within the last 12 months.  
 I don't want guidance from Pension Wise or advice from a financial adviser.

If you've already received guidance or advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

# Part 1 – Applying for benefits

## 1. Investor details

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Full forename(s)


Surname


National Insurance number

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You should be able to find your National Insurance number on a payslip, from a P45 or P60, or a letter from HM Revenue & Customs (HMRC).

Date of birth (dd/mm/yyyy)

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Investor number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pension plan number

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Are you entitled to any of the following types of protection: enhanced, primary, fixed (2012, 2014 or 2016), individual (2014 or 2016), or have you an enhancement to your lifetime allowance, for example, for a pension credit following a divorce or as a result of a transfer in from a **recognised overseas pension scheme**?

- No
- Yes – please supply a copy of the appropriate certificate received from HMRC or, where no certificate has been received, provide the reference number you were given by HMRC.

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Where you have Individual Protection 2014 or Individual Protection 2016, please provide the relevant amount.

£																			
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## 2. Benefit options for uncrystallised investments

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Any pension commencement lump sum (PCLS) requested will be paid to the bank/building society account detailed in section 4.

### 2.1 Do you want to take a PCLS?

- Yes, pay me the maximum allowed
- Yes, pay me £
- No

Please note the maximum you can choose to take is normally 25% of the amount of your pension pot that you're using now to provide you with benefits.

If you're entitled to **ordinary tax-free cash protection** of over 25% of your pension pot, you must take all your benefits under the scheme at the same time in order to retain it.

If you want to buy an annuity from another provider, we won't pay the PCLS until we've received the documentation for that annuity purchase.

Where you're crystallising further benefits to an existing drawdown account, we'll recalculate your maximum income limit. If this will reduce the income you're receiving then the change will take effect from the next **drawdown pension year**, otherwise it will take effect immediately.

We can only pay up to the maximum withdrawal limit that can be taken for the current **drawdown pension year**.

### Transferring into an existing capped drawdown account

Your assets will be transferred 100% as cash. If you want to follow an existing investment strategy, please speak to your financial adviser who will arrange this for you.

### 2.2 I want to (please select one):

- fully crystallise my pension plan to provide any PCLS shown in section 2.1, and a drawdown pension (complete section 3).
- crystallise £  of my pension plan to provide any PCLS shown in section 2.1, and a drawdown pension (complete section 3).
- fully crystallise my pension plan to provide any PCLS shown in section 2.1 and use the balance to buy an annuity from another provider.
- crystallise £  of my pension plan to provide any PCLS shown in section 2.1 and use the balance to buy an annuity from another provider.

### 3. Income withdrawal options

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Please complete this section even if you are not changing the current level of income that you're taking. Only one income withdrawal instruction can be recorded against each of your drawdown arrangements. This will replace any existing instruction for this arrangement so the annual gross income value should be the total amount of income you want under the arrangement.

**Do you want to take an income?**

- No – go to section 4  
 Yes – complete sections 3.1 and 3.2

#### 3.1 Capped drawdown

- A gross yearly income of £
- A gross yearly income of  % of the maximum capped drawdown allowed
- A gross one-off payment of £

#### 3.2 How often would you like your payments to be made?

You don't need to complete this section if you're taking a one-off payment.

- Monthly  
 Quarterly  
 Yearly

#### 3.3 Which month would you like your income payments to start? (mm/yyyy)

You don't need to complete this section if you're taking a one-off payment.

This will start on the 9th of

You must make sure there's enough cash available in the cash facility before payment of the benefits is made.

### 4. Bank details

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Please give us details of your bank account to which you would like payments to be made. The bank details should be for a personal account in your name or one where you are a joint account holder. If this is the first time you've given us these bank account details, please enclose a certified copy of a bank statement for this account with this instruction. ☒

Provide details of your bank/building society current account that we'll use to make payments to you.

Name of bank/building society

Building society client number

Branch sort code

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Account name

Account number

Building society roll number (if applicable)

Payments to building society accounts may take up to 10 business days longer than payments to bank accounts.

## 5. About the risks

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We can't progress your claim unless this section is completed.

Before you make a decision about taking your benefits, make sure you've read your retirement options pack, reviewed your options and are aware of the main risks related to withdrawing money from your pension pot.

- 5.1 Are you aware that taking some or all of your pension fund as a lump sum will use up benefits under your plan and you'll get reduced payments or, if you take all of your pension fund as a lump sum, no further payments from your plan?

Yes  No

Taking part of your pension plan as a lump sum means that the benefits being paid at a later date will be reduced as your pension pot will be reduced. Taking a full lump sum from your pension plan means that no further benefits can be paid from it at a later date when you may require it, you should consider the impact this will have on your retirement plans.

- 5.2 Are you aware that you may pay tax on income taken from your pension fund (with the exception of a PCLS) and that this may be the higher rate of tax?

Yes  No

There's a risk that after tax is deducted you may not get as much as you were expecting. The amount you withdraw and any other income that you receive may result in you paying higher rate tax or even owing additional tax.

- 5.3 Are you confident that withdrawing money out of your pension pot will still let you have your desired lifestyle in retirement?

Yes  No

There's a risk you may run out of money, so you must make sure that you invest wisely or budget effectively. You should also consider any state pension you may be entitled to – you can find details of this at [gov.uk/new-state-pension](https://www.gov.uk/new-state-pension)

- 5.4 Are you aware of the impact withdrawing money from your pension plan may have on any outstanding debts?

Yes  No

If you owe money there's a risk that your lender may be entitled to your pension savings when you take it as income.

- 5.5 Are you aware that pension scams are on the increase following the pension freedoms?

Yes  No

Your pension is likely to be one of your most valuable assets. Like anything valuable, your pension can become the target for illegal activities, scams or offers of inappropriate and high risk investments. Find out more about the steps you can take to protect yourself from pension investment scams and how to avoid them – visit [www.fca.org.uk/scamsmart](https://www.fca.org.uk/scamsmart) and [pension-scams.com](https://www.pension-scams.com)

## 5. About the risks – continued

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5.6 Are you aware that taking cash from your pension pot may impact means tested benefits?

Yes  No

There's a risk that taking cash may result in the loss of any means tested benefits you currently receive or may be eligible for at some point in the future.

5.7 Have you investigated fully any charges associated with any planned investment?

Yes  No

There's a risk that any charges payable on future investments may be more than those you're currently paying on your pension savings.

## Part 2 – Benefits you’ve taken

Your answers to the following questions will give us the information we need to determine how much lifetime allowance you have left. If your total pension savings are more than the lifetime allowance, you will pay income tax on the excess.

If your total funds from all your pensions aren’t more than your lifetime allowance, you won’t have this tax liability. For more information on lifetime allowance you can visit [hmrc.gov.uk/tax-on-your-private-pension](https://www.hmrc.gov.uk/tax-on-your-private-pension)

### 6. Benefits taken before 6 April 2006

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6.1 Do you have any annuities and/or pensions that came into payment before 6 April 2006?

No – go to 6.2

Yes, provide the yearly amount of pre-6 April 2006 pension in the table below.

Pension provider	Yearly amount at date of first benefit crystallisation event (BCE) on or after 6 April 2006	Date of the first BCE on or after 6 April 2006 (dd/mm/yyyy)
	£	
	£	
	£	
	£	

For more information on the yearly amount you should give us, please see the table below.



## 6. Benefits taken before 6 April 2006 – continued

At the time of the first BCE on or after 6 April 2006, the pre-6 April 2006 pension/annuity was:	Yearly amount to be entered	Date of the first BCE on or after 6 April 2006
Lifetime annuity or scheme pension	Gross yearly pension in payment at time of the first BCE on/after 6 April 2006.	This will be a date on or after 6 April 2006
Capped drawdown	If the first BCE on or after 6 April 2006 took place: <ul style="list-style-type: none"> <li>before 6 April 2015, the maximum permitted yearly drawdown pension in force at the time of that BCE.</li> <li>on or after 6 April 2015, 80% of the maximum permitted yearly drawdown pension in force at the time of that BCE.</li> </ul>	This will be a date on or after 6 April 2006
Flexible drawdown or Flexi-access drawdown that had, on 5 April 2015, been a flexible drawdown arrangement	If the first BCE on or after 6 April 2006 took place: <ul style="list-style-type: none"> <li>prior to 6 April 2015 or, if your flexible drawdown declaration was made prior to 27 March 2014 and the first BCE occurred after 5 April 2015, the maximum permitted yearly drawdown pension in force at the time of that BCE.</li> <li>on or after 6 April 2015 and your flexible drawdown declaration was made on or after 27 March 2014, 80% of the maximum permitted yearly drawdown pension in force at the time of that BCE.</li> </ul>	This will be a date on or after 6 April 2011  This will be a date on or after 6 April 2015
Flexi-access drawdown that had been converted from a capped drawdown arrangement	80% of maximum permitted yearly drawdown pension that applied to the arrangement in the year in which it became a flexi-access drawdown arrangement (so while it was a capped drawdown arrangement).	This will be a date on or after 6 April 2015

If this is your first BCE since 6 April 2006 then the date of event you show in the table is the date you complete and sign this form.

### 6.2 If you took tax-free cash from an approved pension scheme before 6 April 2006 and put off receiving payment of the pension until after 5 April 2006, please let us know the amount you received:

Amount of tax-free cash (£)	Date received (dd/mm/yyyy)

## 7. Benefits taken on or after 6 April 2006

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Have you taken any benefits from a **registered pension scheme** on or after 6 April 2006?

No – go to section 8

Yes – for each **BCE** give the percentage of the standard lifetime allowance used up by that event (as advised by the scheme administrator and/or the insurance company providing the lump sum, pension or annuity). Don't include transfers to a **qualifying recognised overseas pension scheme** as these are covered in section 8.

If you've been granted primary protection, please also insert the amount crystallised.

Scheme name	% of standard lifetime allowance	Amount crystallised (Primary protection holders only)	Date (dd/mm/yyyy)
		£	
		£	
		£	
		£	

## 8. Benefits you're planning to take from other pension plans

Will you be taking benefits from any other pension plans between now and the date of the **BCE** under this plan?

No – go to section 9

Yes – complete the table below

Scheme name	Proposed benefit crystallisation event date (dd/mm/yyyy)	Proposed amount to be crystallised (Primary protection holders only)	% of standard lifetime allowance to be used
1		£	
2		£	
3		£	
4		£	

For any benefits being taken at the same date as the **BCE** under this plan, please tick whether the value shown in the third column above should be included or excluded from our calculations.

**Include** – we'll consider these benefits to have already been taken before the **BCE** under this plan and we'll include the value you've given in column three in our calculations.

**Exclude** – we'll consider these benefits as being taken after your benefits from this plan and we'll exclude the value given in column three from our calculations.

Scheme 1       Include       Exclude

Scheme 2       Include       Exclude

Scheme 3       Include       Exclude

Scheme 4       Include       Exclude

## 9. Overseas transfers

Have you completed any overseas transfers on or after 6 April 2006 to **qualifying recognised overseas pension schemes** or will you make any before the date of the **BCE** under this plan?

No – go to section 10

Yes – complete the table below

Overseas pension scheme name	Date of transfer (dd/mm/yyyy)	Transfer amount	% of standard lifetime allowance used by this transfer
		£	
		£	
		£	
		£	

## 10. Declaration

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In this declaration 'I' means the planholder and 'you' means Aegon.

- 10.1** I authorise you to make payments according to my instructions. I declare that my answers to the questions contained in this application are true to the best of my knowledge and that failure to provide accurate information could result in fines and additional tax charges.
- 10.2** I declare that my financial adviser has provided me with an illustration.
- 10.3** I declare that the pension commencement lump sum payment won't be reinvested into any **registered pension scheme** beyond the limits imposed by HMRC from time to time, and should I decide to make such reinvestment I'll provide full details to the scheme administrator.

However, I acknowledge and agree that in the event of any arrangement or action by me, or any other person, which constitutes or results in such a breach of the limits imposed by HMRC and consequently the scheme administrator becoming liable for a scheme sanction charge and penalties and/or interest to HMRC, that I'll be liable to pay to the scheme administrator

a sum equal to the amount of that scheme sanction charge, any penalties and interest charged by HMRC and any **interest** charged by the scheme administrator.

You should sign and date this form by typing your full name in the signature box below and typing the date in the date box or by using any other electronic signature method we have agreed, in writing with your adviser, to accept. Your typed name or agreed electronic signature method in the signature box will be your signature. When you sign the form, by typing your name in this box or using the agreed electronic signature method, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

**Date** (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Signature** (type name here)

<input type="text"/>	<input type="text"/>
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# 11. Adviser declaration

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Where you have completed this instruction on behalf of the customer named in section 1, you should sign and date this form by typing your full name in the signature box below and typing the date in the date box or by using any other electronic signature method we have agreed, in writing with you, to accept. Your typed name or agreed electronic signature method in the signature box will be your signature. When you sign the form, by typing your name in this box or using the agreed electronic signature method, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

By signing this instruction, by typing your name in the box below, you make the following additional declarations:

**11.1** You declare that:

- to the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete;

- you have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when requested may result in Aegon being unable to proceed with the instructions; and
- you have discussed the form with the customer and they are aware of its content, they agree to the declarations and agree to you submitting this application on their behalf.

**11.2** You hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of your failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

**Date** (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Adviser signature** (type name here)

<input type="text"/>	<input type="text"/>
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## 12. Definitions

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We've not covered standard lifetime allowance and the various protections that could apply in detail in this form, but you can find more about these at [aegon.co.uk/lifetimeallowance](https://aegon.co.uk/lifetimeallowance)

### Benefit crystallisation event (BCE)

Your pension funds must be tested against your available lifetime allowance if there's a benefit crystallisation event. A benefit crystallisation event includes the following:

- Using funds in a money purchase arrangement to provide **drawdown pension** (capped or flexi-access).
- Becoming entitled to a lifetime annuity under a money purchase arrangement.
- Reaching age 75 with funds in **drawdown pension** (capped or flexi-access) under a money purchase arrangement.
- Reaching age 75 with remaining unused funds under a money purchase arrangement.
- Becoming entitled to an uncrystallised funds pension lump sum, before reaching age 75.

### Drawdown pension

This is where you take income directly from your pension fund instead of buying an annuity. Your pension fund remains invested and you can take income from it.

### Drawdown pension year

This is the 12-month period beginning on the day the **drawdown pension** arrangement starts and each subsequent 12-month period under the arrangement.

### Interest

Interest will be added on a daily basis to any amount due to the scheme administrator for any scheme sanction charge. It will be calculated on a daily basis from the date the first payment was due at the Royal Bank of Scotland plc base rate plus 5%.

### Ordinary tax-free cash protection

If you had a tax-free cash entitlement of over 25% of a member under an occupational scheme, an assigned occupational policy or a section 32 buyout policy on 5 April 2006, this higher tax-free cash amount can be retained on transfer to another pension scheme provided it meets certain conditions.

### Qualifying recognised overseas pension scheme

This is a **recognised overseas pension scheme** that meets conditions set by HM Revenue & Customs so that it can take a transfer payment from a **registered pension scheme**.

### Recognised overseas pension scheme

This means a pension scheme which is established in a country or territory listed in the Pension Schemes (Categories of Country and Requirements for Overseas Pension Schemes and Recognised Overseas Pension Schemes) Regulations 2006.

An overseas pension scheme may also be a recognised overseas pension scheme if it's of a description prescribed in those regulations, or if it satisfies any requirement in those regulations.

### Registered pension scheme

This means a pension scheme which is registered with HMRC under Chapter 2 Part 4 of the Finance Act 2004.



Aegon is a brand name of Scottish Equitable plc (No. SC144517) and Aegon Investment Solutions Ltd (No. SC394519) registered in Scotland, registered office: Edinburgh Park, Edinburgh EH12 9SE. Both are Aegon companies. Scottish Equitable plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Aegon Investment Solutions Ltd is authorised and regulated by the Financial Conduct Authority. Their Financial Services Register numbers are 165548 and 543123 respectively.

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