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# Additional Contribution Form

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## CHECKLIST

Before sending us this Additional Contribution Application Form, please complete the checklist below. Providing complete information is essential for us to proceed with prompt processing of your Application Form.

- You have fully completed all relevant sections of the Application Form.
- Your Professional Adviser has completed all relevant sections of the Application Form.
- You have been provided with written information of all fees, expenses and running costs of your Plan by your Professional Adviser.

**The following documents must be included with the Application Form, without these (where applicable) your application will not be processed:**

- A completed Customer Due Diligence Form (If applicable)
  - Investment Application Forms (for investment co., life company, Fund Platform).
  - Pension transfer documentation including signed discharge form(s), if applicable.
  - A statement of investment principles from your Investment Manager detailing the kinds of investments to be held, the balance between types of investments, level of investment risk. Expected return on investments and the liquidity and realisation of investments.
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## IMPORTANT INFORMATION

All Plans are subject to and interpreted in accordance with the laws and regulations of the island of Guernsey and the constitutional documents of your Plan. If there is any conflict or inconsistency between any statement in this form and the respective Plan, its constitutional documentation and or its rules will prevail.

All Plans are offered by Overseas Trust and Pension Ltd or Overseas Pensions and Benefits Ltd (OTAP). The Plans are subject to the Pension Licensees (Conduct of Business) & Domestic and International Pension Scheme and Gratuity Scheme Rules (No.2) 2017.

OTAP is the brand name of Overseas Trust and Pension Ltd, Overseas Pensions and Benefits Ltd and Overseas Pensions Administration Ltd, (the Companies). The Companies are licensed by the Guernsey Financial Services Commission under the Regulation of Fiduciaries, Administration Businesses and Company Directors, etc (Bailiwick of Guernsey) Law, 2020. Overseas Trust and Pension Ltd and Overseas Pensions and Benefits Ltd are registered in Guernsey numbers: 55506 and 39935 respectively. Their registered office is 2nd Floor Elizabeth House, Les Ruettes Brayes, St Peter Port, Guernsey, GY1 1EW. Overseas Pensions Administration Ltd is registered in Alderney number: 1427 and its registered office is Millennium House, Ollivier Street, St Anne, Alderney, GY9 3TD.

Overseas Trust and Pension Limited is an authorised financial services provider in terms of the South African Financial Advisory and Intermediary Services Act ("FAIS") and is regulated by the Financial Sector Conduct Authority ("FSCA") of South Africa. FSP number 47261.

OTAP does not offer financial, investment or tax advice, any information provided should not be considered as such. OTAP accepts no legal liability for losses, damages or expenses which you may incur or suffer directly or indirectly by using this information.

We endeavour to make sure the information is accurate and up-to-date however, no warranty is given as to the accuracy or completeness of any information and no liability is accepted for any errors or omissions in such information, products or services provided to you.

We strongly recommend that clients take regulated financial and investment advice relevant to their individual circumstances. It is the responsibility of clients and their advisers to review the advice and investments at least annually. The product terms, risks and charges (including: initial, annual and exit) should be considered, understood and agreed with your Financial/Investment Adviser.

Past performance is not a reliable indicator of future results. Investment values and the income from them can go down as well as up and may be affected by changes in rates of exchange. An investor may not receive back the amount initially invested.

Data Privacy Statement: Please refer to our Data Privacy Policy published on the Overseas Trust and Pension website: [www.trustandpension.com/legal-and-regulatory](http://www.trustandpension.com/legal-and-regulatory)

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# Section 1 - Personal Details

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## A. PERSONAL DETAILS

Title (e.g. Mr/Mrs/Miss/Ms/Dr/Other)

First Name

Middle Names

Surname

Email Address

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## B. FINANCIAL ADVISER DETAILS

This is the person who is giving you financial planning/tax advice regarding your Plan. Please notify the trustee of any change to your appointed Financial Adviser in writing.

Name of Professional Advisory Firm

Name of Professional Adviser

Contact Telephone

Email Address

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# Section 2 – Product Details

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## A. PRODUCT DETAILS

Please insert your Plan reference as well as your Plan name below.

Plan Reference

Plan Name

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## B. CONTRIBUTION INFORMATION

Please provide details of your contribution and/or asset transfer below.

### Frequency of Contribution

Single  Regular Contribution (restrictions apply)

If you have selected Regular Contribution, please state the frequency:  Monthly  Quarterly  Annually

Please select the appropriate contribution option(s).

### Nature of contribution or transfer

Cash contribution

Investment transfer

Life Bond assignment

Pension transfer

### Amount/Value

£ / € / US\$

£ / € / US\$

£ / € / US\$

£ / € / US\$

Total Value of Expected Contribution

£ / € / US\$

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**C. FEES** - Please complete this section if fees differ from the existing investments.

Are the Investment Fees for this Additional Contribution the same as the fees being charged for the existing investments?

Yes       No

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If no, please complete the applicable options below.

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**C1. INVESTMENT FEES**

Policy Charge \_\_\_\_\_ %    Administration Charge £ / € / US\$ \_\_\_\_\_ P.Q.

Period \_\_\_\_\_

The above Policy Charge includes any commissions which may be payable to your Financial Adviser and represent the total member borne charge in respect of the Policy Charge.

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**C2. DISCRETIONARY ASSET MANAGER**

Name of investment management firm \_\_\_\_\_

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**C3. INVESTMENT MANAGEMENT CHARGE**

Management charge \_\_\_\_\_ %    Or    £ / € / US\$ \_\_\_\_\_

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**C4. CUSTODY AND DEALING CHARGE**

If an Investment Platform or custodian is to be used, either in isolation or in conjunction with the above, please detail the Investment Platform fees below.

Please name the Platform or Custodian to be used \_\_\_\_\_

Custody charge \_\_\_\_\_ %    Or    £ / € / US\$ \_\_\_\_\_

Dealing charge \_\_\_\_\_ %    Or    £ / € / US\$ \_\_\_\_\_

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**C5. FINANCIAL ADVISORY FEES**

This section needs to be completed by the Financial Adviser in respect of advice/servicing fees.

Initial advice \_\_\_\_\_ %    Or    £ / € / US\$ \_\_\_\_\_

On-going advice \_\_\_\_\_ %    Or    £ / € / US\$ \_\_\_\_\_

If any commission is being paid by any of the investments or investment providers, please detail this in the space provided below.

Commissions Receivable \_\_\_\_\_ %    Or    £ / € / US\$ \_\_\_\_\_

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## D. CUSTOMER DUE DILIGENCE UPDATES

Has your passport been renewed since your last contribution to the Plan?  Yes  No

Has your residential address changed since your contribution?  Yes  No

Has there been any change your source of wealth since your contribution?  Yes  No

Has your employment changed since your contribution?  Yes  No

If you have answered “yes” to any of the questions above, you must complete a Customer Due Diligence booklet and submit it along with supporting verification documentation with this Additional Contribution Form. If you answered “no” to all the above questions, please complete Section E in respect of this specific contribution.

## E. SOURCE OF FUNDS

Please provide us with details of the account(s) and the nature of account(s) from which you will be funding your Plan with OTAP – please refer to the examples below.

Source of Funds can include a bank account, share portfolio, pension, saving account, life policy, etc. If the contribution(s) is coming from more than one account, please detail all relevant accounts including any third party or joint accounts.

### Examples Please Read:

**Example 1:** You have an investment with Company A and sell it in order to fund your Plan. During this process Company A send you the proceeds from the sale of your investment and credit your personal bank account. You then send the funds from your bank account to us to invest in your Plan. In this instance Source of Funds is your personal bank account.

**Example 2:** You have sold your house and will be funding your Plan with the proceeds of sale. However, these are sitting in your Lawyer’s client account and they have agreed to send it directly to us to invest in your Plan. In this instance the Source of Funds is the Lawyers account as this is where the remittance to us comes from and we would need their account details.

**Example 3:** You have an investment portfolio being managed by Company B and will be using a portion of this portfolio to fund your Plan. Company B has liquidated the required amount and, on your instruction, send the funds from themselves to us to invest in your Plan. In this instance the Source of Funds is Company B’s account as this is where the remittance to us comes from and we would need their account details.

**Tip:** If you are making a contribution to your plan via multiple sources it may prove simplest to consolidate these in your

Account Name	Name of institution where account is held	Country where account is held	Account number	Currency	Amount

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## Section 3 – Investment Selection

Please provide details of how the additional contribution is to be invested. If this is via an existing investment account or insurance bond, please forward us a separate dealing instruction. If an additional investment account or insurance bond is required please also provide the completed investment forms.

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## Section 4 – Declaration

### Applicant Declaration

This section is to be completed and signed by you.

I, the undersigned, apply to make an additional contribution to my Plan. I hereby confirm my understanding and acceptance, that:

As a member of a pension, retirement or savings plan ("Plan") Overseas Trust and Pension ("OTAP") recommends that I should take appropriate advice regarding the Plan and the underlying investments. Advice should be obtained by me from a suitably regulated and/ or qualified and experienced financial or investment Adviser ("Adviser"). It is my Adviser and my own responsibility to determine the suitability of the Plan and any investments held therein and carry out regular reviews of suitability and performance. OTAP is not responsible for reviewing the suitability and performance of the Plan and investments.

It is the Adviser's responsibility to provide the member with written details about investment features, terms, risks, penalties (including establishment periods), charges, fees, commissions payable, etc. By requesting an investment personally or through your Adviser you are confirming receipt, understanding and acceptance of all such information. OTAP shall not be liable to review the appropriateness, credit worthiness, investment risk, issuer or any other aspect or part of any selected investment or counterparty this responsibility remains solely that of the Adviser.

I am solely responsible for managing the nature of the relationship, be it discretionary or advisory, between myself and my Adviser and should the relationship change in any way that I will notify OTAP in writing.

If the member is suitably qualified by profession or experience OTAP may permit member direction.

OTAP does not approve, endorse or recommend any investments that are chosen by me and/ or my Adviser. OTAP accepts no responsibility for losses, damages and/or costs that may be incurred as a consequence of investing, acquiring, holding, selling or disposing of an interest or investment on behalf of a Plan. Nor does OTAP approve, endorse, recommend or review the services of any investment Adviser chosen by me.

I understand and agree that if I fail to appoint an Adviser OTAP may, at its sole discretion, invest the Plan's assets in a range of investment funds or appoint an Adviser and/ or engage a suitably qualified firm to provide regular investment reviews.

### Applicant to Sign and Date

Signature of Applicant

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Print Name

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Date

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