
Additional Contribution Form

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 selected 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 selected 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 selected 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.

Overseas Trust and Pension Limited is 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 Limited is registered in Guernsey with company number 55506. Its registered office is: Lefebvre Court, Third Floor, Block B, Lefebvre Street, St Peter Port, Guernsey, GY1 2JP.

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

Overseas Trust and Pension Limited does not offer financial, investment or tax advice and any information provided by Overseas Trust and Pension Limited should not be considered as such. Overseas Trust and Pension Limited 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 ensure that the information provided by Overseas Trust and Pension Limited 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.

We strongly recommend that clients take financial and investment advice relevant to their individual circumstances from appropriately qualified, licensed and regulated service providers. It is the responsibility of clients and their advisers to review the financial advice provided to, and investments of, clients at least annually to ensure that they remain appropriate for the client. The product terms, risks, commission payable and charges (including: initial, annual and exit charges) applicable to the investments should be considered, understood and agreed by the clients with their advisers.

Past performance of investments is not a reliable indicator of future results. Investment values and the income they generate 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 Overseas Trust and Pension Limited's website: www.trustandpension.com/legal-and-regulatory

Section 1 - Personal Details

A. PERSONAL DETAILS

| | |
|--------------------------------------|------------------------------|
| Title (e.g. Mr/Mrs/Miss/Ms/Dr/Other) | First Name |
| Middle Names | |
| Surname | |
| Maiden name | Previous or other names used |
| Email Address | |

B. FINANCIAL ADVISER DETAILS

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

| |
|------------------------------------|
| Name of Professional Advisory Firm |
| Name of Professional Adviser |
| Contact Telephone |
| Email Address |

Section 2 – Product Details

A. PRODUCT DETAILS

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

| |
|----------------|
| Plan Reference |
| Plan Name |

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 | Amount/Value |
|---|--------------------|
| <input type="checkbox"/> Cash contribution | £ / € / US\$ _____ |
| <input type="checkbox"/> Investment transfer | £ / € / US\$ _____ |
| <input type="checkbox"/> Life Bond assignment | £ / € / US\$ _____ |
| <input type="checkbox"/> Pension transfer | £ / € / US\$ _____ |
| Total Value of Expected Contribution | £ / € / US\$ _____ |

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

If no, please complete the applicable options below.

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.

C2. DISCRETIONARY ASSET MANAGER

Name of investment management firm _____

C3. INVESTMENT MANAGEMENT CHARGE

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

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\$ _____

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\$ _____

D. CUSTOMER DUE DILIGENCE UPDATES

1. Have you changed your name, citizenship or identity since you last notified us? Yes No
2. Has your residential address changed since you last notified us? Yes No
3. Have you changed your employment details since you last notified us? Yes No
4. Has there been any changes to your source of wealth since you last notified us? Yes No

If you have answered “yes” to questions 1, 2 and/or 3 above, please complete a **Changes to your Personal Details Form** and submit it along with supporting verification documentation with this Additional Contribution Form.

If you have answered “yes” to question 4 (or all of the above), please complete the relevant sections of the **Customer Due Diligence Form**.

If you answered “no” to all the above questions, please complete Section E in respect of this specific contribution.

E. SOURCE OF FUNDS

Your Source of Funds is the specific activity or event which generated the funds you are using to make this additional contribution.

In the table below, we need to have an explanation as to how these funds were generated and in which country (ies). Please note that we may request you to provide a full explanation and formal evidence to verify the source(s).

| Amount | Source of Funds |
|--------|-----------------|
| | |
| | |
| | |
| | |

Please provide details of the bank accounts/s from which your additional contribution/s will be transferred. If the funds are coming from more than one account, please detail all the relevant accounts, including any third party or joint accounts.

| 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.

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 the Plan. I hereby confirm my understanding and acceptance, that:

As a member of a pension, retirement or savings plan ("Plan") Overseas Trust and Pension Limited ("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 selected Adviser (where appropriate) 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 selected 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 selected 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 selected Adviser.

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

OTAP does not approve, endorse or recommend any investments that are chosen by me and/or my selected 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 select an Adviser, OTAP may, at its sole discretion, invest the Plan's assets in a range of investment funds or select an Adviser and/or engage a suitably qualified firm to provide regular investment reviews.

Applicant to Sign and Date

Signature of Applicant

Print Name

Date
