ONLINE SIPP APPLICATION ESSENTIALS

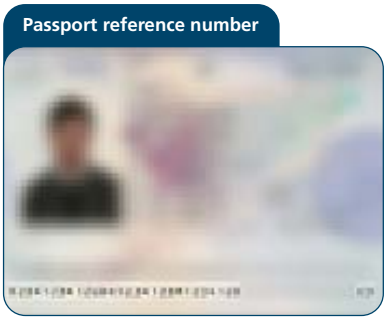
This guide should help you prepare everything you will need in order to apply online for a new Flexible SIPP for your client.

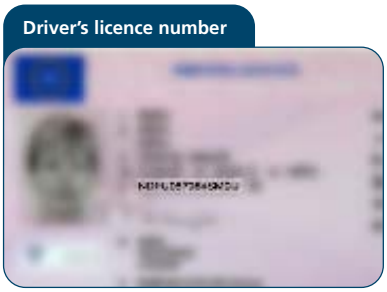
Anti-Money Laundering Client Identification

- Passport reference number.
  This is the 30 digit number (including the two digits on the far right of the line as illustrated) at the bottom of the page, not the 9 digit number more commonly requested.
- Driver's licence number.
  This is the 16 digit number (excluding the two digits at the end of the line as illustrated)

We will use these numbers to validate the client's identification via an online system that we use. Assuming the client passes verification no further documentation will be required.

If you don't have this information available, AML requirements can be picked up when the document pack is issued.





Security Question

- Mother's maiden name.
  If this is not known then please put 'tba'.

Expression of Wishes

If you do not have details of the client's wishes at the time of the online application, please do not select this option. You can download from our website at any time.

Terms of Business

Terms of business for your firm will need to be in place before we can accept a new SIPP application from you. If you are unsure whether there is one already in place with us, please call **0344 443 0100**

Adviser Charging Form

An adviser charging form must be completed if you wish to receive initial and/or ongoing adviser fees from the SIPP. Again, if you are unsure if we have one in place already, please call **0344 443 0100**

Details of any transferring scheme

Please provide the following information:

- Policy/membership number
- Type of scheme
- Name and address of ceding scheme
- Approximate current transfer value

Details of any contributions

- Amount
- Personal or Employer
- Frequency