

M&G Wealth Platform

SIPP Employer Contribution Form

You can use this form to:

- Set up and link an employer to a client's SIPP
- Set up regular employer/employee contributions to the client's SIPP
- Provide us with the employer's bank details for verification

Applicable to employer's, who are paying pension contributions from their own account or deducting them from the client's salary.

To reduce paper usage, when possible please complete and sign this form digitally.

If you have any questions please call our Client Services Team on 0345 076 6140.
Our lines are open 8:30am to 5:30pm Monday to Friday.

The completed form should be sent to:

platformnewbusiness@mandg.com

or

New Business, M&G Wealth Platform, Trimbridge House, Trim Street, Bath BA1 1HB

Section 1 SIPP Member Details

To be completed by the Client

Title

Surname

Forename(s)

Account Number

National Insurance Number

Section 2 Record of Payments Due

To be completed by the Employer

Section 2.1 Employer Details

Employer name

Relevant company registry* or regulated market listing authority

*Relevant company registry includes other registers, such as those maintained by charity commissions (or equivalent) or chambers of commerce.

Registered number

Nature of business

Registered Address

Postcode

Contact name

Contact email address

Contact telephone number

Section 2.2 Employer Bank Details

Account type

Bank account

Building society

Name on account

Bank/Building Society account number

Branch sort code

Whether your contribution is Single or Regular, we will require confirmation of your Bank Details for verification.



Where possible we will run our own checks, but we will require additional documents to verify your bank details. To help avoid delays, please enclose one of the following documents:

- Certified copy of a recent bank statement (last 3 months)
- Void cheque or paying-in slip

I have enclosed the additional document(s) requested

Section 2.3 Contribution Details

How much will you pay into your employee's SIPP?

Regular Contributions

Employer (gross)

£

Employee deducted from salary (net)

£

Date employee is paid*

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

*For the payments of any contribution on behalf of an employee the latest date we must receive the payment is the 22nd of the month after the end of the calendar month in which the payment was deducted from the employee's earnings.

Frequency of contributions taken from salary

Date first contribution is to be deducted

D	D	/	M	M	/	Y	Y	Y	Y
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Month which the first payment will relate to

For regular contributions, please also complete the Direct Debit Instruction in Section 3.

Single Contributions

If you wish to make a single contribution, please mark **x** here

Employer (gross)

£

How is the cash being paid?

BACS

Cheque

Payment Due Date

D	D	/	M	M	/	Y	Y	Y	Y
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Employee deducted from salary (net)

£

How is the cash being paid?

BACS

Cheque

Payment Due Date

D	D	/	M	M	/	Y	Y	Y	Y
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Financial Advisers Only

After you've received confirmation from us that the client's employer is linked to their SIPP, you'll need to process a lump sum through the online platform in order to set up the commitment. This will allow you to confirm the payment details above and request an Initial Adviser Charge (if applicable).

Once the commitment has been raised, we're ready to accept the payment. Please let us know if you would like us to confirm our bank details to the client's employer (we will need the contact's email address).

Section 2.4 Data Protection

Our Privacy Policy explains how personal data will be collected, used and stored by us and sets out further information required to be provided to the individual to whom the personal data relates, under the EU and/or UK General Data Protection Regulations, including, where applicable, any other relevant privacy laws (together, "Applicable Data Protection Law").

Please see our Client Privacy Policy (which we will update from time to time) for more information. This is available at ifdl.info/privacypolicy.

Section 2.5 Employer Declaration

We agree to pay the contributions in Section 2.3 until further notice.

We confirm that the information in this form is accurate and we will notify you of any changes and provide you with a new record of payments due.

Signed <input type="text"/>	Position <input type="text"/>
Name <input type="text"/>	Date <input type="text" value="DD"/> <input type="text" value="MM"/> / <input type="text" value="YY"/> <input type="text" value="YY"/>

Notes for Employers

Since 6 April 2006, a Code of Practice, published by the Pensions Regulator, titled 'Reporting late payment of contributions to personal pensions' has been in effect. This provides guidelines with regards to employers who are paying contributions to an employee's SIPP by way of an agreement with the employee.

The agreement, which is made between an employer and an employee is called a 'direct payment arrangement' and any contributions that have been deducted direct from an employee's pay and/or paid on the employer's own account fall under the direct payment agreement.

In accordance with this Code of Practice, we are required to make certain notifications to the Pensions Regulator and SIPP member as follows:

- (a) Payment information about contributions:
- If an employer fails to provide payment information about contributions within a reasonable time period (within 7 working days of the request by us).
- (b) Late payment of contributions:
- On the late payment of contributions where we have 'reasonable cause to believe' that this late payment is of material significance.
 - We must report late payment of contributions to employees where it makes a late payment report to the Pensions Regulator.

Definition of Late Payment

The employer must pay:

- Employer contribution by the 'due date' set out in this form.
- Member contributions deducted from pay by the 22nd day of the month following the month of deduction (or the 19th day of the month following the month of deduction if the payment is by cheque).

A payment will be late if:

- The payment is not received at all.
- The payment is received, but not on time.
- The payment is not received in full.

Examples of when a report will be made are as follows:

- If contributions remains unpaid 90 days after the due date.
- If an employer does not have adequate systems or procedures to pay correct/timely payments and is not taking steps to remedy this.

More information about this Code of Practice can be found at www.thepensionsregulator.gov.uk

Section 3 Direct Debit Instruction

To be completed by the Employer

Section 3.1 Direct Debit Payment Instructions

The first payment will be collected on the first working day closest to the start date stated below, with ongoing payments on the date and frequency requested (or next working day). Please complete the Direct Debit Mandate below. Payments will continue until you instruct us to stop the payments or cancel the Direct Debit with your bank.

Account Contribution	Amount	Frequency of Payment				Start date									
		Monthly	Quarterly	Half Yearly	Annually	D	D	/	M	M	/	Y	Y	Y	Y
SIPP employer*	£ <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*This should be the combined employer/employee contribution amount.

Section 3.2 Direct Debit Mandate

Instruction to your bank or building society to pay by Direct Debit

To: The Manager

Bank/Building Society

Address

Postcode

Name of account holder (1)

Name of account holder (2)

Bank/Building Society account number

Branch sort code

Banks and building societies may not accept Direct Debit instructions for some types of account. If this account is held in joint names, the signature of both account holders is required.

Service user number

Account Number (for official use only)

Instruction to your bank or building society

Please pay Investment Funds Direct Limited Direct Debits from the account detailed in this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Investment Funds Direct Limited and, if so, details will be passed electronically to my bank/building society.

Signature (1)

Date

Signature (2)

Date

The M&G Wealth Platform is provided by Investment Funds Direct Limited, registered in England and Wales No. 1610781. Registered office: 10 Fenchurch Avenue, London EC3M 5AG. Authorised and regulated by the Financial Conduct Authority No. 114432. Investment Funds Direct Limited is a subsidiary of M&G plc, incorporated and registered in England and Wales. Registered office: 10 Fenchurch Avenue, London EC3M 5AG. Registered number 11444019. M&G plc is a holding company, some of whose subsidiaries are authorised and regulated, as applicable, by the Prudential Regulation Authority and the Financial Conduct Authority.

Section 3.3 The Direct Debit Guarantee



This guarantee should be detached and retained by the payer.

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Investment Funds Direct Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request that Investment Funds Direct Ltd collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Investment Funds Direct Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Investment Funds Direct Ltd asks you to.

Section 4.1 Financial Adviser Charges

Please specify if you wish to set up a Financial Adviser Charge linked to this Direct Debit.

We allow a maximum number of payments for initial Financial Adviser Charges, depending on your Direct Debit payment frequency in Section 3.1.

The following maximums apply:

Monthly frequency	12 payments
Quarterly frequency	4 payments
Half Yearly frequency	2 payments
Annual frequency	1 payment

If the payments don't relate to an initial Financial Adviser Charge, you can select 'indefinite' for charges to continue until further notice.

<p>Account Contribution</p> <p>SIPP employer</p>	<p>Financial Adviser Charge for Regular Contributions?</p> <p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Financial Adviser Charge</p> <p><input type="text" value=""/> %</p>	<p>Number of payments (select 1 – 12)</p> <p><input type="text" value=""/></p>	<p>OR</p> <p>Indefinite</p> <p><input checked="" type="checkbox"/></p>
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The Charges here only apply to the Direct Debit payments. If you want to change the ongoing Charges on the whole account (including the Direct Debit payments), please complete and return the Changes to Adviser Charges Form found on the Platform.

Please ensure you have previously authorised a regular charge rate prior to selecting a box above. If a regular Charge has not been previously authorised, please complete and return the Changes to Adviser Charges Form found on the Platform.

If you do not select a number of payments above, or if you have selected more than the maximum number of payments allowed, we will automatically apply the maximum number of payments, based on the frequency of the Direct Debit payment instructions in Section 3.1

Section 4.2 Client Declaration

Data Protection

As described in our Terms, the personal data that you provide to Investment Funds Direct Limited under this form will be used by us in compliance with our obligations under the EU and/or UK General Data Protection Regulations, including, where applicable, any other relevant privacy laws (together, "Applicable Data Protection Law").

Our Client Privacy Policy explains how personal data will be collected, used and stored by us and will set out further information required to be provided under Applicable Data Protection Law to the individual to whom the personal data relates. Please see our Client Privacy Policy (which we will update from time to time) for more information. This is available from your Financial Adviser or at ifdl.info/privacypolicy. If you provide us with information about other investors, you confirm that you will pass on a copy of our Client Privacy Policy to them so that they are aware of how their personal data will be collected, used and stored by us.

Name (Block Capitals)

Signature

Date

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