

Key Features of your

Sippcentre SIPP

IN ASSOCIATION WITH



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®The Financial Services Authority is the independent financial services regulator. It requires us, A J Bell Management Limited, to give you this important information to help you to decide whether a Sippcentre SIPP is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

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Its aims

What is the Sippcentre SIPP and what benefits does it offer me?

The Sippcentre SIPP is a personal pension scheme designed to help you accumulate a sum of money which is then used to provide you with an income after you reach your chosen pension age. It can give you greater choice, freedom and control than other types of pension plans enabling you to select and manage your own investment portfolio from a wide range of choices. ?

? See 'What can I invest in?' on page 8.

You can pay one-off or regular contributions into the SIPP to take advantage of the generous tax privileges available. You can also transfer existing pension benefits into the SIPP, including protected rights. ?

? See 'What are protected rights?' on page 6.

Your investments will be free of capital gains tax and income tax although the tax deducted from dividends is not reclaimable.

The SIPP gives you the flexibility to decide when you first wish to take benefits between ages 50 and 75 (55 and 75 from April 2010). It provides for lump sum and pension benefits for you in retirement and benefits for your family and dependants following your death. ?

? See 'What benefits are paid when I die?' on page 12.

Your commitment

What you have to do as the SIPP member

You must ensure that you understand the features, benefits and risks of the Sippcentre SIPP, so that you can be sure its benefits will meet your needs and expectations.

You must maintain an ongoing business relationship with an Adviser registered with Sippcentre. As part of that relationship you must decide on the contributions and transfers to be paid to your SIPP, agree and regularly review your investment strategy, and decide when to take benefits from your SIPP and the level of those benefits.

You must ensure that any regular or single contributions paid are sufficient to meet your needs in retirement. There is no penalty for ceasing, or reducing, any regular contributions but your benefits will be affected by the level of contributions paid to your SIPP.

If you transfer benefits into your SIPP from another pension scheme, you or your Adviser will be responsible for arranging the transfer from that scheme.

You must convert your total fund into a pension income by age 75, some of which you may be able to take as a tax-free lump sum. ?

? See the 'Member Benefits' section on page 10.

Each SIPP will have its own designated bank account with Bank of Scotland. You must retain sufficient cash in this account to cover ongoing charges and expenses. Full details of the SIPP charges are published in the Charges & Rates section of our website www.sippcentre.co.uk and are available from your Adviser.

You must agree to be bound by the Sippcentre Terms and Conditions and pay the SIPP charges as set out in the SIPP Charges & Rates section of our website.

You must review regularly whether the Sippcentre SIPP remains appropriate for your circumstances.

Risks

Factors that could affect the benefits you will receive from your SIPP

The main aim of any pension scheme is to provide you with benefits in retirement. There are three areas in which your decisions will affect the benefits you are able to receive from your SIPP:-

- payments to the SIPP;
- investments within the SIPP; and
- withdrawals from the SIPP.

We have set out below the risks most closely associated with these three areas. When deciding whether the Sippcentre SIPP is right for you, you should also consider risk factors that are beyond your control, such as the tax reliefs available, inflation, interest rates, annuity rates and charges, and the effect these may have on your pension plans. For information on these factors please speak to your Adviser.

Payments to the SIPP

By transferring benefits into your SIPP from another pension provider, you may give up the right to guarantees over the kind of benefits, the amount you will receive and the level of increases that will be applied to your pension in future. Your existing pension provider may apply a penalty, or other reduction in the value of your benefits, if it is transferred. There is no guarantee that you will be able to match the benefits you give up by transferring into a Sippcentre SIPP.

Your benefits will be affected by the level of contributions paid to your SIPP now and in the future. You may benefit less from investment growth if you delay the payment of contributions to your SIPP.

Investments

The value of investments held in your SIPP and the income from them can fall as well as rise. You may get back less than the amount invested.

Past performance is not an indication of future performance and some investments need to be held for the long term to achieve a return.

You will be able to deal in a range of investments. Some investments carry a higher degree of risk than others. The following are some specific examples of this:-

- Smaller companies, the price of which can be more volatile and there may be a large difference between the buying and selling prices;
- Overseas investments, which may carry an exchange rate risk, and may be based in less well regulated jurisdictions; and
- Warrants and other highly geared investments, the prices of which are extremely volatile.

Some investments are described as *Complex Financial Instruments*. If you invest in these you should be aware that you may lose all your money.

We do not provide investment advice as this is an execution only service. We do provide information about investments, but this is provided solely to enable you and your Adviser to make investment decisions and must not be treated as a recommendation. If you need advice to determine whether an investment is suitable for you, you must consult your Adviser.


If the value of your SIPP is small and/or you deal frequently in small amounts, dealing costs may be disproportionately high and the value of your SIPP may be eroded.


You should note that rules relating to the taxation of capital gains and income from investments are subject to change.

The investment returns may be less than those shown on any illustrations of benefits you receive and the charges may be higher.


Withdrawals from the SIPP


If you start to take benefits earlier than you originally intended, the level of the benefits you can take may be lower than expected and may not meet your needs in retirement.

Your SIPP may be subject to additional tax charges at the point you withdraw funds if your pension is valued at more than the lifetime allowance (£1.75 million for 2009/10). 

 See 'How does the lifetime allowance work?' on page 12.

If you take income withdrawals this may erode the capital value of your fund. If investment returns are poor and a high level of income is taken this will result in your SIPP falling in value and could result in a lower income than anticipated in the future.

If you choose an annuity to provide your benefits, the level of income you receive is based upon the average life expectancy of someone of your age. When fixing annuity rates, providers take into account the fact that some people will die earlier than expected, effectively subsidising those who live longer. Income withdrawals paid from the SIPP do not have the benefit of such a subsidy. 

 See 'What about pension benefits?' on page 10.

There is no guarantee that annuity rates will improve in the future. If you choose to purchase an annuity, the level of pension you receive when you purchase the annuity may be less or greater than the pension previously being paid under income withdrawal and/or the annuity you could have purchased previously.

If you have a small SIPP and no other assets or income to fall back on the financial impact of these risks may be greater.

Having considered these risks, if you have any doubts about the suitability of the Sippcentre SIPP or you need further advice, you must seek professional advice from your Adviser, or another suitably qualified person.

Could the Sippcentre SIPP be right for me?

The Sippcentre SIPP could be right for you if you:-

- are looking to build up a pension fund in a tax-efficient way,
- understand that growth is not guaranteed,
- are prepared to commit to having your money tied up, normally until at least age 55 (or earlier if you reach age 50 before 6 April 2010), and
- require access to wider investment opportunities, such as investment with a discretionary investment manager, in a portfolio of stocks and shares and/or unit trusts or in commercial property.

It may not be suitable if you:-

- want unrestricted access to your money, or
- are only likely to require access to a more limited range of investments, such as those available under insurance company personal pensions or stakeholder pension plans.

If you have any doubts about the suitability of the Sippcentre SIPP you should contact your Adviser.

Can I have a Sippcentre SIPP?

You can have a Sippcentre SIPP if you are resident in the UK.

If you are resident overseas you can set up a Sippcentre SIPP for the purposes of transferring benefits from a UK registered pension scheme.

Is the Sippcentre SIPP a stakeholder pension?

The Sippcentre SIPP is not a stakeholder pension.

Stakeholder pensions are relatively simple pension plans, with limited investment options, for which the Government has set minimum standards to be met by providers covering areas such as charges, minimum payment levels and terms and conditions.

Stakeholder pensions are generally available and may meet your needs at least as well as a SIPP. If you are in any doubt about the suitability of a Sippcentre SIPP you should contact your Adviser.

What are the SIPP charges?

Full details of the SIPP charges are published in the Charges & Rates section of our website www.sippcentre.co.uk.

What other terms and conditions apply to the Sippcentre SIPP?

The Sippcentre Terms and Conditions set out the full terms and conditions for your SIPP. Your Adviser will provide you with a copy and a copy is also available from the Sippcentre website www.sippcentre.co.uk.

What are protected rights?

The State Second Pension (S2P) provides employees with a pension on top of the basic state pension. Employees can give up, or 'contract out' of, the S2P and the Government contributes to their pension plan to replace the benefits they have given up. These payments are known as 'minimum contributions'.

If the 'contracted out' benefits are held in a personal pension or employer's money purchase pension scheme they are known as 'protected rights'.

If you transfer a pension through which you were contracted out, the transfer will include protected rights. The benefits that can be provided from protected rights are subject to some additional restrictions which are explained below.

The Sippcentre SIPP does not accept 'minimum contributions' but does accept transfers including protected rights.

Contributions


Who can pay contributions into my SIPP?

You can pay personal contributions into your SIPP. In addition, contributions can be paid by another person on your behalf (e.g. by your spouse, parent or grandparent) and treated as your personal contributions for tax purposes.

If you are employed, your employer can also pay contributions into your SIPP.

Once your SIPP is set up you can pay single contributions and increase or decrease your regular contributions at any time, subject only to the minimum contribution levels described below.

We will not accept any contributions after you reach age 75.

Please note that we do not accept minimum contributions from the Government in relation to 'contracting-out' of the State Second Pension. The Sippcentre SIPP cannot be used to contract out, but we can accept protected rights as part of a transfer into your SIPP. 

See 'What are protected rights?' on page 6.

Are there any minimum contribution levels?

There is no requirement to pay any contributions if a transfer payment is paid to your SIPP.

If you want to contribute, the minimum single contribution is £1,000 (gross). There is no minimum level for regular monthly contributions.

How can contributions be paid?

Single contributions can only be paid by cheque or electronic transfer. Regular contributions must be paid monthly by direct debit. Contributions paid by direct debit will be taken on the first day of each month.

If you wish to pay contributions by electronic transfer, please contact your Adviser who will notify you of our requirements.

What if I am entitled to enhanced protection?

If you have registered with HM Revenue & Customs (HMRC) for enhanced protection (for pension rights built up before 6 April 2006) the payment of any contribution to your SIPP will result in the loss of this protection.

Do I get tax relief on my contributions?

In each tax year, you will get tax relief on personal contributions paid by you, or on your behalf, up to 100% of your earnings. Higher rate tax relief may not be available on personal contributions if your income is £150,000, or more, in any year.

If you have no UK earnings, or your earnings are less than £3,600 a year, you can still pay contributions up to £3,600 and receive tax relief.

Any contributions from your employer do not count against this tax relief limit.

All personal contributions (whether you are employed or self employed) are payable net of basic rate tax (20% for 2009/10). As an example, if you pay a net contribution of £800 then we will reclaim £200 from HMRC and credit this amount to your SIPP cash account once it has been received. Basic rate income tax will be credited to your SIPP cash account between 6 and 11 weeks, depending upon when your contribution is paid. You must claim any higher rate relief to which you are entitled, via self assessment.

We will only accept contributions up to the limit for tax relief referred to above. You must tell us within 30 days if you are no longer entitled to tax relief on your contributions.

All employer contributions are payable gross. Your employer will normally receive tax relief on any contributions they pay to your SIPP and you will not normally be taxed on these contributions.

What is the annual allowance for contributions?

HMRC use the annual allowance to restrict tax relief on large contributions. The annual allowance is £245,000 for 2009/10.

If for any 'pension input period' ending in a tax year, the total of:-

- contributions to registered pension schemes paid by you, or on your behalf (including any paid by an employer); and
- the increase in the value of your benefits under any final salary schemes

exceeds the 'annual allowance', you will have to pay a tax charge of 40% on the excess. A factor of £10 per £1 p.a. of pension will be used to value the increase in benefits under a final salary scheme.

For the purposes of your SIPP, the pension input period will always coincide with the tax year i.e. it ends on 5 April, unless you notify us that you wish it to end on a different date in any tax year.

There will be no test against the annual allowance in the year in which you take all of your remaining benefits under your SIPP.

Transfers

Can I transfer my existing pension benefits into my SIPP?

Yes. You can transfer benefits from any UK registered pension scheme into your SIPP.

You can make a transfer even if you have commenced income withdrawal (unsecured pension or alternatively secured pension) from the scheme you wish to transfer.

The benefits will be subject to the same minimum and maximum income limits and review period as under the scheme from which you are transferring.

Please note that you, or your Adviser, will be responsible for arranging the transfer from the transferring scheme.


Can I transfer investments held in another self invested personal pension into my SIPP?


Yes, although any investments transferred 'in-specie' must be an acceptable investment for the Sippcentre SIPP. Please ask your Adviser to e-mail us details of your portfolio of investments under the transferring scheme and we will inform your Adviser of our further requirements.

Can I transfer my SIPP to another pension plan?

You can transfer the value of your SIPP to another UK registered pension scheme or a qualifying recognised overseas pension scheme, at any time.

If you have started taking benefits from your SIPP, then you must transfer the whole of that part of your fund from which you are drawing benefits to your new scheme at the same time. If you have uncrystallised funds under the SIPP (i.e. no benefits have commenced) you can choose to transfer all, or only a part, of those uncrystallised funds to another pension scheme.

If the transfer is to an overseas scheme a check against your lifetime allowance must be carried out before the transfer payment is made and so it is possible that a lifetime allowance charge may apply. 

 See 'How does the lifetime allowance work?' on page 12.

The transfer can be in the form of a cash payment, in which case you will have to sell all of the investments held under your SIPP before the transfer is completed, or you may be able to transfer them in their existing form (known as an "in-specie transfer").

Transfers including protected rights can only be made to another 'appropriate' scheme or a scheme that is contracted out of the State Second Pension.

Investments

What can I invest in?

The Sippcentre SIPP has been designed to allow you considerable flexibility over your choice of investments.

We offer various options through which you can invest all, or part, of your SIPP funds with our panel of Investment Partners. We also give you the flexibility to invest SIPP funds either through other investment

managers, who are not on our panel of Investment Partners, or in a wide range of other permitted investments e.g. commercial property. Investments that are not made through our panel of Investment Partners are referred to below as “off panel investments”.

You can invest with our panel of Investment Partners through the following options:-

Advisory - (Sippcentre’s fund supermarket)

You have access to over 1,650 unit trusts and open ended investment companies (OEICs), more than any other UK Fund Supermarket, in addition to UK equities and a wide selection of US and European equities, gilts and corporate bonds.

Your Adviser places orders on your behalf, either online or over the telephone.

If you are considering investing in unit trusts or OEICs you must also read the Key Features for Collective Investments at the end of this document.

Investment Partner

A) Other fund supermarkets

Choose from one of our alternative fund supermarkets.

B) Discretionary fund managers

You can appoint one of our Investment Partners to manage funds held under your SIPP, either on an advisory or discretionary basis. The range of investments available and charges varies by Investment Partner. You will need to sign a separate agreement with your chosen Investment Partner.

Execution Only

You can deal in UK shares, unit trusts and OEICs on an execution only basis, either online or over the telephone.

Further information on the investments available and the charges for each of these options is shown in the Investment Factsheets available on the Sippcentre website www.sippcentre.co.uk.

The investment range is, in all cases, subject to the Sippcentre Terms and Conditions and HMRC regulations.

What off panel investment options are available?

You can use all, or part, of your SIPP to purchase stocks, shares and unit trust investments with one or more off panel investment managers of your choice. It is not possible for your SIPP to hold these investments directly. You must hold them through an investment manager (whether panel or off panel). Your Adviser will be able to assist in opening an account.

You can also use your SIPP to invest in a wide range of other investments including:-

- Commercial property;
- Insurance company “trustee investment” plans;
- Bank and building society accounts; and
- Other fund supermarkets or investment platforms.

Your Adviser will be able to inform you of the costs applicable to specific investments.

If you make use of the off panel investment options you are still able to invest part of your SIPP fund with one, or more, of our Investment Partners, if you wish.

How do I obtain a valuation of my SIPP?

You can obtain a valuation of your SIPP at any time by logging on to the Sippcentre website or contacting your Adviser.

We will send you regular statements detailing all transactions on your SIPP cash account.

If you hold an account with one of our panel of Investment Partners, they will also send you regular information on your investment account. You may also be able to obtain this information via their website.

Are there any restrictions on what I can invest in?

Yes. The investments available will depend on the investment option and Investment Partner, chosen by you. However, your SIPP cannot invest directly in:-

- residential property;
- personal chattels (e.g. works of art, cars etc.);
- loans; or
- any activity that could be regarded as trading.

Member Benefits

When can I take my benefits?

You can commence benefits, whether or not you continue to work, at any time between age 50 (55 after 5 April 2010) and age 75.


It may be possible to commence benefits earlier if you are in serious ill-health or transfer benefits to the SIPP from an existing pension with a lower pension age, provided the transfer meets certain HMRC requirements.


The charges for taking benefits are set out under the heading "Benefits" on the Charges & Rates page of the Sippcentre website www.sippcentre.co.uk.

How do I commence benefits?


You can take or "crystallise" benefits from all, or only a part, of your SIPP. This will allow you to phase your benefits to suit your personal circumstances.


You will need to contact your Adviser to discuss your options and obtain the necessary documentation.

You must complete a Benefit Form to tell us how much of your SIPP is to be used to provide your benefits and how you want the benefits to be paid. The form will also ask you about your available lifetime allowance and any protection you have for benefits built up before 6 April 2006. 

 See 'How does the lifetime allowance work?' on page 12.

Is there a limit on the amount of my benefits?

There is no limit on the benefits that may be provided for you under your SIPP. However, if the total value of your pension savings, under all registered pension schemes, exceeds the 'lifetime allowance' (£1.75m for 2009/10) then there will be an additional tax charge, called the lifetime allowance charge, on the excess. 

 See 'How does the lifetime allowance work?' on page 12.

Can I take tax-free cash from my SIPP?

Yes. You can have a tax-free lump sum (also known as the "pension commencement lump sum") if you start taking benefits before age 75. The value of this can be up to the lower of:-

- 25% of the value of the fund applied to provide your benefits; and
- 25% of your unused lifetime allowance.

If you have protected lump sum rights arising from benefits built up before 6 April 2006, then you may be entitled to a larger tax-free lump sum. However, please note that you will not be able to take more than 25% of the value of any protected rights as a tax-free lump sum.

You cannot take a tax-free cash lump sum with the intention of using it to increase your pension contributions. This is because the lump sum will be treated as an unauthorised payment. You will be taxed on the payment at between 40% and 55%. Your pension fund will also be subject to a tax charge of between 15% and 40% (depending on how much of the tax charge you have already paid).

What about pension benefits?

Once the amount of your tax-free lump sum payment has been agreed, the remaining fund will be used to provide you with a pension in one of two ways:-

Income Withdrawal - Unsecured Pension (USP)


An unsecured pension is when your pension fund remains invested and you draw an income from the fund, up to the maximum level set by HMRC.


There is no minimum level of income, so you can elect to receive a “nil” pension, if you wish.


You can choose to take a regular monthly, quarterly, half yearly or annual income. Regular pension payments are made on the third Monday of each month. You can also take one-off pension payments to suit your circumstances.


The maximum level of annual income is set at 120% of the Government Actuary's Department's (GAD) relevant annuity rate. This rate varies depending on your sex, age and returns from Government securities and is applied to the value of your pension fund at the date the fund is first used to provide unsecured pension and at each subsequent review.

The maximum income will be recalculated every five years. However, you can elect to have the maximum income level reviewed at any anniversary of the date funds were first used to provide unsecured pension. You must make this election before the relevant anniversary.

If your SIPP holds a mixture of funds that have and have not yet been used to provide you with benefits, you can choose to draw further benefits at any time. This will normally trigger an immediate review of the maximum income level and also a further check against the lifetime allowance. 


 See 'How does the lifetime allowance work?' on page 12.


You can choose to purchase a lifetime annuity with some, or all, of your unsecured pension fund at any time. Your unsecured pension can continue until you reach age 75. At age 75 you must either convert your unsecured pension to alternatively secured pension or purchase a lifetime annuity. Alternatively secured pension is a continuation of income withdrawal beyond age 75. 

 See 'What is alternatively pension?' below.


A further lifetime allowance check will be carried out before an unsecured pension fund is:-

- used to purchase a lifetime annuity before age 75; or
- converted to alternatively secured pension at age 75

unless the unsecured pension commenced before 6 April 2006 and no further funds have been added to that unsecured pension fund on, or after, that date. 

 See 'How does the lifetime allowance work?' on page 12.

If your SIPP holds both protected rights and non-protected rights then the maximum proportion of your pension income that can be paid from the protected rights fund is equal to the value of protected rights as a proportion of the overall value of your SIPP.

Before selecting unsecured pension you should consult your Adviser. 

 See 'Withdrawals from the SIPP' under Risks on page 5.

Lifetime Annuity

A lifetime annuity is a regular, taxable, income guaranteed to last you for life. Buying a lifetime annuity involves passing the value of your SIPP to the insurance company of your choice.

The annuity available will depend on the value of your fund, annuity rates at the date of purchasing the annuity and the type of annuity you choose.

If you buy an annuity, you will usually cease to have any involvement with the investment of your pension fund. This may be the right option if security of income is an important issue.

For protected rights, if you have a spouse or civil partner at the date the annuity is purchased, it must provide them with a pension of 50% of your pension in the event of your death.


What is alternatively secured pension (ASP)?


Alternatively secured pension is a continuation of income withdrawal from age 75. As with unsecured pension, your SIPP fund will remain invested and you will be able to choose how much income to withdraw each year between the minimum and maximum limits set by HMRC.

For alternatively secured pension the minimum income which must be taken each year is 55% of the relevant annuity rate for a 75 year old as published by the Government Actuary's Department (GAD). The maximum is 90% of the GAD relevant annuity rate for a 75 year old.

The minimum and maximum income levels are reviewed annually based on the value of the fund at the review date but using the GAD relevant annuity rate for a 75 year old, regardless of your age at the time.

You can choose to purchase a lifetime annuity with your alternatively secured pension fund at any time.

Before selecting alternatively secured pension you should consult your Adviser. 

 See 'Withdrawals from the SIPP' under Risks on page 5.

Do I pay tax on pension payments?

All pensions paid to you will be subject to income tax. We will deduct the tax due before paying your pension.

If you purchase a lifetime annuity, the annuity provider will be responsible for the payment of income tax.

How does the lifetime allowance work?

The Government has set the standard lifetime allowance at £1.75m for 2009/10.

Each time new benefits commence ("crystallise") a portion of your lifetime allowance is used up.

Once you have used up your lifetime allowance, any benefits paid above the allowance will be subject to the lifetime allowance charge. If excess funds are used to provide a taxable pension, the lifetime allowance charge is 25% of those funds. Alternatively if excess funds are paid as a lump sum (only available for non-protected rights) the lifetime allowance charge is 55%. We will deduct this tax charge from your fund and pay it to HMRC before paying your benefits.

If you have built up substantial pension savings before 6 April 2006 and have registered for enhanced and/or primary protection ('transitional protection') with HMRC then this may reduce, or eliminate, any lifetime allowance charge that would otherwise be payable.

Death Benefits

What benefits are paid when I die?

a) Benefits other than protected rights

Uncrystallised and Unsecured Pension Funds

Death benefits will normally be paid as a lump sum but may be applied to provide pension benefits for a spouse, civil partner or dependant, either under income withdrawal or by annuity purchase. Death benefits are payable at the discretion of A J Bell Management Limited, as the Scheme Administrator, of your SIPP. You may nominate the individuals you wish to receive benefits and your wishes will be taken into account. You may complete a new nomination at any time.

Lump sums paid on death are normally free of any inheritance tax but we cannot guarantee that this will be the case. Any lump sum death benefit paid from an unsecured pension fund will be subject to a tax deduction of 35% (2009/10).

Alternatively Secured Pension (ASP)

If your pension is being paid under alternatively secured pension then the full value of your alternatively secured pension fund will be applied to provide pension benefits for your surviving spouse or dependants, either in the form of income withdrawal, or through the purchase of an annuity.

If you do not leave a surviving spouse, or dependant, then the value of your fund may be paid to a charity nominated by you for this purpose. You can complete a nomination to indicate which charity you wish to receive benefits.

Any funds paid to a charity, or paid out in pension benefits to your spouse, or dependants, will be exempt from Inheritance Tax (IHT).

If on your death you have no dependants and have not nominated a charity to receive any remaining fund, then it may be possible to pay a lump sum to your family or other beneficiaries but this payment will result in very significant tax charges, including IHT, being charged to the fund and the recipient.

If you are considering using ASP, you should consult your Adviser for more information on the benefits that can be paid on your death and the tax charges payable.

b) Protected rights death benefits – uncrystallised, USP and ASP funds

Where you are survived by a spouse or civil partner the protected rights must be used to provide a pension for your spouse or civil partner, either by the purchase of an annuity or through USP or ASP.

If you are not survived by a spouse or civil partner the protected rights will be used to provide lump sum benefits to beneficiaries nominated by you or, in the absence of any nomination, to your estate. The Scheme Administrator does not hold any discretion over who will receive lump sum death benefits from protected rights so it is important that you update your nomination whenever your circumstances change.

Lump sum payments made from protected rights which are uncrystallised or in USP may be subject to Inheritance Tax (IHT) although you can take steps, such as making your nomination irrevocable, which may reduce the tax liability. Before considering this you should seek specialist IHT advice. If you wish to make your nomination irrevocable please contact us and we will send you the appropriate documents.

Lump sum payments made from unsecured pension funds will be subject to the deduction of a 35% tax charge (2009/10) before payment.

You can make a lump sum payment to a registered charity from protected rights in ASP and this will be exempt from IHT. Any other lump sum payment may be subject to IHT and will also be treated as an unauthorised payment and will be subject to very significant tax charges.

c) Lifetime Annuity - protected rights and non-protected rights

The benefits payable, if any, will be determined by the terms of the annuity contract with the insurance company.

For protected rights, if you have a spouse or civil partner at the date the annuity is purchased, the annuity must provide a spouse's or civil partner's pension in the event of your death.

Miscellaneous

What if I change my mind?

You have a legal right to cancel your SIPP if you change your mind. If you wish to cancel you must do so within 30 days of the date you receive our letter confirming the establishment of your SIPP.

Cancellation rights will also apply to the receipt of transfer payments and on the first occasion that you choose to take unsecured pension (USP) or alternatively secured pension (ASP). You will have 30 days from the date that you receive our letter acknowledging the transfer to exercise your right to cancel.

You may exercise your right to cancel by writing to us at:-

Sippcentre,
A J Bell Management Limited,
Trafford House,
Chester Road,
Manchester M32 0RS.
Fax: 0845 83 99 061
E-mail: enquiry@sippcentre.co.uk

quoting your name and SIPP reference number.

You must state whether you wish to cancel your SIPP, a specific transfer, or USP or ASP.

If you wish to make an investment during the 30 day cancellation period you can do so, but this will lapse your cancellation rights. Lapsing your rights will mean that you cannot cancel your SIPP, contributions or transfers.

Further information about your cancellation rights is included in the Sippcentre Terms and Conditions available from your Adviser or from the Sippcentre website www.sippcentre.co.uk.

What rules govern my SIPP?

The scheme is governed by a trust deed and rules, as amended from time to time. This Key Features Document summarises the main provisions of the rules and of the legislation that applies to registered pension schemes. However, in the event of any discrepancy between the Key Features and the trust deed and rules the trust deed and rules will prevail. A copy of the Scheme Rules is available from your Adviser on request.

How secure is my money?

A J Bell Management Limited is the Scheme Administrator responsible for the day to day administration and management of your SIPP. Sippdeal Trustees Limited, a wholly owned subsidiary of A J Bell Management Limited, is the trustee of the scheme.

A J Bell Management Limited is part of A J Bell, one of the UK's leading SIPP administrators with assets under administration exceeding £8bn.

A J Bell Management Limited is authorised and regulated by the Financial Services Authority. Sippdeal Trustees Limited does not conduct any regulated activities and is, therefore, not regulated.

Bank of Scotland is the provider/establisher of the Sippdeal e-sipp. The Bank will satisfy any statutory obligations that it may have from time to time, as provider/establisher of the Sippdeal e-sipp.

Are there any compensation arrangements covering my SIPP?

Yes. The Financial Services Compensation Scheme (FSCS) has been set up to deal with compensation, if firms are unable to meet claims made against them.

For bank deposits the maximum claim that could be made by your SIPP is £50,000. For most other investment types your SIPP could claim 100% of the first £30,000 and 90% of the next £20,000 (a total of £48,000). Further information about the compensation arrangements is available from the Financial Services Compensation Scheme (www.fscs.org.uk).

Can you provide me with advice?

No. Sippcentre, A J Bell Management Limited and Sippdeal Trustees Limited are not authorised to provide any advice on tax or financial services related matters.

If you need any advice you must contact your Adviser.

What if I have any further questions?

You must contact your Adviser although more detailed information on the SIPP and the various investment options is available on our website www.sippcentre.co.uk.

What if I have a complaint?

Customer satisfaction is very important to us and if you do have any cause to complain about the services provided, either by your financial adviser or by Sippcentre, there are clear procedures laid down by the Financial Services Authority to ensure that your complaint is dealt with fairly.

If your complaint relates to the advice you have been given, you should write to your Adviser. If your complaint concerns the service you have received from Sippcentre please contact the Compliance Officer at:-

A J Bell Management Limited,
Trafford House,
Chester Road,
Manchester M32 0RS
Tel: 0845 83 99 060
Fax: 0845 83 99 061
E-mail: enquiry@sippcentre.co.uk

If you are not satisfied with our response, you may refer your complaint to the Pensions Ombudsman, if your complaint concerns the administration of your SIPP.

Help is also available from The Pensions Advisory Service (TPAS) who can advise you on how to complain and may be able to sort the matter out, without the need for the Ombudsman to get involved. The address for both the Pensions Ombudsman and TPAS is as follows:-

11 Belgrave Road,
London SW1V 1RB.
Tel: 0845 601 2923

All other complaints may be referred to:-

The Financial Ombudsman Service,
South Quay Plaza,
183 Marsh Wall,
London E14 9SR.
Tel: 0845 080 1800

Making a complaint will not affect your right to take legal proceedings.

IMPORTANT

The information contained in this Key Features Document is provided based on our understanding of current law, practice and taxation which may be subject to change.

Full details of the legally binding contract between you and A J Bell Management Limited are included in the Sippcentre Terms and Conditions.

The laws of England and Wales will apply in all legal disputes.

If you would like a copy of this or any other item of our literature in large print, Braille or in audio format, please contact us on 0845 83 99 060 or by e-mail at enquiry@sippcentre.co.uk.

All our literature and future communication to you will be in English.

Regulatory

A J Bell includes A J Bell Holdings Limited and its wholly owned subsidiaries A J Bell Management Limited, A J Bell Limited and A J Bell Securities Limited.

A J Bell Management Limited is authorised and regulated by the Financial Services Authority. A J Bell Securities Limited is a member of the London Stock Exchange and is authorised and regulated by the Financial Services Authority.

Sippdeal, Sippdealxtra and Sippcentre are platforms provided by A J Bell Management Limited. A J Bell Platinum SIPP is provided by A J Bell Management Limited. A J Bell Platinum SSAS is provided by A J Bell Limited.

The companies listed in the adjacent table are all registered in England and Wales at Trafford House, Chester Road, Manchester M32 0RS.

Company	Company Number	VAT Number
A J Bell Holdings Limited	4503206	833 5478 13
A J Bell Management Limited	3948391	759 3531 03
A J Bell Limited	3091664	639 0316 44
A J Bell Securities Limited	2723420	918 4226 21

Key Features for Collective Investments

keyfacts

®The Financial Services Authority is the independent financial services regulator. It requires us, A J Bell Management Limited, to give you this important information to help you to decide whether our Sippcentre SIPP is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

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Collective Investments within your SIPP

The Financial Services Authority is the independent financial services regulator. It requires us to give you this important information to help you to decide whether to hold Collective Investments within your SIPP. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

What is a Collective Investment?

Collective Investments (often described as “funds”) are any form of investment that involves the pooling of investors’ funds. Investors’ contributions are pooled and invested on their behalf by professional fund managers. The most common form of Collective Investment schemes are unit trusts and Open-Ended Investment Companies (OEICs).

Your commitment

You may need to commit to investing for a long time period to achieve a return on some funds.

It is your responsibility to assess the risk of an investment before investing your money.

Funds will generally be subject to a minimum investment. Details can be found in the fund specific information within the Research Centre of our website www.sippcentre.co.uk

Once you have placed an order to purchase a Collective Investment, you will not be able to cancel the order.

The risks

- The value of your investments and the income from them can go down as well as up and is not guaranteed. You may get back less than the amount invested.
- If you invest in a fund, the degree of risk will depend on the underlying securities held within the unit trust or OEIC. The risk is likely to be higher where a fund has a high degree of concentration on a particular type of investment or sector than where it is well diversified. Some specific areas of investment which may lead to higher risk are:
 - o Smaller companies, the price of which can be more volatile
 - o Overseas investments, which may carry an exchange rate risk, and may be based in less well regulated jurisdictions
 - o Options, warrants and other highly geared investments, the prices of which are normally volatile
- Information about the risks associated with specific Collective Investments is available in the Research Centre and in individual fund managers’ websites
- Non UCITS funds carry additional risks. Please see What are non UCITS funds below.

Questions and Answers

Does the Service provide investment advice?

No. Our dealing service for Collective Investments is provided on an execution only basis. If you need investment advice, you should consult a suitably qualified financial adviser before you deal.

When are deals carried out?

Unit trust and OEIC deals are processed daily, depending on the dealing cut off time for the fund (this varies from fund to fund). Orders received after the dealing cut off time will be executed the next business day.

When do unit trusts and OEICs settle?

There is a standard settlement period of four business days for unit trusts and OEICs.

What can I invest in?

You can deal in unit trusts and OEICs.

You will have access to a wide range of unit trusts and OEICs. Any specially negotiated discounts on unit trusts and OEICs are passed on to your SIPP.

You can deal in most unit trusts and OEICs online, with other unit trusts and OEICs available via telephone dealing. See the Funds List on our website (www.sippcentre.co.uk) for further details.

Questions and Answers (cont)

What is the difference between unit trusts and OEICs?

Both unit trusts and OEICs are open-ended investments. This means that more shares or units can be issued or cancelled according to supply and demand at any stage. There are some key differences:

- unit trusts issue units and OEICs issue shares.
- unit trusts generally have two prices, a bid price at which you sell and an offer price at which you buy; OEICs have one price, called the single price at which you buy and sell.

What do unit trusts and OEICs invest in?

This will depend on the fund's specific investment objectives but could include equities (UK & overseas), company and government bonds (UK & overseas), property, derivatives and cash.

What is the difference between Income and Accumulation Units?

Unit trusts are usually issued in two classes: income (sometimes called 'distribution') units, and accumulation units. Income units pay out a distribution of the income derived from the fund whereas accumulation units retain this cash within the fund.

How can I get information about unit trusts and OEICs?

The Research Centre contains comprehensive research, analysis and news on funds. You can search for information by fund name or Keyword or by browsing by fund manager or sector.

How can I find out about the past performance of a unit trust or OEIC?

Within our Research Centre, you are able to find comprehensive fund performance data.

What are non UCITS funds?

The UCITS ("Undertakings for Collective Investment in Transferable Securities") framework provides a set of European standards for the operation of collective investment funds, with the intention that funds may be sold across the EU. It places restrictions on the nature of underlying investments and the proportions in which they may be held within a UCITS fund. This tends to restrict the risk which may be taken by the manager of a UCITS fund. Non UCITS funds are those which do not comply with the UCITS framework, and such funds are likely to carry a higher degree of risk. In some cases the risk may be so high that you could lose all the money you have invested.

Can I use the service to deal in funds outside my SIPP?

No. We only accept instructions to deal within your SIPP.

What charges do I pay for investing in a unit trust or OEIC?

Our charges for this service are shown in the Charges and Rates section of our website www.sippcentre.co.uk.

Fund managers also make charges. Their initial charges for issuing the units are included in the price calculation. In many cases we have negotiated a discount with the fund managers. Details are shown on the dealing page.

The fund managers also make an annual management charge. Details can be found within the specific fund section in the Research Centre.

Do I pay tax on any income or gains within my SIPP portfolio?

No, there is no tax to pay on any income or capital gains from investments held within your SIPP. Tax deducted at source on dividends, however, cannot be reclaimed.

How do I obtain a valuation of my SIPP?

You can obtain a valuation of your portfolio via our website.

We also send you regular statements.

What should I do if I have a complaint?

Customer satisfaction is very important to us and if you do have cause to complain about the services provided there are clear procedures laid down by the Financial Services Authority to ensure that your complaint is dealt with fairly.

Questions and Answers (cont)

Please contact the Compliance Officer at:

A J Bell Management Limited
Trafford House
Chester Road
Manchester
M32 0RS
Tel: 0845 83 99 060
Fax: 0845 83 99 061
E-mail: enquiry@sippcentre.co.uk

If you are not satisfied with our response, you may refer your complaint to the Financial Ombudsman Service.

Are there any compensation arrangements?

Yes. The Financial Services Compensation Scheme (FSCS) has been set up to deal with compensation, if firms are unable to meet claims made against them.

You could claim 100% of the first £30,000 and 90% of the next £20,000 (a total of £48,000).

You may not be able to claim compensation in respect of an Offshore Fund.

Further information about the compensation arrangements is available from the Financial Services Compensation Scheme (www.fscs.org.uk).

Regulatory

A J Bell includes A J Bell Holdings Limited and its wholly owned subsidiaries A J Bell Management Limited, A J Bell Limited and A J Bell Securities Limited.

A J Bell Management Limited is authorised and regulated by the Financial Services Authority. A J Bell Securities Limited is a member of the London Stock Exchange and is authorised and regulated by the Financial Services Authority.

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