



Benefit Crystallisation Event Application Checklist

The Benefit Crystallisation Event (BCE) form must be fully completed even if just to confirm a section is not applicable. Incomplete forms have to be returned to the Intermediary which may delay payment to the client.

For further assistance completing this form, please contact Client Services on +44 (0) 1225 517 517.



Benefit Crystallisation Event Application

This form can be used to request benefits from your SIPP via your Intermediary. If you need assistance completing this form, please ask your Intermediary or the Novia Global Client Services Team on +44 (0) 1225 517 517.

1 Client Details

Novia Client number (if known)

International SIPP number

Surname

Forename(s)

Date of birth National Insurance number

2 Benefit Options

Please complete a, b or c

A I wish to crystallise to drawdown fully or partially £

Please pay me the maximum allowable PCLS or £

B I wish to take an Uncrystallised Funds Pension Lump Sum.

Please pay me the maximum available or £ *

*Please note that this option is taxable and will include any income tax payable to HMRC

C I wish to purchase an annuity from

Please use all available funds or £

Please pay me the maximum allowable PCLS or £

3 Ad hoc Income Withdrawal Payment

I wish to take a single ad-hoc drawdown income payment, to be paid as soon as possible.

Please pay me the maximum available or £ gross.

4 Comments

Please use this space to provide any additional note or information; please do not use a separate cover letter

5 Bank Details

Please provide details of your Bank/Building Society current account. We will use this account to make payment to you.

Name of Bank/ Building Society Account Holder Name

BIC Code

IBAN

Account Name

Account Currency

6 Lifetime Allowance Details

Are you entitled to any transitional protection?
 Yes No If yes, please provide Adviser certified copies of the appropriate certificates

Have you crystallised any benefits from other pension schemes since 6 April 2006? Yes No

If yes:

Date Crystallised	% of Lifetime Allowance used	Total current maximum gross annual income from pensions that were already in payment on 6 April 2006 <input type="text"/> £
<input type="text"/>	<input type="text"/> %	
<input type="text"/>	<input type="text"/> %	

7 Investor Declaration

I authorise Novia Global to make payments according to my instructions. Where I already hold a SIPP drawdown with the same wrapper number as my SIPP uncrystallised, I confirm that this BCE should apply an additional designation to this drawdown and I understand that any maximum income limits that apply to this drawdown wrapper will be reviewed and updated as a result of this benefit crystallisation event.

I declare that my answers to the questions in this application are true to the best of my knowledge and that failure to provide accurate information could result in fines and additional tax charges.

I declare that the PCLS payment will not be reinvested into any registered pension scheme beyond the limits imposed by HMRC from time to time, and should I decide to make such reinvestment I will provide full details to the scheme administrator.

I confirm that I have taken independent financial advice in respect of this benefit request.

Signature Date

8 Adviser Declaration

I wish to continue acting as servicing agent for the above named client. I confirm that, where necessary, I have placed trades online to make enough cash available for requested payments.

Name Position

Signature Date

1. Client Details - Complete the client details in full so that it is clear which account the instruction relates to.

2. Benefit Options – Select A, B or C and complete the chosen option in full:
Eg. If selecting A: Specify amount to crystallise AND amount of PCLS required.
All amounts must represent the gross figure.

3. Ad hoc Income Withdrawal – complete for an income payment required as part of a BCE. *
*For an ad hoc payment from a SIPP already in drawdown, please use the Ad Hoc Payment Income Drawdown form available from the document library.

4. Comments – this section should be used to provide any extra information that will help with processing the instruction.

5. Bank Details – ensure that this section is completed with the client's bank account details only and includes the BIC Code and IBAN.
If also providing intermediary bank details, please write these in the 'Comments' section above.

6. Lifetime Allowance Details – Both questions in this section must be completed.

7. and 8. Client and Intermediary Declarations – the declarations for each are different so it is important that the client and Intermediary sign the correct declaration.
Applications that have been signed in the incorrect box will be returned to the Intermediary.
These must be wet signatures; digitally signed applications will not be accepted.