

# Momentum Pensions Limited

## Application Form

### 01. INTRODUCTION

This application should be completed by the Applicant and, where applicable, the Professional Adviser. It should be read in conjunction with the Terms & Conditions (Section 13), Data Protection Policy and Privacy Notice (Section 14), Declarations (Section 15) and the Scheme Particulars (provided to you by your adviser).

Please ensure you complete all Sections. Failure to provide all relevant information and supporting documentation could result in a delay to the application being processed. Further information may be required during the processing of this application.

To assist you in ensuring all relevant documentation is included when submitting your application, please complete the following checklist:

### 02. CHECKLIST

Please ensure the following information is included when submitting your application:

|                                                                                                                                  |                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Signed Professional Adviser Declaration (Section 10)                                                    | <input type="checkbox"/> Original or Certified Copy of Utility Bill or Bank Statement, dated less than 3 months old |
| <input type="checkbox"/> Signed Pension Transfer Form, including the Adviser sign-off for Defined Benefit Transfers (Section 11) | <input type="checkbox"/> Certified Copy of your Valid Passport, Identity Card or Driving License*                   |
| <input type="checkbox"/> Signed Applicant Beneficiary Form (Section 12)                                                          | <input type="checkbox"/> Completed and signed discharge paperwork for each pension transfer                         |
| <input type="checkbox"/> Data Protection Consent Declaration (Section 14)                                                        | <input type="checkbox"/> HMRC Form APSS263 for each pension transfer                                                |
| <input type="checkbox"/> Signed Applicant Declaration (Section 15)                                                               |                                                                                                                     |

Please return all paperwork to the Scheme Administrator:

#### Momentum Pensions Limited

1st Floor  
20 Athol Street  
Douglas  
IM1 1JA  
Isle of Man

Tel: +44 1624 619751  
Fax: +44 1624 612479

Email: [iom@momentumpensions.com](mailto:iom@momentumpensions.com)

**Momentum reserves the right to request further information to perform its customer due diligence.**

\* The certifier must state on the document:

"I certify that the document is a true copy of the original document seen by me"

**Signed:** (the signature of the certifier)

**Name:** (the printed name of the certifier)

**Position or capacity:** (the profession, designation or capacity of the certifier)

**Contact Details:** (address, telephone number)

**Date:** (the date of the certification)

### 03. SCHEME TYPE

Momentum Isle of Man Pension Plan  Momentum Pension Trust  Momentum Retirement Savings Plan

### 04. APPLICANT DETAILS

|                                                                     |                                                                 |                |                                       |
|---------------------------------------------------------------------|-----------------------------------------------------------------|----------------|---------------------------------------|
| Title                                                               | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F | Forename(s)    | Surname                               |
| Marital Status                                                      | Date of Birth                                                   | City of Birth  |                                       |
| Country of Birth                                                    |                                                                 | Nationality    |                                       |
| Country of Issue of Identity Card/Passport                          |                                                                 | Occupation     | Passport Number                       |
| Identity Card Number                                                |                                                                 | UK NI Number   | Date permanently left the UK          |
| Intended retirement age (55-75)                                     |                                                                 | Email Address  | Mobile                                |
| Work Telephone                                                      |                                                                 | Home Telephone | Correspondence Address (if different) |
| Do you consider yourself to be a Politically Exposed Person* (PEP)? |                                                                 |                |                                       |

Yes

No

If Yes, please provide details as to why you consider yourself to be a PEP.

(Large empty box for details)

\*A PEP is a person who is or has been entrusted with prominent public functions. The definition also includes family members or close associates of that person.

### 05. TAX RESIDENCY

|                                                 |                                                        |
|-------------------------------------------------|--------------------------------------------------------|
| Current Country of Tax Residence <sup>1,2</sup> | Tax Identification Number (or equivalent) <sup>3</sup> |
|-------------------------------------------------|--------------------------------------------------------|

If a TIN is unavailable please provide the appropriate reason A, B or C where indicated below:

Reason A: The country / jurisdiction where you are resident does not issue TINs to its residents

Reason B: I am unable to obtain a TIN or equivalent number, and have provided an explanation below

Reason C: No TIN is required as the domestic law of the relevant jurisdiction does not require the collection of a TIN issued by such jurisdiction

<sup>1</sup> If you are tax resident in more than one country / jurisdiction, please provide the information within this section for each country by completing a separate copy of this section 5 for each additional country / jurisdiction.

<sup>2</sup> Should your tax residency change within the next five consecutive complete UK tax years from the date of transfer of UK Benefits, please note you are legally required to advise Momentum of this change immediately and in any event no later than 60 days of this change occurring

<sup>3</sup> A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction.

## 06. PROFESSIONAL ADVISER DETAILS

The Trustee requires the appointment of a Professional Adviser, who will be subject to Trustee approval.

|                                        |                                          |
|----------------------------------------|------------------------------------------|
| Company Name                           | Adviser's Name                           |
| Regulator                              | Licence Number                           |
| Adviser Email Address                  | Telephone Number                         |
| Additional Email Address (if required) |                                          |
| Business Address                       | Registered Office Address (if different) |

## 07. INVESTMENT ADVISER DETAILS

Where I have nominated an Investment Adviser, I recognise my responsibility and therefore irrevocably and unconditionally agree to hold harmless and fully indemnify the Trustee against all or any loss or liability of whatever nature (including all associated costs) that may in any way arise or result from this appointment.

|                                                                                                                                                             |                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Nominated Investment Adviser                                                                                                       | <input type="checkbox"/> Same as Professional Adviser |
| Company Name                                                                                                                                                | Investment Adviser's Name                             |
| Regulator                                                                                                                                                   | Licence Number                                        |
| Email Address                                                                                                                                               | Telephone Number                                      |
| Business Address                                                                                                                                            | Registered Office Address (if different)              |
| Would you like the Trustee to consider providing discretionary control to your Investment Adviser? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                       |

## 08. RISK PROFILE

Please tick the box that applies to you:

| Risk Category | Risk Profile                             | Risk Profile Definition                                                                                                                                         |
|---------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | <input type="checkbox"/> Low             | There is a limited degree of risk to the capital. Any growth is likely to be minimal.                                                                           |
| 2             | <input type="checkbox"/> Lower to Medium | There is a small degree of risk to the capital with potential for moderate growth over the longer term                                                          |
| 3             | <input type="checkbox"/> Medium          | There is some risk to the capital with the potential for a reasonable return over the longer term.                                                              |
| 4             | <input type="checkbox"/> Medium to High  | There is a chance of more growth over the longer term but with an increased possibility of the capital value declining too.                                     |
| 5             | <input type="checkbox"/> High            | There is a potential for significant growth but that potential should be balanced with the increased chance that the investment value may decline more rapidly. |

Momentum Pensions Limited appreciates that the risk profile may change over time, and therefore requests that our staff are notified as soon as possible where this is the case.

**Disclaimer** - Your Investment Adviser will give you advice in line with your attitude to risk and you should ensure that the underlying investments recommended meet with your risk profile. Momentum Pensions Limited are the Professional Trustees and Administrators who ensure your retirement fund is managed within relevant legislation. We accept our duties and responsibilities as both trustees and administrators in full. We do not however, provide investment, tax or legal advice in relation to your fund. Please consult your adviser for advice in these areas.

## 09. INVESTMENT GUIDELINES

The Trustees needs to ensure that the applicant's funds are invested in a prudent manner and in the best interests of the member. The key principle is to ensure that there is a suitable level of diversification relevant to the Member and that the investment:

- Is in line with the underlying Member's attitude to risk.
- Predominantly invested in regulated markets. Not more than 10% of the Scheme assets can be invested in securities that are not traded in or dealt on a regulated market.
- Esoteric, Non-Standard Investments are restricted to no more than 10% of the portfolio's value. Acceptance of these assets is at the discretion of the Trustees.
- Maximum of 40% of the fund in assets with expected liquidity of greater than 3 months but not greater than 6 months.
- Where liquidity is provided by a secondary market, this must be provided by the issuer of the asset and have a maximum pricing period of monthly.
- Where products with underlying Capital guarantees are chosen, i.e. Structured Notes, these will be permitted up to a maximum of 66% of the portfolio's values, with no more than one quarter of the portfolio to be subject to the same issuer default risk.
- Where no such Capital guarantee exists, investment will be permitted up to a maximum of 50% of the portfolio's value.
- Structured Notes will only be accepted at the discretion of the Trustees.
- In addition, further consideration needs to be given to the following factors:
  - Overall size of fund;
  - Credit risk of underlying investment;
  - Liquidity of fund.
- No private funds or private company shares, including shares in a company where the Member, or a related person is a controlling shareholder.
- No immovable property assets. Property funds are acceptable within parameters set out within this guidance.
- No gearing or leverage through the use of derivative products, aside from the use of structured products, which provide some underlying guarantees. If individual investments or equities are considered, then not more than 20% in any singular asset, aside from collective investments.
- Collective investments or funds that provide a sector and geographical spread are acceptable, even if the investments are confined to one fund with a recognized provider.
- In addition to the above, the portfolio must be constructed in such a way as to avoid exposure:
  - To any single sector;
  - To any single region;
  - To any single credit risk.

## 10. PROFESSIONAL ADVISER DECLARATION

We confirm that:

- We have provided appropriate independent advice regarding the suitability of the Applicant's proposed transfer to the Scheme and the proposed underlying investment.
- We are suitably qualified to provide this advice and meet the licensing and regulatory requirements of the jurisdiction in which the advice is being provided.
- All fees have been disclosed to the Applicant including any charges for the underlying investments.
- Where a transfer is from a scheme with any form of guarantee, safeguarded benefits or defined benefits, we have undertaken the appropriate transfer analysis and the Applicant has been advised of any guarantee on benefits that will be lost as part of the proposed transfer to the Scheme.
- Where the transfer is from a UK Registered Scheme, we have made the Member aware of the Overseas Transfer Charge (OTC) which will apply in respect of transfer requests made after the 9th March 2017, unless the Member is tax resident in the Isle of Man.
- We have made the Member aware of their legal obligation to notify Momentum of any change in his/her Tax Residency which occurs at any point within five consecutive complete UK tax years from the date of transfer ("relevant period") no later than 60 days from the change occurring.
- We have also made the Member aware that where a transfer of funds from a UK Registered Scheme was excluded from the OTC at the point of transfer, that this transfer remains liable to the OTC, where during the relevant period the Member ceases to be tax resident in the Isle of Man or subsequently transfers to another QROPS and no longer meets the condition to be excluded from the OTC and on such an event, Momentum will be required to apply the OTC on any ring fenced transfer funds held at that point.
- We confirm that any investment advice given to the Applicant will be within the Investment Guidelines issued by Momentum Pensions Limited as varied from time to time and any regulations issued by the Isle of Man Financial Services Authority in respect of pension assets.

Adviser's Name

Adviser's Signature

Date

## 11. PENSION TRANSFER(S)

Please list the pension(s) that you wish to transfer. A separate copy of this section 10 should be completed if there are more than 2 transfers.

|                                                                                                                                                                                                                                                             |                     |                                          |                                               |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------|-----------------------------------------------|-------------------------------------------|
| Pension Provider 1                                                                                                                                                                                                                                          | Type of Pension     | <input type="checkbox"/> Defined Benefit | <input type="checkbox"/> Defined Contribution | <input type="checkbox"/> Personal Pension |
| Approximate Transfer Value                                                                                                                                                                                                                                  | Pension Scheme Name | Pension Scheme Reference Number          |                                               |                                           |
| Pension Administrator Correspondence Address                                                                                                                                                                                                                | Contact Number      | Email Address                            |                                               |                                           |
| Are the benefits in the transferring Scheme defined benefits ('safeguarded benefits')?                                                                                                                                                                      |                     |                                          |                                               |                                           |
| <p>If Yes and where the Transfer Value is greater than £30,000, please confirm if you have received the required advice on the transfer from an advisor suitably authorised by the FCA to provide this advice, prior to electing to make this transfer.</p> |                     |                                          |                                               |                                           |
| Please confirm if a guarantee date is applicable to this transfer.                                                                                                                                                                                          |                     |                                          |                                               |                                           |
| Is the transfer to be made in the form of a transfer of assets (in-specie) from the existing Scheme?                                                                                                                                                        |                     |                                          |                                               |                                           |
| If Yes, please provide a current valuation including details of the investment holdings.                                                                                                                                                                    |                     |                                          |                                               |                                           |
| <b>Crystallised Benefits</b>                                                                                                                                                                                                                                |                     |                                          |                                               |                                           |
| If Yes, does the transfer value include crystallised benefits?                                                                                                                                                                                              |                     |                                          |                                               |                                           |
| If Yes, is any part designated to provide capped drawdown?                                                                                                                                                                                                  |                     |                                          |                                               |                                           |

### Transfer Declaration

I request my existing Scheme Administrator to transfer the value of benefits held on my behalf to the receiving Scheme in the form of cash payment or direct transfer of assets if requested under the transferring scheme. I hereby apply to Momentum Pensions Limited to accept the transfer(s) from the transferring Scheme(s).

I confirm that where any benefits being transferred are from a Defined Benefits scheme, I have read and understood the Momentum Isle of Man Pension Plan Scheme Particulars document, in particular which detail the different types of benefits available to me under the Momentum Isle of Man Pension Plan.

It is understood that the existing Investment Manager or Administrator of the transferring Scheme will be responsible for the collection of all outstanding dividends and tax reclams, together with the realisation of all such rights and entitlements in respect of the assets transferred and for passing these on to the receiving Scheme.

I authorise the Scheme Administrator, Trustee, or Insurer of the transferring Scheme to provide Momentum Pensions Limited with any information it may request regarding my benefits under the transferring Scheme. I agree that a copy of this authority should have the validity of the original. This letter is only to be used to obtain information and not to authorise any changes.

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

## 11. PENSION TRANSFER(S) (continued)

### Pension Transfer 2

|                                                                                                                                                                                                                                                             |                                                                                                                                                  |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Pension Provider 1                                                                                                                                                                                                                                          | Type of Pension <input type="checkbox"/> Defined Benefit <input type="checkbox"/> Defined Contribution <input type="checkbox"/> Personal Pension |                                 |
| Approximate Transfer Value                                                                                                                                                                                                                                  | Pension Scheme Name                                                                                                                              | Pension Scheme Reference Number |
| Pension Administrator Correspondence Address                                                                                                                                                                                                                | Contact Number                                                                                                                                   |                                 |
|                                                                                                                                                                                                                                                             | Email Address                                                                                                                                    |                                 |
| Are the benefits in the transferring Scheme defined benefits ('safeguarded benefits')?                                                                                                                                                                      |                                                                                                                                                  |                                 |
| <p>If Yes and where the Transfer Value is greater than £30,000, please confirm if you have received the required advice on the transfer from an advisor suitably authorised by the FCA to provide this advice, prior to electing to make this transfer.</p> |                                                                                                                                                  |                                 |
| Please confirm if a guarantee date is applicable to this transfer.                                                                                                                                                                                          |                                                                                                                                                  |                                 |
| Is the transfer to be made in the form of a transfer of assets (in-specie) from the existing Scheme?                                                                                                                                                        |                                                                                                                                                  |                                 |
| If Yes, please provide a current valuation including details of the investment holdings.                                                                                                                                                                    |                                                                                                                                                  |                                 |
| <b>Crystallised Benefits</b>                                                                                                                                                                                                                                |                                                                                                                                                  |                                 |
| If Yes, does the transfer value include crystallised benefits?                                                                                                                                                                                              |                                                                                                                                                  |                                 |
| If Yes, is any part designated to provide capped drawdown?                                                                                                                                                                                                  |                                                                                                                                                  |                                 |

 Yes No Yes No

Date

 Yes No Yes No

### Transfer Declaration

I request my existing Scheme Administrator to transfer the value of benefits held on my behalf to the receiving Scheme in the form of cash payment or direct transfer of assets if requested under the transferring scheme. I hereby apply to Momentum Pensions Limited to accept the transfer(s) from the transferring Scheme(s).

I confirm that where any benefits being transferred are from a Defined Benefits scheme, I have read and understood the Momentum Isle of Man Pension Plan Scheme Particulars document which detail the different types of benefits available to me under the Momentum Isle of Man Pension Plan.

It is understood that the existing Investment Manager or Administrator of the transferring Scheme will be responsible for the collection of all outstanding dividends and tax reclams, together with the realisation of all such rights and entitlements in respect of the assets transferred and for passing these on to the receiving Scheme.

I authorise the Scheme Administrator, Trustee, or Insurer of the transferring Scheme to provide Momentum Pensions Limited with any information it may request regarding my benefits under the transferring Scheme. I agree that a copy of this authority should have the validity of the original. This letter is only to be used to obtain information and not to authorise any changes.

Applicant's Signature

Date

## 12. BENEFICIARY NOMINATION FORM

In the event of my death, I would like the Trustees to consider making payment of any death benefits to the following person(s):

Continue on a separate sheet if required. Percentage allocation should total 100%.

|           |              |   |
|-----------|--------------|---|
| Full name | Relationship | % |
|-----------|--------------|---|

|         |                                |
|---------|--------------------------------|
| Address | Contact number / email address |
|---------|--------------------------------|

|           |              |   |
|-----------|--------------|---|
| Full name | Relationship | % |
|-----------|--------------|---|

|         |                                |
|---------|--------------------------------|
| Address | Contact number / email address |
|---------|--------------------------------|

|           |              |   |
|-----------|--------------|---|
| Full name | Relationship | % |
|-----------|--------------|---|

|         |                                |
|---------|--------------------------------|
| Address | Contact number / email address |
|---------|--------------------------------|

|           |              |   |
|-----------|--------------|---|
| Full name | Relationship | % |
|-----------|--------------|---|

|         |                                |
|---------|--------------------------------|
| Address | Contact number / email address |
|---------|--------------------------------|

|           |              |   |
|-----------|--------------|---|
| Full name | Relationship | % |
|-----------|--------------|---|

|         |                                |
|---------|--------------------------------|
| Address | Contact number / email address |
|---------|--------------------------------|

|                                              |                              |                             |
|----------------------------------------------|------------------------------|-----------------------------|
| Separate sheet attached with further details | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|----------------------------------------------|------------------------------|-----------------------------|

**Note:** This nomination of beneficiaries is not binding on the Trustees and can be withdrawn or changed at any time. It is possible for the Trustees to consider making a payment to a charity, should this be who you wish to nominate as a beneficiary.

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

## 13. TERMS AND CONDITIONS

### 1. INTRODUCTION & SUMMARY

Thank you for your interest in the services that Momentum Pensions Limited ("Momentum") provides.

It is extremely important that you understand the services that Momentum offer so please take the time to carefully read this introduction and the documents attached hereto, prior to proceeding with your application for membership of the Pension Plan you have chosen ("Scheme").

#### **The Services we provide:**

- We will comply with all local and Her Majesty's Revenue and Customs regulations where relevant in respect of your pension assets and as Trustees will provide an oversight role in respect of any investment decisions that you make, to ensure that they are consistent with your attitude to risk and compliant with local guidelines.
- As your Trustees we will act in your best interests and will consider any expression of wishes from you the member, making an appropriate decision in line with our role and responsibilities.
- We do not give financial, legal, tax or investment advice, unless required to do so, to meet our obligations as Trustee of your pension assets. It is incumbent on you to seek advice now and in the future should your circumstances change or if you otherwise require it.

### 2. SUITABILITY - YOUR OBLIGATION TO US:

#### **We ask you to:**

- Provide us with details of your pension provision and any other detail that you consider relevant to our role as Trustee of your pension assets. If you are transferring an existing pension to us you will need to authorise the existing pension provider to transfer the fund to us.
- Complete all relevant documentation and provide us with appropriate due diligence.
- Appoint a professional adviser or separate investment adviser on investment matters should you need advice. As Trustees we are independent and unable to provide you with any investment advice.
- Ensure that you have read and understood the literature that we have provided you with and to ask us any relevant questions, particularly the scheme particulars which set out the operation of the Pension Trust.
- Advise us of any change in your circumstances, including change of address as this may impact on your pension with us

#### **Things you need to know:**

- Momentum Pensions Limited is authorised and regulated by the Isle of Man Financial Services Authority as a Retirement Benefits Scheme Administrator.
- Any pension fees payable to us will be confirmed in writing to you, as detailed in our fee schedule or as may be agreed between us and will be deducted from your retirement fund underlying investments.
- We keep records of our business transactions for at least six years and you are entitled to inspect copies of entries in our books or computerised records about your transactions. A fee may be charged for this service.
- We may receive a fee from a product provider as a result of you transferring your pension to us.
- If you have a complaint about the service that we have provided please make your complaint in person to a Director, in writing by post or email.

## 14. DATA PROTECTION POLICY AND PRIVACY NOTIFICATION

### WHO IS RESPONSIBLE FOR YOUR DATA?

Momentum Pensions Limited ("Momentum" / "we" / "us", "our") is registered with the Isle of Man Information Commissioner. Whilst Momentum Pensions Limited controls and processes personal information, administration of the Isle of Man Pension Plan is processed by Momentum Pensions Malta Limited governed by an intra group outsourcing agreement. Momentum Pensions Malta Limited is registered with the Maltese Data Protection Commissioner.

The term "personal data" refers to information that relates to you and allows us to identify you, either directly or in a combination with other information that we may hold. The below sets out the way Momentum collects, stores and otherwise uses your personal data and the reasons for doing that.

### TYPES OF PERSONAL DATA WE COLLECT

Momentum collects personal data from you at various points during your membership to one of our Schemes, including when applying to become a Member, or using our website. We may collect and process the following categories of information about you (please note this list is not exhaustive):

| Category of Personal Information | Description                                                                                                                                                                            |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal identifiers             | Title, name, surname, gender, date of birth                                                                                                                                            |
| Contact                          | Permanent residential address, correspondence address, home/mobile/work phone number and E-mail address                                                                                |
| Social demographic               | Nationality, country of birth, city of birth, country of issue of identity card/ passport, Politically Exposed Person ("PEP") classification, Tax Residency, nationality, and earnings |
| Documentary data                 | Details about you stored on documents in different formats, or copies of them. This may include documents such as passport, drivers licence, birth certificate or bank statements      |
| Social relationships             | Marital status and nominated beneficiaries                                                                                                                                             |
| Financial data                   | Bank accounts, IBAN numbers and SWIFT/BIC codes                                                                                                                                        |
| National identifier              | A number or code given to you by a government to identify who you are, such as a national insurance number, passport number or Tax Identification Number                               |
| Behavioural                      | Risk profile, other pension arrangements (which may be intended to be transferred to our Scheme), intended retirement age, nominated beneficiaries linked to death benefits            |
| Consent                          | Explicit permission for Momentum to collect and process personal data about you, allowing Momentum to make use of that data in the manner detailed in this policy                      |

You may also provide further information (either on request or voluntarily) by email, post, in face-to-face meetings or by phone.

Finally, your appointed financial adviser may also pass on information to us which you have provided to them and which relates to the administration of our services.

### HOW MOMENTUM COLLECT YOUR PERSONAL DATA

We collect information from our applicants and members predominantly through our application form but also through any subsequent interactions with you.

We use different methods to collect data from and about you, including through:

- **Direct interactions.** You may give us your identity, contact and financial data by filling in forms or by corresponding with us by post, phone, email, online, and face to face meetings or otherwise. This includes personal data you provide when you:
  - apply for our products or services;
  - subscribe to our services;
  - request marketing to be sent to you; or
  - give us some feedback.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies. Please see our cookie policy on our website <https://www.momentumpensions.com/privacy-cookie-policy/> for further details.
- **Third party sources.** We may receive personal data about you from various third parties as set out below:
  - Contact and financial data from providers of technical, payment and delivery services; and
  - Identity and contact data from your financial adviser.

The above lists under each method are not exhaustive.

## 14. DATA PROTECTION POLICY AND PRIVACY NOTIFICATION (continued)

### WHY AND HOW MOMENTUM USES YOUR PERSONAL DATA

Momentum uses your personal data for the following purposes:

- In connection with the provision of services to you in order to administer and run your pension Scheme. This may involve seeking, receiving and processing instructions from you and/or your financial adviser, fulfilling our obligations to you, responding to any request made by you and/or your financial adviser and/or communicating changes to the Scheme/services in question.
- In order to adequately audit and risk assess the services provided.
- In order to contact you either directly or through your financial adviser, including updating you in relation to our services.
- In order to carry out full customer due diligence.
- In order to comply with relevant regulations and obligations including but not limited to obligations relating to prevention of money laundering and funding of terrorism, fraud and crime prevention. This includes performing screening checks at application stage and on a periodic basis thereafter.

Momentum does not use systems to make automated decisions based on personal data collected.

### HOW LONG MOMENTUM RETAINS YOUR PERSONAL DATA

Momentum will keep your personal data during your Scheme membership, and potentially up to 10 years once your membership has ceased, for the following reasons:

- To respond to any questions or complaints
- To demonstrate that you are, or have been, treated fairly
- To satisfy our record keeping obligations in accordance with the applicable legislation and regulations

Momentum may be required to keep your personal data for longer than 10 years if it cannot be deleted for legal, regulatory or technical reasons. Momentum may also keep your personal data for research or statistical purposes. In these circumstances, appropriate measures will be established to ensure your privacy is protected, and the personal data is only used for the purposes intended.

### SHARING YOUR PERSONAL DATA

Momentum might share your personal data with third parties, in limited circumstances. Predominantly that sharing is carried out in order to ensure that our services are provided and administered successfully and in compliance with our regulatory and professional obligations. Your personal data may be shared by Momentum as follows:

- We will share your personal data with your financial adviser, ceding/receiving Schemes, investment companies and investment managers where necessary in connection with our services and services intrinsically linked to the same. Where necessary, Momentum sends a copy of the application form to the investment provider and if the ceding/receiving Schemes asks for details, Momentum will provide them with such information as detailed in the application form, identification documents and/or transfer forms.
- We will share your personal data amongst Momentum's group companies (including companies which partially own, or are owned by, Momentum and/or which share the Momentum brand, including; Momentum Pensions Limited (UK Registration Number 03683070), Momentum Pensions Limited (Isle of Man Registration Number 122471C), Momentum Pensions Malta Limited (Malta Registration Number C52627) and Momentum Pensions (Gibraltar) Limited (Gibraltar Registration Number 109892) (the "Momentum Group"), as they will be involved in connection with the purposes identified above.
- We will share your personal data with the Momentum Group's regulators including, for example, HM Revenue & Customs (and/or other relevant tax authorities) and the Malta Financial Services Authority (and/or other relevant regulators), our auditors and legal advisers in order to comply with relevant obligations, regulations and other legal requirements.
- We may need to disclose your personal data if required by law, if we believe that disclosure is necessary to comply with a current judicial proceeding, or a court order or legal process served on us, in order to enforce our terms and other agreements or to protect the property, rights or safety of Momentum, our Members or others.
- In the event that the Momentum Group goes through a business transition, such as a merger, being acquired by another company, or selling a portion of its assets, your personal data will, in most instances, be part of the assets transferred.
- Momentum Pensions Limited and Momentum Pensions Malta Limited work with third parties in Malta and in the United Kingdom which provide physical storage space for records and other documents. Certain personal data about you may be included within those records and documents. Storage of electronic information will be on Momentum Group servers which are located within the territories which Momentum operates.
- Certain analytics and search engine providers may collect your personal data that assist us in the improvement and optimisation of our website.
- We will not seek to share your personal data other than in the way set out above without taking steps to gain your consent to the same. However, if we are unable to obtain instructions, we may share information where, in our view, it is in your legitimate interest for us to do so.

## 14. DATA PROTECTION POLICY AND PRIVACY NOTIFICATION (continued)

### SHARING YOUR PERSONAL DATA INTERNATIONALLY (OUTSIDE OF THE EUROPEAN UNION "EU" AND EUROPEAN ECONOMIC AREA "EEA")

As set out above, we will share your information amongst the Momentum Group and with third parties (including investment providers/companies and your financial adviser). As such, this will involve transferring your personal data internationally, including transfers outside the EU or EEA.

Momentum will take steps to ensure that the transfers outside EEA are legitimate and, in these circumstances, agreements which include the EU standard model clauses will be put in place between Momentum entities which are transferring the data and those entities operating outside the EEA who are receiving the data. The receiving entities will be mainly your investment providers and financial advisers.

Momentum will only share your personal data outside of the EU or EEA where the European Commission has decided that the third country where your data will be shared provides an adequate level of protection. However, in instances where the third country is not considered to have adequate levels of protection, Momentum will transfer your personal data only after taking the appropriate safeguards and ensuring that you are able to resort to legal remedies if necessary.

### SECURITY OF YOUR PERSONAL DATA

Momentum have in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

There are inherent risks involved when transmitting personal data by post, email and phone or through our website, however Momentum does everything possible to limit these risks by adopting the appropriate technical and organisational measures in order to protect and secure your personal data against unauthorised or unlawful processing and against accidental losses, destruction and/or damage.

Employees of Momentum will be sufficiently trained to ensure that your personal data is always processed with due care in accordance with this regulation. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

As described above, where we disclose your personal data to third parties, we will require that the third party has appropriate technical and organisational measures in place. However, in some instances where we are compelled by law to disclose your personal data, we may have limited control over how it is being protected by that party.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### COOKIES OR OTHER TRACKING TECHNOLOGIES

Momentum online systems and any third party services Momentum may use such as Google Analytics or others may store cookies on your machines. The cookies may collect information such as but not limited to your machine's IP address, location from where you access our online systems, number of times you access our systems, and browser you use.

We use cookies in order to improve the online user experience, to provide you with more relevant content and to analyse how you use Momentum's website.

For further information, please refer to the Cookie Policy available on Momentum's website:

<https://www.momentumpensions.com/privacy-cookie-policy>

## 14. DATA PROTECTION POLICY AND PRIVACY NOTIFICATION (continued)

### YOUR LEGAL RIGHTS

#### Lawful processing

In addition to our Data Protection and Privacy Notification Statement, your privacy is protected by law.

Momentum are legally only allowed to collect and process personal data where there exists a proper reason to do so. The law says Momentum must have one or more of these reasons:

- You have provided your consent for Momentum to do so;
- It is necessary for the performance and servicing of your Scheme;
- There is a legal obligation;
- In order to protect your vital interests or of another individual;
- It is necessary for the performance of a task carried out in public interest or in the exercise of official authority vested in Momentum; and
- It is in Momentum's legitimate interest.

Below is a list of ways in which we may use your personal data, which of the reasons we rely on to do so, and what our legitimate interests are (this is not an exhaustive list):

| WHY WE USE YOUR INFORMATION                                                                                                                                                                                                                                                                           | OUR REASONS                                                                                                                                                                      | OUR LEGITIMATE INTEREST                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• To manage our relationship with you.</li><li>• To develop new ways to meet our members' needs and grow our business.</li><li>• To provide guidance about our products and services.</li></ul>                                                                 | <ul style="list-style-type: none"><li>• Your explicit consent</li><li>• Fulfilling contractual obligations</li><li>• Our legitimate interests</li><li>• Our legal duty</li></ul> | <ul style="list-style-type: none"><li>• Keeping our records about you up to date.</li><li>• Seeking your consent when we need it to contact you.</li><li>• Being efficient about how we fulfil our legal and contractual duties.</li></ul>                                               |
| <ul style="list-style-type: none"><li>• To deliver our products and services.</li><li>• To make and manage customer payments.</li><li>• To collect and recover money owed to us.</li></ul>                                                                                                            | <ul style="list-style-type: none"><li>• Fulfilling contractual obligations</li><li>• Our legitimate interest</li><li>• Our legal duty</li></ul>                                  | <ul style="list-style-type: none"><li>• To develop products and services and what we charge for them.</li><li>• Being efficient about how we fulfil our legal and contractual duties.</li></ul>                                                                                          |
| <ul style="list-style-type: none"><li>• To detect, investigate, report and seek to prevent financial crime.</li><li>• To manage risk for us and our customers.</li><li>• To comply with laws and regulations applicable to us.</li><li>• To respond to complaints and seek to resolve them.</li></ul> | <ul style="list-style-type: none"><li>• Fulfilling contractual obligations</li><li>• Our legitimate interest</li><li>• Our legal duty</li></ul>                                  | <ul style="list-style-type: none"><li>• To develop and improve how we deal with financial crime, as well as carrying out our legal duties.</li><li>• Comply with regulations applicable to us.</li><li>• Being efficient about how we fulfil our legal and contractual duties.</li></ul> |
| <ul style="list-style-type: none"><li>• To run our business in an efficient manner by managing our business capability, planning, governances, communications and audit.</li></ul>                                                                                                                    | <ul style="list-style-type: none"><li>• Our legitimate interest</li><li>• Our legal duty</li></ul>                                                                               | <ul style="list-style-type: none"><li>• Comply with regulations applicable to us.</li><li>• Being efficient about how we fulfil our legal and contractual duties.</li></ul>                                                                                                              |

Momentum does not intentionally collect personal data that could reveal your racial or ethnic origin, physical or mental health, religious beliefs or alleged commission or conviction of criminal offences. Such information is considered "sensitive personal data". Momentum will only collect this information where one of the above reasons are satisfied. We cannot prevent you or your financial adviser from disclosing the same to Momentum as part of your correspondence with us but you should ensure that such information is only provided where it is absolutely necessary and in circumstances where you would be content for us to use it in the manner described above.

#### Right to access your personal data

You also have the right to request access to the personal data that we hold about you. Should you wish to request a copy of your personal data, or have any questions in relation to your personal data, please contact Momentum.

Requests for access to your personal data will be processed free of charge. However, if we deem that requests for access are being made in a frequent, excessive and repetitive manner or on unfounded basis, Momentum reserves the right to charge a reasonable fee to meet our administrative costs.

## 14. DATA PROTECTION POLICY AND PRIVACY NOTIFICATION (continued)

### Right to stop Momentum from using your personal data

You have the right to object to Momentum using your personal data, or ask Momentum to delete, remove or stop using your personal data.

You also have the right to restrict Momentum from using your data. This means that your personal data can only be used for certain things such as legal claims or in order to exercise legal rights. During such instances, Momentum will not use or share your personal data in other ways.

You may ask Momentum to restrict processing your personal data if it is not accurate; if it has been unlawfully used but you don't want Momentum to delete it; if it is not relevant anymore but you want Momentum to keep it for use in legal claims; or you have already asked Momentum to stop using your data but you're waiting for confirmation as to whether Momentum are allowed to use it.

Momentum may need to keep or continue to use your data to comply with any regulatory reporting requirements or similar requirements.

### Right to withdraw your consent

You have the right to withdraw your consent. Please contact Momentum if you wish to do so.

Where consent is the only lawful basis upon which your personal data can be processed, withdrawing your consent may mean Momentum cannot provide you with a full service. If this is the case, Momentum will clarify this to you.

### Right to rectify inaccurate personal data

You have the right to question any personal data we have about you that you think is wrong or incomplete. Should you do so, Momentum will take reasonable steps to check the accuracy of all information held and correct it where necessary.

### Right to complain

Please let us know if you are unhappy with how we have used your personal data. Contact details for all complaints can be found on our Complaints policy, available from our website: <https://www.momentumpensions.com/media/1254/isle-of-man-complaints-leaflet.pdf>

You also have the right to complain to the Isle of Man Information Commissioner. Please refer to their website for details of how to report a concern: <https://www.inforights.im/>

### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### Time limit to respond

We try to respond to all legitimate requests within [1] one month. Occasionally it may take us longer than this if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

### UPDATES TO THIS POLICY

We will occasionally update this Policy to reflect changes in the applicable Regulation, and/or relevant legislation as well as both company and customer feedback. We will contact you to inform you of the same whilst the revised Policy can be found on our website. (<https://www.momentumpensions.com/>)

### DATA PROTECTION OFFICER

Momentum have appointed a Data Protection Officer, who is your main contact for any concerns you have regarding both the processing of your personal data and your rights and freedoms. Momentum's Data Protection Officer is:

#### Valerie Calleja

Momentum Pensions Malta Limited

Ground Floor, Crown Marina

Ta'Xbiex Seafront

Ta'Xbiex

XBX1027

Malta

Email: [v.calleja@momentumpensions.com](mailto:v.calleja@momentumpensions.com)

Tel: +35627877677

#### 14. DATA PROTECTION POLICY AND PRIVACY NOTIFICATION (continued)

##### DATA PROTECTION CONSENT DECLARATION

Please ensure you read the following Declarations and if in agreement, kindly confirm acceptance.

- I hereby confirm that I have read and understood the Data Protection Policy and Privacy Notification and understand the way Momentum Pensions Limited ('Momentum') collects and processes my personal data.
- I hereby confirm that I understand the legal grounds for Momentum to collect and process my personal information.
- I hereby confirm that I understand my rights as a data subject in accordance with the Data Protection Policy and Privacy Notification.
- I allow Momentum to collect, process and share my information in accordance with the Data Protection Policy and Privacy Notification.
- I allow Momentum to retain my information in accordance with the Data Protection Policy and Privacy Notification.
- I allow Momentum to contact me, my appointed Financial Advisor or any other third party in connection with my pension scheme via email, phone, or post in order to fulfil their contractual and legal obligations.

Applicant's Signature

Date

## 15. DECLARATIONS

**Please read the following terms and conditions carefully before signing these declarations:**

1. I acknowledge and accept the Terms and Conditions for Membership .
2. I have been supplied with the Scheme brochure and Scheme Particulars and fully understand the contents.
3. I declare that I have been informed of the implications of holding the status of a Politically Exposed Person (PEP) and that I have disclosed all material information required. Moreover, I bind myself to notify Momentum as the Scheme Administrator should my status or that of any designated beneficiary change to that effect.
4. I acknowledge that details of the fees and charges to be made by Momentum Pensions Limited "Momentum" as Trustee of the Scheme have been given to me and that in the event that the information which I have provided to Momentum is in any way inaccurate, additional fees and charges may be incurred and payment of benefits under the Scheme may in consequence be deferred or voided.
5. I consent to the Scheme Administrator deducting the agreed fees directly from my Scheme investments.
6. I acknowledge and accept that the services provided by Momentum do not extend to financial, legal, taxation or investment advice. Momentum has not provided advice in relation to membership of the Scheme or its suitability to my current or future circumstances.
7. I will not hold the Scheme Administrator responsible in any way for any delays in the purchase or sale of any investments that have been suggested for consideration by my Financial Advisor or myself.
8. I will hold the Scheme Administrator fully indemnified against any reasonable claim in respect of such investment decisions or directions.
9. I shall upon request make full disclosure in writing of any benefits I have received, may receive or may be entitled to receive from any other Superannuation Fund or employer.
10. I wish to nominate the person(s) listed in the section headed Beneficiary Nomination in this application to receive any benefit payable from the Scheme in accordance with the Trust Deed and Rules, and understand that I have the right to change this nomination by giving notice to Momentum at any time.
11. I hereby grant my consent that the information which I have provided in this form, and any updates that I may forward in the future, may be shared by Momentum Pensions, for purposes of compliance by Momentum Pensions with the applicable Rules and Regulations
12. I confirm that I have not been convicted of any criminal offence (motoring offences excluded). I confirm that I have not been the subject of any taxation investigation in any part of the world. I confirm that to the best of my knowledge and belief there are no present or future creditors who may have a claim against the assets to be held by Momentum as Trustee of the Scheme.
13. I declare that the country of tax residency is as completed in this form. Where the transfer is from a UK Registered Scheme, I undertake to advise the Retirement Scheme Administrator in writing but no later than 60 days of any change in circumstances which affect my tax residency status, my residential address, or causes the information contained herein to become incorrect or incomplete.
14. I have read and understand the information provided in the Scheme Particulars regarding the Overseas Transfer Charge (OTC). I understand that should this charge arise during the relevant period, I am jointly and severally liable with Momentum Pensions Limited and the charge will be deducted from my pension fund and paid to HMRC, unless otherwise agreed with the Retirement Scheme Administrator.
15. I understand that where the transfer of benefits from a UK Registered Scheme or onward transfer of UK tax relieved funds or ring fenced transfer funds from a Recognised Overseas Pension Scheme , is not subject to the OTC at the point of transfer, the OTC will still apply at any time during the five (5) consecutive complete UK tax years immediately following the tax year in which the transfer is made (known as the relevant period), if I cease to be tax resident in the Isle of Man or alternatively, instruct an onward transfer to a QROPS which is not excluded from the OTC.
16. I understand that where a Transfer was subject to the OTC and where I subsequently become Isle of Man tax resident or transfer my benefits to a Scheme which satisfies one of the conditions within the relevant period, a repayment of the OTC may be claimed, subject to my notifying the Scheme Administrator(s) who deducted the OTC before the cut-off date, which is one year after the end of the relevant period for the transfer concerned.

## 15. DECLARATIONS (continued)

17. I hereby irrevocably and unconditionally agree to fully and effectually indemnify and keep indemnified Momentum Pensions Limited from and against any tax liability, charge or interest of whatever nature (including all associated costs) that may be incurred by Momentum Pensions Limited as a result of any false or incorrect declaration I have made, or failure to notify them of any change in my tax residency within the required timeline, which ultimately results in a liability being imposed.
18. I acknowledge that the information contained in this form and information that Momentum Pensions hold regarding me and my Retirement Trust may be provided by Momentum Pensions to the tax authorities of the country/jurisdiction in which the Retirement Pensions Trust is maintained and exchanged with relevant tax authorities of another country/jurisdiction or countries/jurisdictions in which I may be tax resident pursuant to intergovernmental agreements, including the amended Cooperation with other Jurisdictions on Tax Matter Regulations, to exchange Financial Account information.
19. I acknowledge that the Trust Deed and Rules of the Scheme and these Declarations are to be governed by Isle of Man law.
20. I confirm that the information provided in this Application is to the best of my knowledge both accurate and complete.
21. I understand that the terms and conditions may be amended from time to time.

Applicant's Signature

Date

Momentum Pensions Limited is registered as a Retirement Benefits Scheme Administrator by the Isle of Man Financial Services Authority under registration number RA102.