



FAMILY SUNTRUST

PRODUCT GUIDE

This guide provides an introduction if you are thinking about joining a Family Suntrust Scheme (Scheme). All information is based on our interpretation of current UK law and the practice of HM Revenue & Customs (the 'Revenue'). You should not treat it as legal advice or rely on it as a statement of law.

If you would like more information about Family Suntrust please ask your financial adviser for:

- The Key features of Family Suntrust
- The Family Suntrust – Guide to fees
- An Illustration
- Terms & conditions
- Investment in commercial property guide.

For more about pension benefits please ask your financial adviser for the:

- Tax and your pension leaflet
- Pension benefits guide.

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WELCOME TO FAMILY SUNTRUST

Family Suntrust is for groups of individuals, such as families or business partners who wish to pool their pension funds and invest together.

It is designed to be suitable for people who want:

- a tax-efficient way to build up a pension fund
- a choice as to how they take their income
- access to a selection of investment options
- the opportunity to provide for their dependants/beneficiaries when they die.

But...

Joining the Scheme is a long-term commitment. Due to the pooled fund it is a complex product with risks associated with it. The value of each Participant's share of the pooled fund can fall as well as rise and is not guaranteed - this means that they may receive less in benefits than payments made.

1) You must receive professional financial advice to decide whether joining a Scheme is suitable for you	2) The Scheme must always have a financial adviser in place who has been appointed by everyone in the Scheme.
Financial advice	
3) Everyone in the Scheme must receive advice from the appointed financial adviser for decisions relating to the Scheme.	4) You must tell us if you stop using or change the appointed financial adviser.

You should remember that:

If the Scheme does not have an appointed financial adviser we may wind-up the Scheme. This could mean you will have to transfer your benefits to another scheme or for any members over 55 (rising to 57 from 6 April 2028), the benefits could be used to buy an annuity.

The financial adviser will charge for advice and services provided in relation to the Scheme. You and others in the Scheme can either pay for this direct or from money held within the Scheme. For more information about adviser charges please see the **Family Suntrust – Guide to fees**.

If you join a Scheme

You will be classed as a Participant and will fall into one of the following categories:

Member	Dependant/Beneficiary
If you join to build up or take pension benefits.	If you elect to receive a death benefit entitlement as drawdown pension following the death of a Participant, or you transfer in a dependant's or beneficiary's drawdown pension from another scheme.

There is no age restriction to becoming a Participant, however if you are a minor, your parent or guardian must also be a Participant and agree to act on your behalf until you are 18.

There are a number of ways you can make a payment:

- single and/or annual contributions paid by you or on your behalf up to your 75th birthday
- single and/or annual contributions paid by your employer up to your 75th birthday
- transfer payments at any time from another pension scheme (either registered schemes or others such as employer financed retirement benefits schemes and overseas pension schemes).

All individual transfers and contributions must be a minimum of £1,000 gross.

HOW FAMILY SUNTRUST WORKS

Each Family Suntrust Scheme is a self-invested personal pension scheme. All money held within a Scheme is managed as one portfolio known as the pooled fund.

What is the pooled fund?

All Scheme assets are part of the pooled fund. Its purpose is to let you and the other Participants combine individual pension funds and invest them as one portfolio so:

1. Transaction charges and administration costs may be lower than if the assets were managed separately.
2. It may provide greater investment opportunities than if everyone made their own arrangements.

The Scheme is structured so that:

- the Scheme Trustee is the legal owner of all Scheme assets
- it holds them for our sole disposal as Scheme Administrator
- we use these assets to support our obligations to provide benefits for you and any other Participants.

The value of each Participant's share of the pooled fund can fall as well as rise and is not guaranteed - this means that they may receive less in benefits than payments made.

Who makes the decisions?

All Participants must agree unanimously in writing to decisions relating to the pooled fund such as:

- making new, or changing existing, investments. You can agree to apply investment instructions to all future payments into the Scheme until you provide a new agreement to change them
- accepting in specie transfers. This means transferring an asset in its current form without the need to convert it into cash.
- selling assets
- including new members or dependants/beneficiaries
- setting up adviser charge arrangements.

What happens if we can't agree?

As the Scheme Administrator we can only act when we receive unanimous written agreement. If we don't receive this, then the circumstances within the pooled fund will stay the same.

How do you work out each Participant's benefits?

When you first join the pooled fund the value of your benefit will be based upon the amount we receive on your behalf. We record this benefit entitlement as a notional amount within the pooled fund.

Each additional payment we receive on your behalf will increase this amount while any amount we pay out on your behalf will reduce it.

This allows us to keep track of your benefit entitlement within the pooled fund. As it is only notional there is no requirement for this to change in line with the assets held within the pooled fund. Instead, we will only change it when certain events happen such as the annual review or when benefits are assessed, taken or reviewed.

At each of these review events we compare the value of the pooled fund against the amounts we have recorded for each Participant since the last review. We then increase or decrease the notional amount accordingly.

How often do you value the pooled fund?

We will value the pooled fund at least once every 12 months. Although there are other circumstances where assets must be valued, for example when benefits are assessed, taken or reviewed. In all cases we get an open-market valuation of the Scheme's assets. Where this includes a valuation of a UK commercial property the value of the property is a matter of the valuer's opinion and not fact.

We may charge you for a valuation and depending on the type of asset, for example UK commercial property, there may be third party charges as well.

Is there anything else I need to know?

1. Bank accounts

We operate two bank accounts in the name of the Trustee, the scheme cash account and the deposit bank account:

- a. All payments will be paid into the scheme cash account. We will immediately add tax relief you are entitled to. Please read our **Tax and your pension** leaflet for more information about tax relief.
- b. Any money not earmarked for immediate investment or to cover items such as ongoing fees, charges and benefit payments will be moved to the deposit bank account.
- c. Interest is calculated daily on money held in the deposit bank account overnight and credited monthly to your scheme.
- d. There is no overdraft facility with these accounts.
- e. Participants must ensure there is sufficient available cash within the scheme to cover items such as ongoing fees, charges and benefit payments.

2. Fees and charges

There are different fees based on the options you select. Fees will reduce the value of your investment. For details please read the **Family Suntrust – Guide to fees and Investment in commercial property guide**.

3. How we keep you informed

On each Scheme anniversary we will issue a yearly statement. This will give details of:

- a. All assets held under the Scheme as well as a valuation. For some types of asset, such as UK commercial property, this may not be a current valuation.
- b. All income and expenditure in relation to any commercial property held during the year.
- c. The income paid if you are taking Drawdown Pension during the year.
- d. All transactions where borrowing has taken place during the year.

Where assets are to be valued, and/or an exact current valuation is required for assets such as commercial property, there may be a charge for obtaining the valuation

Winding up the Scheme

We do have the right, in extreme circumstances, to wind-up your Family Suntrust Scheme. Our right to do this arises where something has happened which means we can't administer the Scheme properly anymore or it is not possible for unanimous written agreement to be given, and this leaves us with no other option. For example:

- us exercising our right to wind-up where the appointed financial adviser stops acting and a replacement isn't appointed
- unanimous written agreement being reached to wind-up
- a minor participating in a Scheme without a parent or guardian participating in the Scheme able to act on their behalf.

There are other circumstances in which wind-up may occur. For details, please see the **Family Suntrust Scheme – Terms & conditions**.

INVESTING THROUGH FAMILY SUNTRUST

Combining multiple funds into one portfolio may provide greater investment opportunities than if everyone made their own arrangements.

However, the common investment strategy may not match the investment strategy you would choose if you were investing on your own. This could mean your share of the pooled fund is exposed to a different level of risk than you would take if you were investing on your own. The value of the pooled fund may be lower than it would have been if you had followed your own investment strategy.

You should speak to the appointed financial adviser about the following investment options you have. We also include details about the investments not currently permitted in Appendix 1 of the **Family Suntrust Scheme – Terms & conditions**.

UK commercial property	It may be possible to invest in commercial property. Our Investment in commercial property guide gives more information.
Discretionary Fund Manager (DFM)	<p>As an investment specialist a DFM can put together a portfolio which meets your common investment objectives and attitudes to risk.</p> <p>By using a DFM, you are entrusting a third party to make investments on your behalf. Their interpretation of your risk strategy may not match yours and may result in the investment return being lower than it would have been if you had chosen the investments yourself.</p> <p>There are also risks associated with the specific investments being made and the additional charges they may incur. The DFM can give you details of the risks that apply to the chosen investments and any applicable costs.</p>
Other options	You can make a number of other investments including offshore and onshore bonds, deposit accounts, and Trustee Investment Plans.

You should remember that:

Each type of asset has its own investment risks and may incur additional costs. Also, the value of any investment may fall as well as rise and is not guaranteed, so the value of your benefits could be lower than the amount you have paid in and that shown on your illustration. There is more information about the risks associated with investing through the pooled fund in the **Key features of Family Suntrust**.

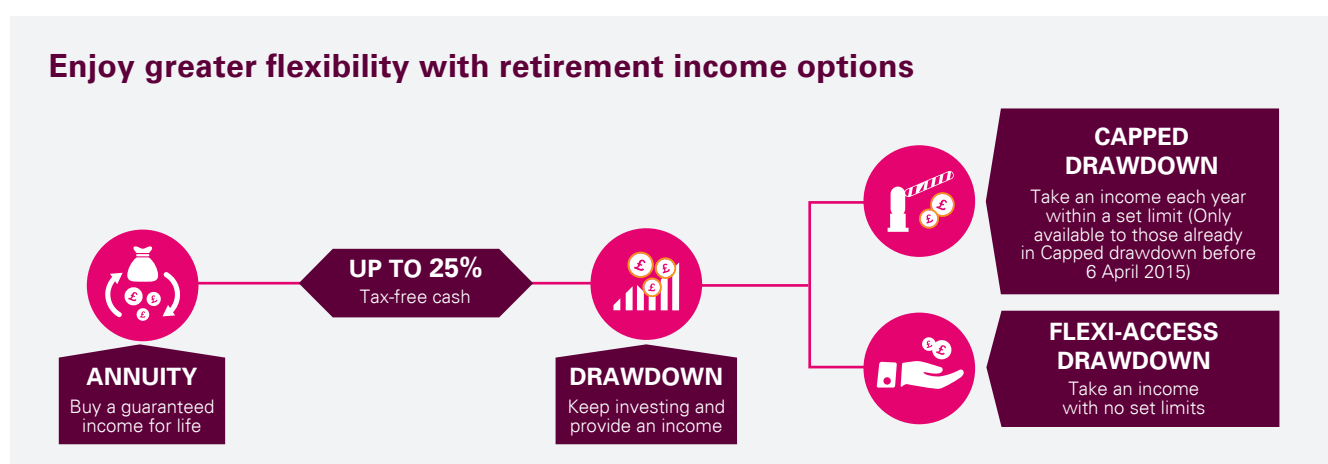
TAKING BENEFITS THROUGH FAMILY SUNTRUST

You have different options when it comes to taking your benefits.

You can take benefits from your share of the pooled fund at any time after age 55 (rising to 57 from 6 April 2028).

- It may be possible to take the benefits earlier than this if you suffer from an illness that affects your ability to work or for protected pension ages.
- You do not have to stop working to take benefits.
- You can take as little or as much of your pension fund as you want, at any time, while it remains invested.

We cover taking benefits in detail including details of each of the options below and their potential benefits and risks in the **Key features of Family Suntrust** and **Pension benefits guide** but here is an overview of the benefit options you have.



What will my benefits depend on?

The level of benefits you can take will depend on the value of your share of the pooled fund at that time. This is the result of a combination of factors, including:

- the amount of contributions and transfer payments paid in respect of you
- the performance of the investments made under the Scheme. Their value may fall as well as rise and is not guaranteed, so the value of your benefits could be lower than what you have paid in
- the effect of tax. Tax rules regarding benefits may change at any time and their effect will always depend on your personal circumstances
- the effect of fees. These could be higher than anticipated
- taking benefits before the date you chose when you joined the Scheme
- the Family Suntrust does not offer any guarantees however some retirement products do.

You should speak to the appointed financial adviser for help in deciding which option suits you best. This is important as 'shopping around' could help you obtain a higher pension income or lower charges.

You can also refer to:

- MoneyHelper. It publishes a consumer factsheet, 'Your pension – your choices'. This is available on their website www.moneyhelper.org.uk
- Pension Wise, a service from MoneyHelper. It is available to anyone with a pension who is close to retirement. Pension Wise is free and provides impartial guidance about pension choices. You can register your interest in using the Pension Wise service at www.moneyhelper.org.uk/pensionwise

Can I transfer to another provider?

Instead of taking benefits from the Scheme, you can transfer your pension fund to another Registered Pension Scheme. Other Registered Pension Schemes may allow additional benefit options such as an annuity. There is more information about transferring out of a Scheme in the **Family Suntrust Scheme – Terms & conditions**.

What happens when I die?

We will use the full value of your share of the Pooled Fund, to provide a lump sum or income for your dependants/beneficiaries. There is more information about providing death benefits in the **Death benefits option** form.

NEXT STEPS - JOINING A SCHEME

To join a Scheme all the existing Participants must agree.

If we receive their unanimous written agreement you will need to:

- be a UK resident.
- complete a **Family Suntrust – Application to join a Scheme** form.
- do one or more of the following. Make a minimum gross:
 - contribution of £1,000 into the Scheme
 - transfer payment of £1,000 from another pension scheme
 - transfer of drawdown funds of £10,000 from another scheme.

If you are a dependant/beneficiary who becomes entitled to Flexi-access drawdown when someone in the pooled fund dies unanimous agreement isn't needed. But you will still need to apply to join.

You should remember that:

1. You can continue making contributions (or your employer can do so on your behalf) up to your 75th birthday. Transfers from other schemes can be accepted regardless of age.
2. For personal contributions we do not wait until the Revenue pay us the tax relief – we add it to your contribution straight away – making the gross contributions available for investment as soon as possible.

For further information about contributions and transfers you should read the **Key features of Family Suntrust** and the **Tax and your pension** leaflet.

FINANCIAL ADVISER

For more information about the Family Suntrust and the options available to you, please speak to the financial adviser.

Financial advisers use a variety of different ways to charge you for their services and you will be liable for any charges incurred. Please ask a financial adviser for full details of these charges.

CONTACT US

If you want more information about Family Suntrust please:

Call us on **0345 129 9993**

Available 8.30am – 5.30pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

Email us at **SIPPenquiries@sipp-phoenixwealth.co.uk**

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

Visit us here **phoenixwealth.co.uk**

Write to us at

Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ