

INVESTMENT INSTRUCTIONS

FOR SELF-INVESTED PLANS

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

When to use this form

You need to complete this form to let us know how you want to invest any contributions or transfer payments.

What do the investment instructions in this form relate to? You can tick more than one box.

- ☐ Personal regular contribution – you must also complete the **Phoenix Wealth – Individual regular contribution** form
- ☐ Employer contribution – you must also complete the **Phoenix Wealth – Employer contribution** form
- ☐ Employer contribution through The Executive Pension – you must also complete **The Executive Pension – contribution** form
- ☐ Transfer – you must also complete the **Phoenix Wealth – Transfer payment authority**
- ☐ Benefits – you must also complete one of the following benefit forms:
- ☐ **Phoenix Wealth – Flexi-access drawdown benefit options**
 - ☐ **Phoenix Wealth – Capped drawdown benefit options**
 - ☐ **Phoenix Wealth – Uncrystallised funds pension lump sum benefit options**

1. DETAILS

Your full name	
Plan number (if applicable)	
Illustration reference number (The bold seven digits of the reference number)	

2. INVESTMENT ALLOCATION

Any proportion of your investment you don't allocate to one of the categories below will stay in the designated cash account until we receive your investment instructions. If you want us to invest into other assets please complete the appropriate application form or write your instructions in the Notes section.

Employer single contributions and transfers

Complete this section to let us know how you would like to invest your employer single contributions and transfers, excluding assets transferred in-specie.

If you are transferring your pension from another provider to take benefits, your funds will remain in the designated cash account until we have received all known contributions/transfers. We will then calculate and pay your tax-free lump sum and invest the remaining balance according to your instructions below and in section 3.1. You will receive documentation on receipt of each transfer/contribution and when your benefits begin.

Alternatively, tick this box ☐ if you want each transfer processed upon receipt and invested as per your instructions below and in section 3.1 before starting to take benefits.

- | | | |
|--|---|----------------------------------|
| • Investment into Phoenix Wealth Pension Funds | % | Please also complete section 3.1 |
| • Investment by discretionary fund manager (DFM) | % | |
| • Other | % | |

Regular contributions

Would you like future regular contributions to be invested in the funds you select in section 3.1? ☐ Yes ☐ No

3. INVESTMENT DETAILS

3.1 Investment in Phoenix Wealth Pension Funds

Please confirm if you want to invest this contribution based on:

☐ New investment instructions - please complete the table below. The combined total percentage must add up to 100%.

Fund name	Percentage (whole % only)
TOTAL	100%

3.2 Investment allocation for future illustrations

Our industry regulator requires us to send you illustrations to show you how your Plan may perform based on your investment choices. As such, we need to capture your long-term investment strategy.

We will therefore use the information you provide in this form for these future projections for the whole of your Plan. Please let us know if and when your investment strategy changes in the future.

To avoid delays, the investment details in this section must match those shown in your personal illustration.

Please specify your investment strategy using the table below. Do not include investment in Phoenix Wealth Pension Funds; we will use your actual holdings in those funds when preparing illustrations.

Type of investment	Percentage
SI Fixed Interest Gilts (Passive Fund/Direct)	
SI Fixed Interest Gilts (Active Fund)	
SI Index Linked Gilts (Passive Fund/Direct)	
SI Index Linked Gilts (Active Fund)	
SI Cash (Cash account)	
SI Cash (Cash fund)	
SI Cash (Fixed Term Deposit)	
SI Corporate bonds (Active Fund)	
SI Corporate bonds (Multimanager Fund)	
SI Property (Direct)	
SI Property Fund (UK)	
SI Property Fund (Overseas)	
SI Equity (Passive Fund)	
SI Equity (Multimanager Passive Fund)	
SI Equity (UK Active Fund)	
SI Equity (Global Active Fund)	
SI Equity (Multimanager Active Fund)	
SI Equity (Direct Holdings)	
SI Other	
DFM Portfolio**	
TOTAL	100%

**If you've selected a DFM Portfolio, please tick one of the options below and tell us the relevant annual management charge (between 0.50% to 1.75%, in 0.25% increments only).

Annual management charge

☐ DFM Cautious Portfolio	%
☐ DFM Balanced Portfolio	%
☐ DFM Adventurous Portfolio	%

4. PORTFOLIO REBALANCING

Complete this section if you want to apply Portfolio Rebalancing to your investments in Phoenix Wealth Pension Funds.

If you choose Portfolio Rebalancing, your portfolio of Phoenix Wealth Pension Funds will be rebalanced to your original investment allocation or the new instruction given in section 3.1. You can stop or change Portfolio Rebalancing at any time by writing to us or by completing the **Fund Switching, Investment Allocation and Portfolio Rebalancing** form. Your financial adviser can also set up and vary Portfolio Rebalancing instructions online.

Start date (between 1st and 28th of month) / /

Frequency: ☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Annually

5. CASH MANAGEMENT STRATEGIES

This section must be completed by your financial adviser.

All payments will be deducted from the appropriate cash account and it is you and your client's responsibility to manage the cash balance(s). To help manage these payments on your client's behalf, when payments become due, please indicate the strategies for each charge and/or income type below.

Cash – your client should ensure there is sufficient cash available when the charge and/or income is due. If there isn't, we will contact you for disinvestment instructions. If we don't receive instructions, we will enforce a last-in, first-out (LIFO) disinvestment after 30 days.

Phoenix Wealth Pension Funds (PWPF) – we will disinvest from the pension fund holdings proportionally across all readily realisable funds. Different disinvestment strategies can be set up in chosen funds online or by contacting our Investment Support Desk.

Discretionary fund manager (DFM) – we will contact the DFM on your client's behalf and ask for a disinvestment when any charge and/or income becomes due. This will not amend any other DFM strategy/standing orders already set up.

Last in first out (LIFO) – we will disinvest in accordance with the priority order as stated in our **Terms & Conditions**.

Please select the disinvestment strategy by ticking the relevant boxes:

	CASH	PWPF	DFM	LIFO
Annual product charge				
Annual drawdown pension charge				
Drawdown pension income				
Adviser charges				

6. FINANCIAL ADVISER DECLARATION

Please note: We will only pay an adviser charge if we have received a completed Adviser charges payment request form.

Confirmation of advice given

Did you give advice in relation to this instruction?

☐ Yes – restricted ☐ Yes – independent ☐ No

Additional advisers

If you are appointing an investment deals manager and/or an investment advice manager ("Investment Adviser"), who is someone other than the financial adviser detailed in this section, please ensure that you include a completed **Investment Agreement** (available on request) with this instruction.

☐ I am appointing an additional Investment Adviser(s) and enclose a completed **Investment Agreement**

This authority shall continue in full force and effect until we receive written notice of cancellation by the client. Please send the notice to the Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ.

Financial adviser's signature

Date:

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Your Name	
Name of your firm	
FCA number	

7. MEMBER DECLARATION

I confirm

- I have obtained and considered professional advice in relation to the suitability of any investments.
- I hereby confirm the appointment of the Investment (Advice) Manager and/or Investment (Deals) Manager, if applicable (see the financial adviser details and declaration section) and fully understand and agree that:
 - a) I, my financial adviser and any appointed Investment (Advice) Manager are solely responsible for all the decisions relating to the purchase, fund switching, retention and sale of the investments in respect of my arrangements under the Scheme. This does not affect the right of Phoenix Life Limited to stop or dispose of any investments as it sees fit.
 - b) I am responsible for any losses and reasonable costs and expenses Phoenix Life Limited (as scheme provider), Phoenix Life Limited (as scheme administrator) or Phoenix Life Trustee Services Limited (as Trustee) may suffer in respect of such decisions.
 - c) Phoenix Life Limited (as scheme provider), Phoenix Life Limited (as scheme administrator) or Phoenix Wealth Trustee Services Limited (as Trustee) does not accept liability for default by any bank or authorised institution which holds cash for the purpose of the Retirement Wealth Account.
- Where I have appointed a Discretionary Fund Manager, or where I appoint one in the future, I authorise my appointed Discretionary Fund Manager to give Phoenix Life Limited investment instructions on my behalf in respect of that part of my Plan over which I have given him or her discretionary authority and for Phoenix Life Limited to accept and act on those instructions. Accordingly, I explicitly instruct Phoenix Life Limited to forward any monies requested by the Discretionary Fund Manager from my Plan to the Discretionary Fund Manager for investment on my behalf, provided such monies are within the limits of the Discretionary Fund Manager's authority as notified by me to Phoenix Life Limited from time to time. I understand that:
 - a) the Plan may only invest in the investments permitted, including the Phoenix Wealth Pension Funds made available under my Plan. I also understand that the range of permitted investments made available to my Plan may change from time to time.
 - b) the appointment of an Investment Adviser and/or Discretionary Fund Manager may be terminated by me, the Investment Adviser and/or Discretionary Fund Manager (as applicable) or Phoenix Life Limited at any time by giving prior written notice to all parties involved. This is on the basis that termination shall not affect any transactions that are already in progress before prior written notice is received.
- I authorise you to send contract notes and cancellation notices in relation to underlying investments directly to my financial adviser.
- I confirm the financial adviser has explained the cash management strategy options that may be undertaken on my behalf.
- To the best of my knowledge and belief, the statements made in this application, including those not in my handwriting, are correct and complete.

Signature:

Date:

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8. NOTES