THE STM INTERNATIONAL PENSION PLAN

APPLICATION PROCESS & REQUIRED DOCUMENTS

FOR ADVISER USE ONLY

STEP 1. HOW TO APPLY

The Customer Relations Team
CustomerRelations@londoncolonial.com
Tel: +44 (0)203 479 5505

A New Business Illustration is required before any application is summitted. Please complete the New Business Request Form, available in the Downloads Area, and email to our Customer Relations Team for prompt creation & return.

Complete online or paper application and submit to our New Business team.

Please note you must be registered with us as a Business Writer to submit any applications. If you have not registered yet, please contact our Customer Relations Team.

See The STM International Pension Plan Required Documents Checklist (overleaf)

STEP 2. NEW BUSINESS PROCESS

1. Submit online or send paper application to L&C
2. L&C acknowledge receipt to you and your client
   L&C Vet application
3. Have all requirements been met?
   - NO → L&C request outstanding documentation → back to L&C acknowledge receipt / Vet application
   - YES → L&C request transfer(s) and open investment account
4. On receipt of transfer:
   L&C inform you and your client when funds received, send funds for investment, and pay any adviser fees

The New Business Team
newbusinessteam@londoncolonial.com
Tel: +44 (0)203 479 5505

DOCUMENTS TO BE PROVIDED TO CLIENT:

- KEY FEATURES OF THE STM INTERNATIONAL PENSION PLAN - *for information*
- NEW BUSINESS ILLUSTRATION - *for information*
- SCHEDULE OF FEES - *for information*
- TERMS AND CONDITIONS OF THE STM INTERNATIONAL PENSION PLAN - *for information*
- APPLICATION FORM - *for completion by Client and Financial Adviser* *

LONDON & COLONIAL
INNOVATION IN PENSIONS

PART OF STM GROUP PLC

For more information please contact:
t: +44 (0)203 479 5505
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e: CustomerRelations@londoncolonial.com

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REQUIRED DOCUMENT CHECKLIST

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The following table shows whether your selected Investment Provider (or transferring pension scheme) has agreed to facilitate the investment or transfer without receipt of original documents or the need for the Trustee to hold original documents.

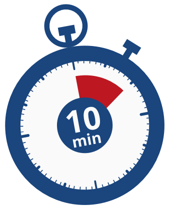
✔ (blue) = Will require original ✔ (green) = Scanned copies accepted

	Investment Provider													
	STM Life	Friends Provident	RL360	OMI	Prudential	Providence	Generali	Brooks Macdonald	Novia	Hansard	Platform One	Rowan Dartington	Stocktrade	Quilters
Client Due Diligence	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Will require original	Will require original	Will require original	Scanned copies accepted	Will require original	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted
Investment Provider Application	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Will require original	Will require original	Will require original	Scanned copies accepted	Will require original	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted
List of Assets	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted	Scanned copies accepted

	Trustee	Ceding Scheme*	
	L&C	Origo Member	Non-Origo
Discharge /Transfer Forms	Scanned copies accepted	Scanned copies accepted	Will require original
Client Due Diligence	Scanned copies accepted	Scanned copies accepted	Will require original
Pension and Investment Suitability Report	Scanned copies accepted	—	—
Investment Provider Application	Scanned copies accepted	—	—
Pension Transfer Advice (PTA) Form (For Defined Benefit Transfers only)	Scanned copies accepted	—	—
Benefit Payment Form	Scanned copies accepted	—	—
List of Assets (For In-Specie Transfers only)	Scanned copies accepted	—	—
Member Trading Agreement	Scanned copies accepted	—	—
Investment Questionnaire (Required for Complex Investments only, e.g. Structured Notes)	Scanned copies accepted	—	—

CLIENTS CAN NOW APPLY ONLINE & SIGN VIA DESKTOP, TABLET OR MOBILE

Apply online to be able to upload any required documents to the application. You will also be able to track the status of the application online & retain control of the submission should any changes need to be made pre electronic signature.



APPLICATIONS CAN BE COMPLETED AND SUBMITTED ONLINE IN AS LITTLE AS **10 MINUTES**, AND VETTED IN **1 WORKING DAY**

* Please check with your client's existing pensions provider(s) as to whether Origo can be used to request the transfer.
Accounts set up by email: Platform One / Quilter / Stocktrade / Rowan Dartington / Novia

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