

Cooper Parry SIPP Key Features

Key Features

Cooper Parry SIPP

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1 The Cooper Parry SIPP

1.1 Introduction

The Cooper Parry SIPP is a Self Invested Personal Pension (SIPP) operated and administered by Cooper Parry Financial Services Limited.

The purpose of this document is to highlight the key features of the Cooper Parry SIPP, provide a guide to the current regulations and highlight some of the options available.

This pack outlines the main features of the Cooper Parry SIPP but cannot cover everything. Please contact Cooper Parry if you have any questions at all.

1.2 The aims

The Cooper Parry SIPP is designed to:

- Provide flexibility to help you save for retirement in a way that suits you.
- Give you freedom to direct how your fund is invested from a wide range, including commercial property, presenting an exciting alternative to conventional pension plans.
- Offer tax incentives such as:
 - Tax relief on contributions
 - Tax free capital growth on investments
 - Tax efficient income on investments
 - A tax free lump sum on retirement
- Provide flexible benefits for you on retirement between age 55-75, including the option of taking a lump sum and an annual pension direct from the fund. Your annual pension can be tailored between nil and an upper limit each year and you can continue to select your own investments.
- Provide flexible lump sum or pension benefits for your dependants following your death.

1.3 Your commitment

- On establishment, you will become a member of the Cooper Parry SIPP with your own designated account.
- To pay funds into your SIPP by transferring benefits you hold within other pension plans, by making contributions or doing both
- There is no commitment to make contributions into your SIPP and no penalty for stopping or reducing contributions, provided there are sufficient funds available to pay all associated charges when required.

- You will not be able to take your benefits until you have reached age 55 (increasing from age 50 from 6 April 2010) unless you retire early due to ill health or having a special occupation with a lower retirement age.
- The maximum lump sum that can be paid on retirement is linked to the value of the fund. Once it has been paid, you must let us know how much income you want to draw within the permitted limits.
- To comply with your part of any service agreement entered into with Cooper Parry and pay the associated charges.
- To comply with HM Revenue & Customs rules regarding tax relievable contributions, investments and benefits levels.
- To notify us if your circumstances change in any way that might affect your SIPP, including your employment status, eligibility for tax relief on your contributions or your eligibility to receive benefits.

1.4 Risk Factors

- The value of any investment within your SIPP and income from it can rise and fall and is not guaranteed at any time. Past performance is not necessarily a guide to future performance. Some funds will carry greater risk in order to provide greater potential returns. If you cash in your investment, its value may be less than the amount you invested.
- The tax benefits and legislation governing SIPPs may change in the future.
- Property and unlisted equity investments within your SIPP will be valued using independent valuation estimates which may be different to eventual values achieved on sale. These types of investments may also take longer to sell than other investments.
- The benefits available from your SIPP on retirement will be calculated based on your age and fund size at that time. They will also be influenced by external factors such as investment returns, interest rates, inflation, annuity rates, mortality and charges. The benefits direct from your SIPP may be higher or lower than those available should you purchase an annuity.
- Annuity providers benefit from the fact that some individuals die sooner than expected. They utilise some of this 'profit' to enhance annuity rates. By delaying the purchase of an annuity, the benefit of this potential profit may be reduced or lost. Annuity rates may also be comparatively lower when an annuity is eventually purchased.
- Taking benefits from your fund can erode the capital value, especially if investment returns are low and you draw a high level of pension income. This can lead to lower benefits being available in future.
- If you transfer other pension benefits into your SIPP, you may be giving up the right to guaranteed future benefits and increases once in payment. If you transfer a With Profits pension plan, a Market Value Adjustment may apply and with other policies penalties may apply. It is strongly recommended that you seek advice from an independent

financial adviser before proceeding with the transfer of any pension plan.

- When a charge is taken from the capital of a fund, the value of your investment may be reduced. Charges may have to rise by more than we expect in the future.

2 Working with Cooper Parry

2.1 Service and fees

We have a dedicated team committed to providing the very best service to you for a competitive fee. We take our relationship with you very seriously and tailor our service to suit your needs where possible, while working to the highest standards.

We will give you an agreement outlining the services we will provide relating to your SIPP and the fees that will apply. Generally, we will charge you a fixed fee to establish your SIPP and provide all core administration and trustee services you may need throughout the year for a fixed annual fee, charged in advance. If you need anything outside of this core service we will charge a further fee for the work, all of which is outlined in our service agreement.

Our fees are not linked to the value of your SIPP and therefore the value of your underlying investments and their performance does not affect the amount we charge you for providing our services.

2.2 Initial services

As part of our service when establishing your SIPP we will:

- Offer an initial meeting
- Assist in completing the documentation required to create your SIPP including questionnaires, a Supplemental Trust Deed and a bank mandate
- Assist in opening any second bank account required
- Answer any questions you might have about the SIPP, your future investment plans, retirement plans or the service available from Cooper Parry
- Introduce you to your designated administrator and consultant

2.3 Ongoing services

To ensure your SIPP runs smoothly and efficiently, as part of our ongoing service we will:

- Offer regular trustee meetings
- Offer a review of your needs and objectives
- Review the SIPP's investment performance
- Provide an annual report including a valuation of your SIPP at the start and end of the year with a schedule of income and expenditure
- Provide all administration and record keeping services required
- Give you generic advice on investments such as property purchase
- Answer any questions you might have about the SIPP and your future plans

- Ensure your SIPP remains compliant with regulations
- Provide contribution certificates for your records
- Oversee any investments within the SIPP such as property purchase and liaise with all parties involved until completion

All fees (including VAT) are normally deducted from your SIPP bank account every year. Any fees relating to additional work will be charged and deducted on completion of a transaction.

You may incur other regular fees from Cooper Parry relating to your SIPP if you appoint us to provide you with other consultancy services. Details of these will be detailed separately by your consultant if they apply.

2.4 Your contacts

Please contact any of the people listed below with any questions.

- Jessica McGowan - Assistant Manager - JessicaM@CooperParry.com
- Matthew Shaw - Director - MatthewS@CooperParry.com

All administration for the SIPP is carried out by our team in Nottingham. You are welcome to contact us or drop in at any time between 9.00 – 5.30.

Cooper Parry Financial Services Limited
14 Park Row, Nottingham NG1 6GR
Tel: 0115 9580212 Fax: 0115 9484290
Email: Pensions@CooperParry.com

When you establish a SIPP, you will be introduced to an administrator and consultant to work with. You will receive a pack with their contact details within a few days of your SIPP being established.

2.5 Making the right decision

Before establishing a SIPP you should consider carefully whether it is the right choice for you. You may first wish to take independent advice about your financial needs and objectives.

A SIPP is a personal pension scheme that is designed to help you save for retirement, offering a high degree of flexibility and control over the underlying investments. When deciding whether a SIPP is the right product for you, it is recommended that you compare it to traditional personal pensions and stakeholder pension plans.

2.6 Taking action to establish your SIPP

If you are interested in finding out more about the Cooper Parry SIPP and whether it would suit your needs, please contact us.

Once you've decided to establish your own SIPP, you will need to complete some documents, which we can send to you by post or email or you can arrange to meet with us. Please contact us using the details shown above and let us know what you would prefer.

2.7 Changing your mind

Once you have established a SIPP you will have 30 days in which to change your mind. You will receive a letter explaining your options within a few days and you should only return this if you have changed your mind.

You will need to wait until those 30 days have expired before you can proceed with any investments within your SIPP although if this is likely to cause a problem you can choose to waive your cancellation rights earlier.

2.8 How much will the advice cost?

Cooper Parry does not pay commission to any adviser recommending our SIPP. If you take advice regarding your plans, your adviser may wish to quote a fee for their work. This will be agreed between you, although it may be paid from your SIPP with your permission.

3 Your circumstances

3.1 Eligibility

Anyone can set up a SIPP with Cooper Parry, provided they are under 75. It is especially attractive for:

- Self-employed, fee orientated professionals and high earning employees
- Individuals or groups wishing to acquire land and property
- Those people looking to invest in a wide range of investment types
- Individuals who need a large degree of flexibility when taking retirement benefits

If you are a UK resident individual you will have access to all the tax exemptions and relief on contributions described within this document.

If you are resident outside the UK, but have been resident in the UK in the last 5 years or when the SIPP was first established, you will be able to claim tax relief on contributions made up to £3,600 gross per annum. You will not be able to claim tax relief on contributions in excess of this amount.

If you are resident outside the UK you will not be able to claim any tax relief on contributions made at all.

3.2 Change in circumstances

If you have had a change in circumstances you may wish to consider reviewing the following relating to your SIPP:

- Your current contribution levels
- Your current pension levels, if you are taking pension benefits
- Your investment strategy
- Whether your investments within the SIPP remain appropriate
- Whether a SIPP is still the most appropriate type of pension plan for you
- Who you have appointed as Additional Trustee to act as trustee on your death

- Who you have nominated to receive benefits on your death

If your circumstances change, there is no need to make any change to your plan and there are no charges levied. In fact, the fund is preserved and the tax free growth status remains.

4 Contributions

4.1 Contributions overview

You can make contributions when it is convenient for you. Contributions may be made from time to time or on a regular basis, stopping and starting whenever you decide. There is no requirement to commit to pay regular contributions into your plan.

Please note that if you have registered for enhanced protection against the lifetime allowance this protection will be lost if you make any contribution at all after 6 April 2006.

You are responsible for ensuring that the contributions you make fall within the annual allowance. You will need to notify HM Revenue & Customs through your self assessment return.

Contribution cheques should be made out to 'The [Your name] SIPP' or paid direct into your SIPP's bank account once it has been established.

4.2 Annual allowance

The contributions that you, or your employer, could make into your plan will be subject to an annual allowance (£235,000 in 2008/2009). This allowance will increase every year and is expected to be as follows for the next few years:

2009/2010	£245,000
2010/2011	£255,000

Please note that the contributions you make to all pension plans of any type must be taken into consideration and will be subject to the same overall allowance. National insurance rebates for contracted out individuals do not count towards the annual allowance and cannot be accepted in your SIPP.

The annual allowance represents the level of contributions that can qualify for tax relief each year. Contributions made in excess of this will not qualify for tax relief.

The annual allowance will not apply in two circumstances:

- In the year you take all your retirement benefits simultaneously from all pension plans
- In the year you die

4.3 Personal contributions

You may make personal contributions every tax year up to the higher of:

- £3,600 or
- 100% of your total net relevant earnings in the current tax year

There is an overall annual allowance for contributions (see 4.2)

Your net relevant earnings include:

- All earnings subject to income tax from an employment including benefits in kind and bonuses
- All profits from a self employment or partnership

Net relevant earnings do not include investment or dividend income.

We will not ask for evidence of your earnings when you make a contribution. It is your responsibility to ensure that the contributions you make each year fall within the tax relievable limit and declare them on your tax return, although we will help you do this on request.

Contributions made personally are paid **net** of tax. The basic tax element is reclaimed from HM Revenue & Customs and paid into your plan separately. Higher rate tax (if applicable) is claimed through your tax return.

4.4 Contributions

Contributions may be made from your employer or your business of up to the annual allowance each tax year (see 4.2). Any excess will be subject to a tax charge.

However, the amount and frequency of contributions from your employer should be carefully considered. HM Revenue & Customs insist that all pension contributions made for an employee must be wholly and exclusively for the purposes of the trade. If they do not believe this to be the case they may disallow corporation tax relief on the contribution. We strongly suggest that you take advice from your accountant before making any significant contribution through your employer or business.

5 Managing your investments

5.1 Investment overview

There are a wide range of investments available within your plan. The following lists are intended as a guide only and you should seek specific advice before making any investment decisions.

5.2 Permitted investments

- Cash deposits
- Most types of commercial land and property in or outside the UK including:
 - Hotels and motels, guest houses, nursing homes and public houses
 - Prisons, hospitals, hospices, halls of residence
 - Warehouses, factories, storage facilities
 - Retail units, shops, offices
 - Development land
 - Farmland or forestry
- Borrowing to finance investments
- Managed investment products, such as:
 - Unit trusts and open ended investment companies (OEICs)

- Investment trusts
- Insurance company managed and with profit funds
- Insurance company managed trustee investment plans
- Real estate investment trusts (REITs) and other similar investment vehicles (provided that these are not being used to circumvent the restrictions on investing in taxable property)
- Traded Endowment Policies
- Offshore managed funds
- Stocks and shares listed on a recognised stock exchange
- Shares in private companies
- Gilts, bonds, fixed interest stock, permanent interest bearing shares
- Contracts for difference
- Futures and options
- Gold bullion
- Copyrights

Please note that if you plan to purchase land or property you should contact us at an early stage before any work starts. We have the absolute right to decline any proposed property investment following receipt of the property questionnaire and review of the survey.

Property can be improved or developed by a SIPP but you must take care that HM Revenue & Customs will not deem the SIPP to be trading as this will be a taxable activity.

5.3 Taxable investments

Certain investments made within your SIPP will be taxable and are discouraged, such as:

- Residential property (although there are some borderline exceptions)
- Loans to members
- Tangible moveable property (i.e. art, antiques, jewellery, fine wine, boats, classic and vintage cars, stamp collections, rare books, racehorses etc)

If you are considering an investment that is not listed here please call Cooper Parry for guidance.

5.4 Bank account details

At the outset, we will open a high interest bearing cheque account for you with a bank of your choice. Statements will be sent monthly to your home and Cooper Parry. The cheque book for the account will be held by Cooper Parry.

All cheque and bank instructions will need to be signed by you and two authorised signatories from our professional trustee company, Cooper Parry SIPP Trustees Limited.

If you set up a joint account (which is usually done when two or more SIPPs have joint ownership of a property investment), the cheques and bank instructions on that joint account will usually be signed just by two authorised signatories of Cooper Parry SIPP Trustees Limited unless you request otherwise.

6 Transfers from other plans

6.1 Transfer overview

Your SIPP is designed to enable you to consolidate your other pension plans if you should choose to do so.

You can transfer your benefits in other registered pensions into your SIPP either in cash or as assets. Assets transferred in this way must fall within the range of acceptable investments and be able to be legally assigned. We recommend that you take advice about the suitability of any planned transfer and explore the implications before taking any action. Please contact Cooper Parry if you would like more information about this.

Your SIPP is able to accept transfers relating to you being contracted out of the State Second Pension, it is not however able to accept future rebates. These funds are often referred to as 'Protected Rights'.

7 Retirement funds

7.1 Retirement benefits overview

You can take your retirement benefits at any age between 50 and 75, although the minimum retirement age will be increasing to 55 from 6 April 2010. Cooper Parry do not levy any penalties when you take your benefits, but please be aware that you may sometimes incur penalties from investment providers if you encash the SIPP's investments with them.

Taking your retirement benefits from your SIPP is completely separate from your employment. You do not have to retire from work in any way in order to take your retirement benefits from your SIPP.

When you choose to take your retirement benefits you will be entitled to a pension and you may also elect to take a tax free pension commencement lump sum. You can also take 'phased retirement' (explained below) which means that you take your retirement benefits from just part of your plan at a time. You can therefore arrange your income from your SIPP in a way that best suits you.

If you are retiring due to ill health, you may be able to take your benefits before the minimum retirement age. Please contact Cooper Parry if you would like to know more.

7.2 Lifetime allowance

When you take your retirement benefits, your fund will be tested against your lifetime allowance. The amount of your lifetime allowance depends on your circumstances and whether you have registered for any transitional protection.

Your lifetime allowance does not restrict the amount of pension fund you can have, but it does restrict the amount that is tax privileged. Therefore if your pension fund

exceeds your lifetime allowance the excess will be subject to a tax charge when you take your benefits.

You can read more about the lifetime allowance below.

7.3 Pension commencement lump sum

You will be able to take up to 25% of the value of your plan as a tax free pension commencement lump sum if you take your benefits before age 75. If you take your benefits after age 75, the tax free lump sum will no longer be available.

Your pension commencement lump sum can be paid within a year from the date you elected to receive it, even if this means it is not paid before age 75.

7.4 Pension overview

You may elect to take your pension in two ways:

- Purchase an annuity
- Draw a pension directly from the fund (unsecured pension or drawdown)

You can use a combination of both of these options.

7.5 Annuity purchase

An annuity is a contract with an insurance company where they guarantee to pay you a pension for the whole of your life in return for a lump sum payment. The pension they pay you is determined at the time of purchase. There is no requirement to purchase an annuity at any time.

Annuity rates vary according to market interest rates, age and health. Having selected this option you cannot vary its terms and conditions. Once the payment has been made to the insurance company there is no surrender value and in many cases there is no payment in the event of your death. There would only be a payment on your death if you had purchased a 'value protected annuity' or an annuity with a guarantee period.

7.6 Unsecured pension

When you draw your pension directly from your SIPP this is called an unsecured pension. It is classed as such because there is no underlying guarantee that the SIPP will be able to continue paying you a pension of a fixed amount for life. Your unsecured pension is reviewed at least every 5 years and as frequently as every year while you are under 75 and it is only available up to your 75th birthday.

The maximum pension you can draw is calculated by reference to the Government Actuary's Department (GAD) table, taking into account your sex, age and the funds available in your SIPP. The allowable rate is multiplied by 120%. The minimum pension is nil.

You can choose the level of pension you would like to draw up to your maximum limit and change this from time to time to suit your requirements. Any undrawn pension remains in your SIPP and continues to grow tax free.

Please note that large pension fund withdrawals can reduce capital and may not be sustainable, especially if investment returns are poor. This in turn affects the amount

available to provide benefits going forward. We will provide you with a report every year to help you assess the position and our guidance is always available on request.

7.7 Unsecured pension and phased retirement

Your plan can be notionally divided and you are able to take your pension benefits from just some of it should you wish. Each part of your plan drawn down provides a tax free lump sum and/or a pension.

This means that you are able to 'phase' your retirement over a period of time, which gives you enormous flexibility in drawing the most appropriate level of pension at any one time and having control over the timing of that payment. You can select the most suitable option each year to meet your current circumstances.

7.8 Alternatively secured pension (over 75's)

This facility was introduced in Finance Act 2004 as an alternative to annuity purchase and is only available after age 75.

In the same way as an unsecured pension, your pension is calculated with reference to the Government Actuary's Department (GAD) table, your sex and the funds available in your SIPP. A pension may be drawn of between 65% - 90% of the allowable maximum. The rate used is always with reference to a 75 year old and this remains the same regardless of your age.

The maximum pension limits are recalculated every year. You can choose the level of pension you would like to draw up to your maximum limit and change this from time to time to suit your requirements. Any undrawn pension remains in your SIPP and continues to grow tax free.

Please note that large pension fund withdrawals can reduce capital and may not be sustainable, especially if investment returns are poor. This in turn affects the amount available to provide benefits going forward. We will provide you with a report every year to help you assess the position and our guidance is always available on request.

8 Benefits on death

8.1 Overview

How benefits are paid out of your SIPP on death is dependent on a number of factors:

- If you have started taking your retirement benefits
- The type of benefits you are taking from your SIPP
- If you have a surviving spouse or dependants

It is important that you nominate how you would like your benefits to be treated on your death and review your nomination regularly. Cooper Parry can send you a fresh nomination form at any time on request.

8.2 Benefits on death before taking retirement benefits

On your death, your nominated dependants will have the following options:

- The whole fund can be drawn as a tax free lump sum
- Your dependants may take an unsecured pension if under age 75, or take an alternatively secured pension if over 75
- The fund may be used to purchase an annuity to provide an income to your dependants

If you do not have any dependants, you can nominate any other person to receive a lump sum from the fund.

Any lump sum must be paid out within two years of us first being notified or aware of your death and it is tested against your lifetime allowance. Any unprotected excess over the lifetime allowance will be subject to a tax charge of 55%, payable by the recipient.

8.3 Benefits on death when taking an unsecured pension

On your death your nominated dependants will have the following options:

- The whole fund can be drawn as a lump sum less 35% tax
- Your dependants may take an unsecured pension if under age 75, or take an alternatively secured pension if over 75
- The fund may be used to purchase an annuity to provide an income to your dependants

If you do not have any dependants, you can nominate any other person to receive a lump sum from the fund, less 35% tax.

8.4 Benefits on death when taking an alternatively secured pension

On your death your nominated dependants will have the following options:

- Your dependants may take an unsecured pension if under age 75, or take an alternatively secured pension if over 75
- The fund may be used to purchase an annuity to provide an income to your dependants

If you do not have any dependants, the key remaining option is to pay a lump sum to a charity of your choice. We will be able to choose a charity to receive your fund if there is no existing nomination in place. Any lump sum received by a charity and used for charitable purposes is not tested against your lifetime allowance and will not be taxed.

8.5 Benefits on death after annuity purchase

If you die after having purchased an annuity, benefits will only be paid out if you have purchased a dependant's pension, a guarantee period or 'capital protection' as part of the annuity.

Any spouse's or dependant's pension will continue for their lifetime, according to the terms of the annuity.

If you purchased a guarantee period with the annuity that has not yet expired, your annuity will continue to be paid to your estate until the guarantee period expires. If the guarantee period was less than 5 years, this may be commuted for a lump sum.

An annuity with capital protection (also called value protection) will pay out a lump sum on death.

8.6 Dependant

A dependant is:

- A person who was married you at the time of death
- A person who was registered as your civil partner at the time of death
- Your child, aged under 23
- Your child, aged under 23, who was dependent on you at the time of your death because of a physical or mental impairment
- Your child, over 23 and still in full time education
- Any other person who was financially dependent on you at the time of death

9 Taxation

9.1 Taxation exemption and relief

Under current legislation if you are a UK resident your contributions qualify for tax relief at the highest marginal rate you pay.

Provided your investments are not regarded as a prohibited asset by HM Revenue & Customs and income is not deemed to relate to trade, the funds within your SIPP are free from UK income and capital gains tax, although tax cannot be reclaimed on UK dividends.

Death benefits are usually paid free of inheritance tax on death, except if funds are transferred to another Cooper Parry SIPP on your death after age 75. See 9.2 for more details.

9.2 Tax charges

Contributions in excess of the annual allowance will be subject to a tax charge of 40% on the excess amount, unless it is made in the year you take your benefits in full from the SIPP or in the year of your death.

Prohibited investments will be subject to tax charges according to legislation. Tax credits at 10% on UK dividends cannot be reclaimed.

Any income withdrawals and annuity income payments are subject to income tax under PAYE.

Any lump sum death benefits paid from your SIPP after you have started taking your retirement benefits but before age 75 will be taxed at 35%.

Retirement benefits paid out in excess of your lifetime allowance are subject to a tax charge. The amount of the charge depends on whether you take the excess as an

income or a lump sum. Excess funds taken as an income are charged at 25% plus income tax. Excess funds taken as a lump sum are charged at 55%.

Your SIPP may be subject to inheritance tax if you are over 75 at the time of death and your fund is transferred to another Cooper Parry SIPP. In that case, any lump sum received by another pension member will be classed as an unauthorised payment and will be subject to tax charges of up to 70% plus inheritance tax on the taxed amount. This leads to combined tax charges of up to 82%.

If at any time you receive benefits which are not in accordance with the current pension rules these will be treated by HM Revenue & Customs as unauthorised payments and will be subject to tax charges.

10 Lifetime allowance

10.1 Lifetime allowance overview

The Statutory Lifetime Allowance is £1.65 million in 2008/2009 and is expected to be as follows in future years:

2009/2010	£1.75 million
2010/2011	£1.8 million

You may be able to amend your lifetime allowance if these circumstances apply:

- You had pension funds at A Day (6 April 2006)
- If your SIPP has received a transfer from an overseas pension scheme where no UK tax relief has been received
- In certain circumstances if a pension credit is received
- You are not a UK resident when making contributions

If you wish to enhance your lifetime allowance, you will need to notify HM Revenue & Customs and Cooper Parry can help you do this. HM Revenue & Customs calculate the amount of enhancement available and issue you with a certificate. You will need to keep this certificate until you start taking your retirement benefits.

Your fund will be tested against your lifetime allowance at certain times, known as 'Benefit Crystallisation Events'. The most common events are:

- On payment of your tax free lump sum
- When you start to take your pension or buy an annuity
- If a lump sum is paid out on your death before you have taken retirement benefits
- If you transfer your SIPP to a recognised overseas pension scheme.

10.2 Primary protection

If you had pension funds in excess of £1.5 million at A Day you are eligible to register for Primary Protection should you wish. Any registration must take place before 5 April 2009.

If you claim this protection, HM Revenue & Customs allows you to have a personal lifetime allowance which increases at the same rate as the statutory lifetime allowance.

You can continue to make contributions to your SIPP if you have primary protection.

10.3 Enhanced protection

Anyone with funds at A Day can register for Enhanced Protection, with there being no minimum fund limit. Any registration must take place before 5 April 2009.

If you claim this protection, HM Revenue & Customs should allow the full value of your pension funds accrued at A Day plus all investment growth to be completely protected from any tax charges.

However, you will not be able to make any contributions into any pension plans. If you do this, the enhanced protection will be revoked.

11 Legal background

11.1 Establishment of the Cooper Parry SIPP

The Cooper Parry SIPP was established under irrevocable trust by a trust deed and rules dated 26 November 2003 and amended by deeds on 2 May 2006, 5 April 2007 and 7 October 2008. It is registered as a Registered Pension Scheme with HM Revenue & Customs under reference 00605731RK.

11.2 Parties involved

The Operator and Establisher of the Cooper Parry SIPP is Cooper Parry Financial Services Limited. The Professional Trustee is Cooper Parry SIPP Trustees Limited, which is wholly owned by Cooper Parry Financial Services Limited.

11.3 SIPP trustees

The trustees of your SIPP will be:

- You, as the scheme member
- An additional trustee that you choose (who will act only after your death)
- Cooper Parry SIPP Trustees Limited

11.4 Regulation and protection

The Cooper Parry SIPP is a regulated investment as defined by the Financial Services Markets Act 2000. Cooper Parry Financial Services Limited is authorised and regulated by the Financial Services Authority to establish, operate and wind up SIPPs under reference 197193. For more information about the extent of Cooper Parry's registration please visit the FSA's website at www.fsa.gov.uk/register.

The Cooper Parry SIPP is not an insurance product and is not subject to the Policyholders Protection Act.

You and your beneficiaries will be protected by the Financial Services Compensation Scheme in relation to the SIPP. Compensation can be paid if you have a claim

against Cooper Parry Financial Services Limited and we are unable to settle the claim.

11.5 Complaints

If you have any reason to be dissatisfied with the service from Cooper Parry please contact us immediately in the first instance at our Nottingham address.

You also have access to the Financial Ombudsman Service which offers a free independent service for resolving disputes with financial firms. Contact address: The Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London E14 9SR. Telephone: 0845 080 1800. Email: complaint.info@financial-ombudsman.org.uk or via their website: www.financial-ombudsman.org.uk

The Pensions Ombudsman is also available to assist with complaints relating to the sales and marketing of SIPPs. Contact address: 11 Belgrave Road, London SW1V 1RB. Telephone: 020 7834 9144. Email: enquiries@pensions-ombudsman.org.uk or via their website: www.pensions-ombudsman.org.uk.

Generally the Financial Ombudsman Service deals with complaints concerning the sale and or marketing of SIPPs. The Pensions Ombudsman deals with complaints concerning the management after sale or marketing of SIPPs.

12 Security

12.1 Security overview

All assets and investments within your plan are held in trust, with you and Cooper Parry SIPP Trustees Limited acting as the trustees.

You may also appoint an 'Additional Trustee'. This would normally be an individual known well by you who could act alongside Cooper Parry SIPP Trustees Limited and Cooper Parry to distribute your fund and make decisions in the event of your death. The Additional Trustee has no role or power during your lifetime. This arrangement keeps the pension assets outside your personal estate and, therefore, in normal circumstances they will not be subject to Inheritance Tax on your death.

There can be no better security than that exercised by you and you are a compulsory signatory of all transactions. The other mandatory signatory will be Cooper Parry SIPP Trustees Limited. The only exception to this is where you have a joint bank account with other SIPP members. In these cases, for ease of administration, Cooper Parry SIPP Trustees Limited is sole signatory, acting on your verbal instructions.

Cooper Parry SIPP Trustees Limited must give prior approval to any intended (regulated) Investment Managers that you wish to use. All the assets, other than cash, will be registered in trust or if an Investment Manager is utilised, their nominee company.

13 Notices

13.1 Contents of this document

This document contains the details of the Cooper Parry SIPP. The full particulars are contained in the Trust Deed and Rules, which will be made available to you at any time on request. In the event of any conflict the Trust Deed and Rules shall apply.

The law and the tax implications are believed to be correct at the time when this document was prepared but no responsibility is accepted for any inaccuracies.

13.2 Pensions Advisory Service

The Pensions Advisory Service is an independent organisation set up to help anyone either trace their pension benefits or assist in matters relating to any unsatisfactory explanations under a Personal Pension Scheme. You may contact your local adviser either through the Citizens Advice Bureau or write to: 11 Belgrave Road, London, SE1V 1RB. Telephone: 0845 601 2923. Email: enquiries@pensionsadvisoryservice.org.uk or contact them via their website: www.pensionsadvisoryservice.org.uk