

## THE CORPAD TRUST APPLICATION

### SCHEME DETAILS

Scheme Name	V & P Property Services Ltd
Employers' Address	3 Monor Gardens Swindon Wiltshire
Post Code	SN2 2ND
Commencement Date (DD/MM/YYYY)	02/08/2011
Renewal Date (DD/MM/YYYY)	30/08/2015

### DECLARATION

We, as sponsoring employer of the Corpad Trust, hereby:

- Apply to Corporate Pensions Administration Limited (Corpad) for the creation of a sub Trust of The Corpad Trust and establish a plan for each Scheme Employee, being those persons who become members of the Corpad Trust Scheme and whose names we notify to Corpad in writing, which shall contain Corpad's current standard terms for such plans and incorporating any special terms or provisions appropriate to our investment, or any part of it, which may be applicable. Those special terms or provisions shall be your current form or, where you do not have one, as you think reasonable to reflect the special terms or provisions.
- Declare that the information given in this Application, whether in writing or not, is true and complete.
- Declare that this Application and every answer or statement made or any employer which participates in the Scheme shall be the basis of the contracts between us and Corpad except that any mis-statements not on this Application shall affect only the benefits for and in respect of the person it relates to. Benefits shall mean retirement and/or death-in-service benefits for each Scheme Employee separately as agreed from time to time between us and Corpad and which can be provided in terms of the Scheme provisions.
- Understand and agree as follows:
  - any contributions to the plans will be allocated to investment funds in accordance with our instructions to Corpad(which includes any set out in the Investment Choice section of this Application); and
  - we are aware that Corpad has an 'Investment Fund Allocation Procedure' and that this procedure may be changed from time to time;
  - that procedure will be part of the policies we are applying for;
  - whenever a contribution is given to the administrator to apply under the plan, and the administrator does not have clear and complete instructions from us as to which investment funds that contribution is to be applied, then the administrator will apply the contribution to investment funds chosen in accordance with the said procedure.
  - Whenever a contribution is given to the administrator, it will apply the contribution to investment funds chosen in accordance with the said procedure.
- Confirm that we comply with the Data Protection Act 1998.

06/01/2015

Date (DD/MM/YYYY)



To be signed by an authorised signatory of the Employer

## Employer Information & Pension Scheme Application

### Employer Details

Name	V & P Property Services Ltd		
Registered office	Swatton Barn Badbury Swindon Wiltshire SN4 0EU	Correspondence address	3 Manor Gardens Swindon Wiltshire SN2 2ND
Company no.	07725570	PAYE ref.	


### Contacts

Name	Mr Paul Davey	Name	
Position	Director	Position	
Phone	01793 486203	Phone	
email	Paul@vpproperties.co.uk	email	

### Scheme Details

Scheme name	V & P Property Pension Fund		
Start date	06/01/15 05/11/2014	Normal retirement age	65
Corpad administration charge	0.3% pa	Additional admin charge	0.525% pa
Default fund, if no specific investment choice made	Blackrock Aquila 75 / 25 Equity & Bond Index + CASH		

### Confirmation & Signatures

We wish to appoint Vantage Pension Solutions as advisers regarding our workplace pension arrangements.			
We wish to apply for the establishment of a sub-trust of The Corpad Master Trust.			
Name	Paul Davey	Position	Director
Signature		Date	06/01/2015

Please also complete the Corpad Trust Application form.

## Scheme Member Application

### Section 1: Personal Details

employer	V & P Property Services Ltd		
1 <sup>st</sup> name	Paul	surname	Davey
Mr, Mrs, etc.	Mr	date of birth	25/02/1968
address	3 Manor Gardens Swindon Wiltshire SN2 2ND	NI number (if known)	NP 80 93 45 B
		marital status	Married
		nationality (if not British)	British
		salary	£35,000
email	Paul@vpproperties.co.uk	telephone	07507755364

### Section 2: Personal Contributions

Your contributions may either be a fixed amount each month, or a percentage of salary. The cost of your contributions will be reduced by tax relief and also by savings in National Insurance, if contributions are paid by way of "salary-exchange". Tax relief will normally be granted on personal contributions up to the greater of £3,600 pa, or 100% of earned income (also subject to an overall maximum of £40,000 pa).

Please complete either A or B below:

A	I wish to pay gross monthly contributions of a fixed amount. I wish to contribute:	£      0      pm
B	I wish to pay contributions as a % of my salary. I wish to contribute:	0      %
	Personal contributions are to be paid via salary-exchange (delete as applicable)	no

### Section 3: Employer Contributions

Employer contributions may be ad-hoc, a regular amount each month, or a percentage of salary. Tax relief will normally be granted on total contributions up to £40,000 pa (including any personal contributions). However, please seek further advice if the total proposed contributions will exceed 100% of the member's earned income.

A	My employer will make variable ad-hoc contributions.	N/A
B	My employer will make regular contributions of:	£      0      pm
C	My employer will pay the following % of salary:	0      %



## Scheme Member Application

### Section 4: Investment Selection

#### Core Investment Funds


One Scheme has a simple choice of 3 core funds, with Cautious, Balanced or Adventurous risk profiles, plus a cash fund.

If you do not wish to make any investment choice yourself; your contributions will be invested by default into the Core Balanced Fund - please select option A.

If you wish to make your own selection from the Core fund range, please complete section B. You may spread your investments over more than one fund - if you wish to do so, please use whole percentages and make sure that the total adds up to 100%.

Please complete either A or B

A	I do not wish to choose my own investments. Please invest all contributions into the default fund (Core Balanced)	
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B	I wish to choose my own investments from the Core fund range. Please invest my contributions as follows:	
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Core fund	Relative risk	Fund name	Fund charge	% allocation
Core Cautious	Below average	Blackrock Aquila 50/50 Bond & Equity Index	0.025% pa	%
Core Balanced	Average	Blackrock Aquila 75/25 Equity & Bond Index	0.025% pa	%
Core Adventurous	Above average	Blackrock Aquila 50/50 Global Equity Index	0.025% pa	10 %
	Minimal	Cash	0.050% pa	90 %

Please use whole percentages and make sure that the total amounts to 100%.

The fund charges shown above may be subject to change and are in addition to the scheme's normal administration charges.

Please note that the cash fund is normally suitable for short-term investment periods and should not be relied upon to produce meaningful returns over the longer-term.

#### Additional Investment Choice

One Scheme also gives access to over 200 additional funds from Aegon's pension investment platform. Once the scheme has been established, you may wish to choose alternative investments from within this range.

Your investment choices may be altered at any time in the future, without cost. Further information and fund-switch instruction forms are available on request.

Please note that individual funds have their own management charges, which may be different to the Core investments.

## Scheme Member Application


### Section 5: Member Declaration

1. I wish to submit an application to become a member of the Corpad Master Trust (the Scheme). I understand that this will involve me accepting important terms and conditions.
2. I agree to be bound by the terms and conditions of the scheme, subject to the legislation in force at any particular time. I understand that legislation changes may occur that may impact upon my benefits within the Scheme.
3. I authorise my employer to deduct any personal contributions from my pay and for these contributions to be applied to my benefits within the Scheme, until instructed otherwise.
4. I understand that my personal contributions may be paid by way of "Salary Exchange". This means that my gross pay will be reduced by an amount equivalent to the personal contributions that I wish to make; and the Company will pay this amount directly to the scheme provider on my behalf. I am also aware that I can choose not to use Salary Exchange if I do not think that it is appropriate to my own circumstances.
5. I authorise my employer, its agents and any agent of mine acting in connection with the scheme to pass on any additional information concerning me that may be required to complete the application.
6. I understand that the scheme provider will supply me with details of my benefits within the Scheme.
7. I confirm that I am resident in the United Kingdom.
8. I have answered all questions asked of me in relation to this application completely and truthfully.
9. I give consent for any parties acting in connection with the scheme; to process my personal data, both manually and by electronic means, for the purposes of providing on-going support, administration and management.

#### I am aware that:

- All contributions will be invested into the Core Balanced Fund, unless and until such time as I make my own fund choice.
- Contributions will only be allocated to investments that are regulated by the Financial Conduct Authority.
- Pension benefits cannot normally be taken before my 55th birthday.
- When benefits are taken from a pension arrangement, up to 25% of the amount vested may be taken as a tax-free lump sum. The balance of the vested funds will be used to provide income, taxable at my highest marginal rate.
- The value of investments is not guaranteed and can go up and down depending on investment performance.
- Pension legislation may change and therefore the regulation, benefit structure and tax treatment of a pension may be different in the future.

**I confirm that I have read and understood the above points and wish to apply for membership of the scheme**

signed:		date:	06/01/2015
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## Scheme Member Application

### Section 6: Nomination Form

If you die before you draw your benefits, the full value of the fund at that time will be available to your beneficiaries. Normally, the whole fund may be taken as a tax-free cash sum, although there may be restrictions on this for any funds that have accrued by contracting-out of the State Second Pension (S2P), or that have been transferred-in from a previous employment. Restrictions may also apply if you are unmarried, but there is a previous 'qualifying' spouse who is living at the time of your death.

Upon death, any funds are normally paid out under trust, which means that they go directly to your beneficiaries without being included in your estate. This provides the following benefits:

1. The payment of death benefits can be made more quickly (upon production of a Death Certificate).
2. Payment is usually made without being liable for Inheritance Tax.

In order to benefit from this tax treatment, the Trustees must retain discretion over who the death benefits are paid to.

The following Nomination Form allows you to give an indication to the Trustees (Corpad Limited), of whom you wish to benefit from your pension funds if you die. This nomination can be altered in the future if your circumstances should change.

Please contact Vantage Pension Solutions if you would like help completing this form.


name	Paul DAVEY		
date of birth	25/02/1968	NI number (if known)	NP 8093 45B

I wish to nominate the person / people listed below to receive any lump sum death benefit that becomes payable under my benefits within One Scheme. I understand that, in exercising discretion in applying the benefits, the Scheme Administrator will not be bound by this expression of my wishes.

Please consider the following person / people to receive lump sum death benefits, in the percentages shown:

name (beneficiary)	address	relationship	% of benefits
MRS VICTORIA DAVEY	3 MAJOR GARDENS SWINDON SN2 2ND	PARTNER	100

This form replaces any previous instruction in respect of this policy.

signed:		date:	06/01/2015
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