

Date :

Contribution Team  
Suffolk Life  
153 Princes Street  
Ipswich  
Suffolk  
IP1 1QJ

Dear Sirs

**Re: Plan no:.....**

**Investor name:.....**

I refer to my intention letter dated ..... confirming I wish to make a personal net/gross contribution of £..... to the above mentioned plan. I can confirm that the above will be made by way of an in-specie contribution.

I have estimated the value of the assets to the best of my ability using the market value as described in the in-specie guide.

I have made sure that the assets meet the appropriate allowable investments schedule for my plan by checking their allowability with the Investment Services Technical Team at Suffolk Life.

I acknowledge that the value of the assets may vary and there are significant implications if their value reduces. I acknowledge that:

- » Any shortfall between the value of the contribution noted above and the value of the assets at the date of transfer will be paid by cheque or direct credit within a reasonable time frame and that if received after the end of the tax year then the additional tax reclaim will fall into that tax year.
- » Suffolk Life as scheme administrator must recover any shortfall, which may include court proceedings if necessary or I may become liable to tax charges in respect of the outstanding amount.
- » This letter, my previous letter and your acceptance will form the agreement for the above mentioned contribution.

I will be using the: (tick one)

- manual process; or
- broker to broker

method for the in-specie contribution and acknowledge the charges and requirements applicable, and will be sending all relevant paperwork to you after your acceptance of the debt has been received.

If the value of the asset at the date of transfer is greater than the value stated above then please: (tick one)

use the excess amount as an additional monetary contribution to the SIPP; or

send the excess amount to me by cheque drawn from the SIPP deposit account

I accept that the plan will be liable to pay any stamp duty due and there must be cleared funds in the default SIPP bank account to pay this. The transfer of assets to the pension plan will be classed as a sale for Capital Gains Tax purposes and I am personally responsible for the payment of any tax arising from this transaction.

Yours sincerely

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