

## Who this form is for

This form is for anyone who wishes to make payments to the (Group) Additional Voluntary Contributions Plan arranged with Standard Life by their employer. When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.

**GAVC30 0918**

## Filling in this form

If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

Before completing this form, please complete all sections correctly, initialling any changes you make. Please ensure that you read Part 5 – Member's Data Protection Notice – and read and sign Part 6 – Member's declaration. Please note that failure to give correct answers could invalidate your application.

A copy of the standard terms and conditions relating to the contract and a copy of your completed application form will be sent to you on request.

**Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.**

If you have any problems filling in this Application, please speak to your financial adviser or Standard Life.

## Part 1 – Your personal details

Title (Mr/Mrs/Miss/Ms/ Other eg Dr/Rev)	<input type="text"/>	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname	<input type="text"/>			
Forenames (in full)	<input type="text"/>			
National Insurance Number	<input type="text"/>			
Date of birth (DD/MM/YYYY)	<input type="text"/>	Normal Retirement date (DD/MM/YYYY)	<input type="text"/>	
<b>Address</b>				
House number	<input type="text"/>	Street	<input type="text"/>	
City/Town	<input type="text"/>			
County	<input type="text"/>			
Postcode	<input type="text"/>			





**Part 5 – Data Protection Notice and Communication Preferences - Important, please read**

**Data Protection Notice – Using your Personal Information**

We will collect and use personal information about you and any other named individual on your application such as your name, date of birth and national insurance number in order to provide this product or service and manage our relationship with you. It may be necessary as part of this product or service to collect and use personal information which is defined as ‘special category data’ by data protection law e.g. Health related. Any such special category data will only be collected and used where it’s needed to provide the product or service you have requested or to comply with our legal and regulatory obligations and where we have obtained your explicit consent to process such information.

To provide this product or service and meet our legal and regulatory obligations, we will keep your personal information and copies of records we create (e.g. calls with us) while you are a customer of ours. If this application does not proceed or when you no longer have a relationship with us, we are required to keep information for different legal and regulatory reasons. The length of time will vary and we regularly review our retention periods to make sure they comply with all laws and regulations.

The information collected may be shared with other parts of Standard Life Assurance Limited, Standard Life Aberdeen plc, Phoenix Holding Group (PHG) and other companies we work with to support us in the provision of the product or service you have with us. We may also share your information with our regulators, HM Revenue & Customs and your adviser / employer (for applicable products and services) where necessary and lawful to do so. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

The majority of your information is processed in the UK and European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with outside of the EEA, including countries such as the United States and India. Where your information is being processed outside of the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by UK / EEA data privacy laws e.g. we will put in place legal agreements with our third party suppliers and do regular checks to ensure they meet these obligations.

For more information on how Standard Life processes your personal information and what your rights are, please read our Privacy Policy at [www.standardlife.com/privacy](http://www.standardlife.com/privacy) or write to the Data Protection Officer at Standard Life Assurance Limited, 30 Lothian Road, Edinburgh, EH1 2DH

**Communication Preferences**

Your essential updates

We’ll share important information on your plan and your choices, products and services, plus financial tips from our experts.

We also want to help you plan for the future by keeping you updated on:

Latest news and offers from Standard Life Aberdeen PLC No  Yes

For information about Standard Life Aberdeen companies visit [StandardLifeAberdeen.com](http://StandardLifeAberdeen.com).

Offers of interest from our preferred partners No  Yes

To understand how, where and why we use your information, read our Privacy Policy <https://www.standardlife.com/sl/privacy-policy.page>

Part 6 – Member’s declaration	
I have read and understood the Data Protection Notice. I agree that my personal information (including special category data) may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).	
<b>Signature of Member</b> ▶	<input type="text"/> <b>Date</b> (DD/MM/YYYY) <input type="text"/>



Signature required.

Part 7 – Trustees’ signature	
<b>For and on behalf of Trustees</b> ▶	<input type="text"/> <b>Date</b> (DD/MM/YYYY) <input type="text"/>
<b>Name of Employer</b>	<input type="text"/>





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Standard Life Assurance Limited is registered in Scotland (SC286833) at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH.

Standard Life Assurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. [www.standardlife.co.uk](http://www.standardlife.co.uk)

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