



# Adviser Journey

Sippcentre SIPP: illustrations and applications

## Overview

Apply for the Sippcentre SIPP with Cofunds as an investment partner and you have:

- Access to the information you need from one central hub
- Considerable reductions in product charges

## Stage 1: Finding out about the proposition

- Ensure you are registered with Cofunds
- **Go to the Cofunds website.** Click on Intermediaries > Product and Fund Options > Pension Service > Other Pension Options
- This will take you to an area which gives you the following:
  - Overview of the product
  - Overview of Sippcentre
  - Features and benefits
  - Asset classes (where appropriate)
  - Latest information
  - Links to illustrations and applications

## How to contact us

**Click:** [www.cofunds.co.uk](http://www.cofunds.co.uk)

**Call:** 0845 604 4001

## Stage 2: Register with Sippcentre (if you have not done so already)

- **Go to the Sippcentre website**
- You must be registered with Sippcentre to access the secure area of their website to attain illustrations or to apply for your clients. If you have not done so already, you can register using the 'IFA Registration' link at the top of the Sippcentre website homepage
- An email confirming your Sippcentre username and password, which will allow you to access the secure area of the Sippcentre website, is usually sent within 15 minutes of registration

## Stage 3: Obtain an illustration

- You can access all the necessary product information and illustration tools from the Sippcentre website. You will need to login by using your Sippcentre username and password
- All Sippcentre literature, including Terms & Conditions and Key Features, can be found in the 'Literature' section of the website
- By applying through Cofunds you are getting subsidised charges, which are detailed on the Cofunds Investment Fact Sheet (see the 'Investment Options' section on the Sippcentre website)
- All other Sippcentre charges are detailed in the 'Charges & Rates' section
- Illustrations can be prepared in the 'Illustration Tools' section. There is an option to convert the output of any illustration / report into a PDF format
- The assumptions used for the illustration may be adjusted to reflect the unique Cofunds charging arrangement that has been negotiated with Sippcentre

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### Stage 4: Applying for a Sippcentre SIPP

- Use the 'Apply Online' section of the Sippcentre website to apply for a Sippcentre SIPP
- There is a section entitled "Investment Partner" on the Sippcentre Application Form and a field which states "Please select your chosen investment option". From this dropdown, select "Cofunds"
- Use the checklist on page 2 of the Sippcentre Application Form to determine what additional items must accompany it. This will be pre-filled for forms generated by the online application process and is based on the information you provide
- All cheques must be made payable to 'Sippdeal Trustees Limited re (applicant's name)'. Do **NOT** make cheques payable to Cofunds. **You must** provide your Cofunds authorisation number by completing the "Level 4 Code Only" box at the bottom of page 2

### Stage 5: Applying for Cofunds collectives

- **For lump sum and/or regular investments**, you need to complete the Sippcentre SIPP Investment Funds Application Form which can be obtained from the Cofunds website. A deal can also be placed utilising the online buy facility on the Cofunds website for lump sum investments. You will need to ensure your clients have provided you with the necessary authorisation and they have read the Customer Agreement and the Platform Fund Key Features.
- **For in specie transfers**, you need to complete the Sippcentre SIPP Investment Funds Transfer Application Form, which is available on the Cofunds website

### Stage 6: Submit all relevant documentation to Sippcentre

- Send the completed and signed Sippcentre Application Form, other required Sippcentre documents and the relevant Cofunds application form to Sippcentre: Trafford House, Chester Road, Manchester, M32 0RS

### Stage 7: Successful Sippcentre applications

- The Sippcentre application process will normally take up to 5 working days, by which time (if applicable) the money should be visible online in the client's SIPP Cash Account
- The following will be issued by Sippcentre following a successful application:
  - Sippcentre welcome letter confirming Sippcentre username (sent to the client and copied to you)
  - Separate notification password to the client
- For all successful applications, Sippcentre will instruct Cofunds to create a new account for the client.

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## **Stage 8: Investing in collectives with Cofunds:**

### **For lump sum investments:**

- You must transfer your client's cash into the Cofunds Trading Account via the 'Cash Movement' facility button, which is found in the client's record on the Sippcentre website. This facility will only be available when the SIPP has been fully established and Cofunds have provided a unique reference number to Sippcentre
- Cash will normally be transferred on the same day if you make your cash movement request before 12:00 (midday). You will not see it on the Cofunds site until the following business day
- This first fund purchase can be completed using the paper based application form or via the online buy facility on the Cofunds website (see stage 5)
- Cofunds will issue a confirmation note directly to the client, with a copy to you, following a successful fund trade

### **For in specie transfers:**

- Sippcentre will contact the ceding pension provider to arrange the transfer of assets to Cofunds. Cofunds will issue a confirmation note (sent to the client and copied to you) following a successful fund trade. Sippcentre will not chase in-specie transfers

### **For regular investments:**

- It is your responsibility to ensure sufficient monies are available in the SIPP Cash Account on the collection date. Clients may get charged a dishonoured payment/overdraft fee in addition to the deal not being placed if monies are not available
- Applications received at Cofunds via Sippcentre up until the 15th of any month will be collected from your client's SIPP Cash Account on the 11th of the following month
- Cofunds will debit the SIPP Cash Account according to the instruction on the relevant application form on the 11th of the month

## **Problems and queries**

- If you have any problems or questions about the Sippcentre Illustration and Application process, you should contact the Sippcentre Adviser Support Team at [enquiry@sippcentre.co.uk](mailto:enquiry@sippcentre.co.uk) or by phone on 0845 839 9060
- For any queries regarding Cofunds documentation or Cofunds charges, call Cofunds on 0845 604 4001\*

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