

User Guide - Application Process

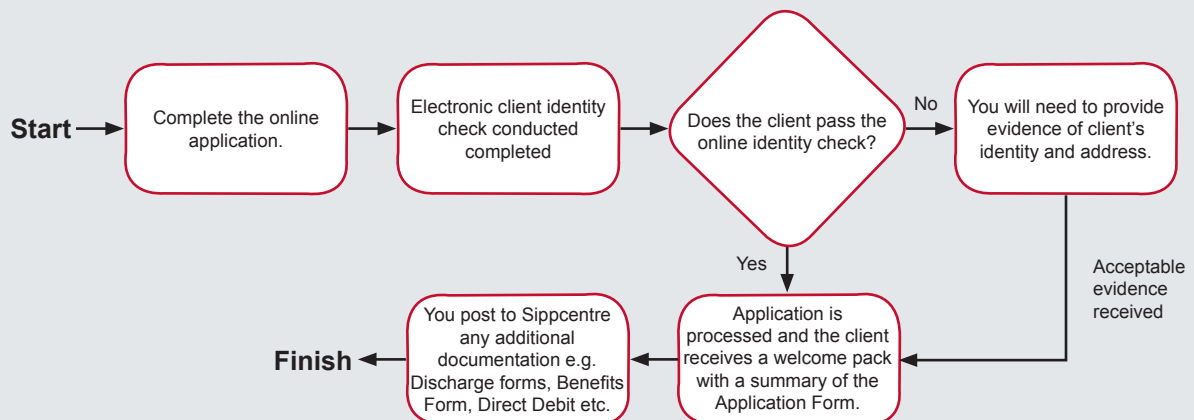
Submitting an application online

The online application process has been designed to be simple, efficient and user friendly:

- Simple to use online application process.
- Online applications do not require a client signature.
- Instant electronic client identity checks carried out.
- Any additional documentation that is required is displayed on screen.
- Post-sales client information, your client will receive a Welcome Letter and a summary of their application. You will be able to view these online in the correspondence section in the secure area of the website.
- Ability to print the completed Application Form for signature if you wish.

The online application process

The flow chart below outlines the various stages in establishing your client's account.



For cash only transfers, Sippcentre's Transfer Form should be signed by your client and sent directly to the ceding scheme. Any ceding scheme discharge forms can be sent directly to Sippcentre for processing.

For in-specie transfers, Sippcentre's Transfer Form should be completed in full, signed by your client and sent to Sippcentre, Trafford House, Chester Road, Manchester M32 0RS.

Please note, once Sippcentre has completed a ceding schemes discharge form it is your responsibility to monitor the progress of transfers. There is an online filter in the secure area of the website that allows you track the progress of pending transfers to Sippcentre.

Applications can be completed offline as well. You can download the Application Form from the literature area on our website.

Contact details

Adviser Helpline: 0845 83 99 060
E-mail: enquiry@sippcentre.co.uk

Our telephone support is only available to Advisers and is open Monday to Friday, 9am to 5pm, excluding bank holidays.

Regulatory

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The companies listed in the adjacent table are all registered in England and Wales at Trafford House, Chester Road, Manchester M32 0RS.

Company	Company Number	VAT Number
A J Bell Holdings Limited	4503206	833 5478 13
A J Bell Management Limited	3948391	759 3531 03
A J Bell Limited	3091664	639 0316 44
A J Bell Securities Limited	2723420	918 4226 21