Options UK
Online Application
SIPP Client Guide

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for your tomorrow

PART OF STM GROUP PLC

Client Online Registration – Step 1

We are pleased to inform you that your Financial Adviser has completed your SIPP application with us here at Options UK. You will have received an email notifying you of this (email example below).

> We have recently received an application for the Our SIPP, which has been completed and submitted on your behalf by [redacted] from [redacted]
>
> Before we can proceed with the processing of this application, it is necessary for you to review the application via our website, and confirm your approval of the content.
>
> Based upon the email address provided our records indicate that you have yet to register with us, which you will need to do in order to obtain the necessary authorisation to access our website.
>
> Simply click on the following link, or copy and paste the link into your browser, to register your details. Once you have activated your account you will be able to review the application.
>
> https://t2portal-test-online.i.5508.co.uk/accounts/activate-account/?inv=EAAAAFGTiQvt40gK%2FBnGsw0n4Bju5qlmq0iDBrZXQ11EsqPiWI7ilnqZOZdFxG5kMHa9SVglIha6FuH4RDM2SPhdXy0%3D
>
> If having registered you find that you are not automatically directed to the application review page, you can access it here.
>
> Please be aware that the activation process regarding your account is time sensitive, and as such your invitation will expire after 9:57AM Tue, 02 Feb 2021.
>
> In the event that you do not activate your account within the specified time frame, you will need to speak to your Financial Adviser, to request that he send you a new activation email.
>
> Finally, please note the application's unique reference number 14124, which should be quoted in any correspondence.
>
> Regards,
>
> STM GROUP PLC · options for your tomorrow · LONDON & COLONIAL INNOVATION IN PENSIONS
>
> STM is a multi-jurisdictional financial services group listed on AIM, a market operated by the London Stock Exchange. The Group specialises in the administration of client assets in relation to retirement, estate and succession planning and wealth structuring. STM Group companies are regulated where required in their host jurisdictions. STM in the UK (London & Colonial Services Limited and Options UK Personal Pensions LLP) are authorised and regulated by the Financial Conduct Authority. STM in Gibraltar (London & Colonial Assurance PCC Plc and London & Colonial (Trustee Services) Limited) are regulated by the Gibraltar Financial Services Commission.

Name of firm, adviser & email address

Link to set up online access

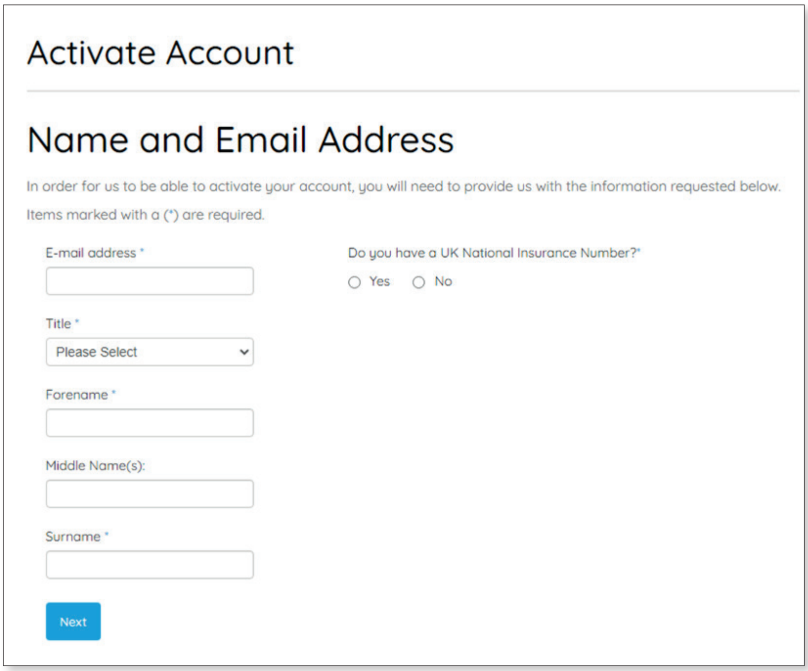
Expiration of the invite

There are just a few more steps to complete to finalise your SIPP application and to register you for your online access, which enables you to view your SIPP online.

The full process is shown on the following pages.

Client Registration – Step 2

Click on the link contained within your email. This will take you direct to our Client Online Registration. Complete the information as detailed in each stage. It is important that the details entered here match the information provided by your Financial Adviser, so that the portal allows you to electronically sign your application.



Activate Account

Name and Email Address

In order for us to be able to activate your account, you will need to provide us with the information requested below.

Items marked with a (*) are required.

E-mail address *

Do you have a UK National Insurance Number?*

Yes No

Title *

Please Select

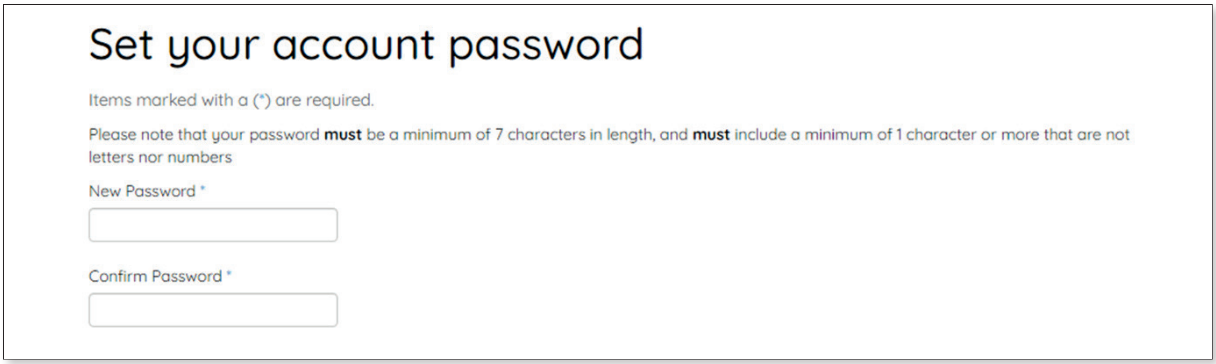
Forename *

Middle Name(s):

Surname *

Next

- Anything with a star is a mandatory field.
- Your email address must match the one entered on the application form & the one the invite was sent to.
- Your National Insurance Number must also match the details provided by your Financial Adviser on the application form.
- If any middle names are used on the application, they must be entered on registration.



Set your account password

Items marked with a (*) are required.

Please note that your password **must** be a minimum of 7 characters in length, and **must** include a minimum of 1 character or more that are not letters nor numbers

New Password *

Confirm Password *

- Your password must be a minimum 7 characters and minimum 1 special character, e.g. "@"

Client Registration – Step 2 (Continued)

Change security information

Items marked with a (*) are required.

Please provide the following security question to something memorable to you. This is required in case you forget your password.

Security question * *(e.g. Mother's maiden name)*

Answer *

Confirm Security Answer*

- It is important to remember that your answer will be case sensitive, if the portal asks this question.

Activate Account

Complete

Your account activation is now complete. You should now be able to login and use the features of the website. An e-mail has been sent with your registration details as a reminder.

Account Activation – Step 3

You will receive the following confirmation email informing you that you have now been registered to use our online portal to complete your application process (example email below).

Dear

We'd like to take this opportunity to welcome you to the online portal.

You'll now be able to log into the Login area on our website.

Regards,

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Reviewing/Approving your Application – Step 4

Now that your account has been activated, please log in to the client portal to view and approve your application. To do this, please go to https://portal.stmgroup.online/client-area/ and log in using your email address and password.

You will then be directed to the Client Area.

Client Area

Product Applications

! You have product applications waiting for approval.

Please check the table below for those applications for which the current status is "Awaiting Client Approval". To access an application simply click on the "download and view" icon.

Once you have checked carefully through the details and are happy that everything is correct, you can approve the application to be forwarded to us for processing. To do so simply click on the "approve" icon.

In the event that any of the details are found to be incorrect, you can return the application to your Financial Adviser for editing together with instructions notifying them as to the problem. To do so simply click in the "reject" icon.

Whichever option is selected, your Financial Adviser will be sent an email to notify them of your actions, and instructing them as to any additional action required.

Application ID	Product	Current Status	Actions
14118	Our SIPP	Awaiting Client Approval	

Simply download the application, and then click on the relevant 'thumbs up' icon to indicate whether the application is approved or not.

You will then be directed to the screen below.

Approve Product Application

Our SIPP

Application Id: 14119

To approve this application, and submit it to Options UK for processing, review the declarations below and click on "Approve" to accept.

Once you have done so, we will email your Financial Adviser to notify them that your application has been submitted.

You can view the latest status of your application or the details of your submitted application at any time by visiting the client area of the Options UK website.

You can view your product application form here*.

By ticking the box below you confirm that you have checked the contents of the application form, as completed by your Financial Adviser, and that everything contained within it is accurate and complete. You understand that your Our SIPP will be set up based upon the details submitted within this application.

You further confirm your agreement to the Transfer declarations detailed within your application form in respect of each transfer requested, if any.

☐ Accept

Approve | Cancel

* By default, documents should open in a new window of your browser. If your browser is not displaying the documents, it may have downloaded it instead, check your downloads.

Reviewing/Approving your Application – Step 4 (Continued)

Once you have confirmed that you wish to proceed with your application, you will receive the following email.

> Dear
>
> Your application for a new Our SIPP has now been received and is now progressing through the processing stage.
>
> Please note that your product application reference number is 14118, and this should be quoted in any correspondence.
>
> You can track the progress of your application at any time, via the Client Area of our website.
>
> In the meantime we will keep you fully informed of the progress of your application, as it proceeds through the processing stage.
>
> Regards,
>
> STM GROUP PLC options™ for your tomorrow LONDON & COLONIAL INNOVATION IN PENSIONS
>
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We are pleased to say that you have now finished the approval stage for your SIPP application. We will now finalise the establishment of your SIPP, and will confirm once this has been completed.

Once established, you will receive our welcome pack, which will include all details regarding your SIPP with us here at Options UK.

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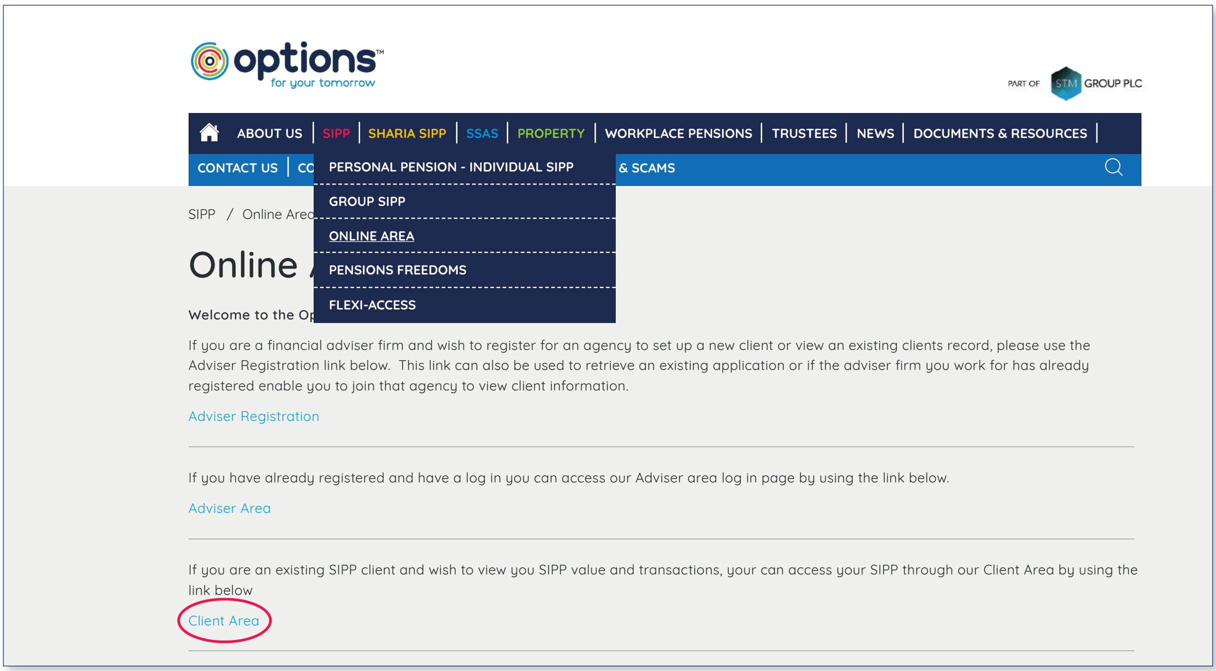
SIPP Client Guide

Upon receipt of this welcome pack, you will be able to view your SIPP in our client area. Simply go to our Options UK website https://www.optionspensions.co.uk/, click on SIPP at the top and select "ONLINE AREA" in the drop-down list, or just use this link: https://www.optionspensions.co.uk/online-area

Once in the Online Area, please click on Client Area or use this link: https://portal.stmgroup.online/client-area/
It will take you direct to our Client Area.



FOR MORE INFORMATION PLEASE CONTACT
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