

Transfer form

Use this form to transfer a scheme from another provider

Transfers require the adviser details to be completed for us to process the request.

We are required by HMRC to state that it is a serious offence to make false statements or false claims – the penalties are severe and could lead to prosecution.

We are only able to accept transfers if you have been advised to do so by an FCA regulated financial adviser.

1. Personal details

Guidance notes

Existing plan reference number

Title: MR/MRS/MISS/OTHER

Surname:

Forename/s (in full):

Please complete information below if any details have changed.

Marital status:

Spouse's / partner's name:

Spouse's / partner's date of birth

Permanent residential address
including postcode:

Date moved to this address:

If you have lived there for less than three years, your previous permanent residential address

Contact numbers:

Home:

Office:

Mobile:

Email address:

Please delete as appropriate or indicate other title.

(Please note: work or 'care of' addresses contravene HMRC requirements)

This information must be completed fully and will be used to perform an electronic identity check for anti-money laundering purposes. We will never perform a credit check in the course of processing your application.

2. Details of transferring schemes

Please complete the following details in relation to each transferring scheme:

Company/Scheme name:

Policy number(s)/Scheme Reference:

Type of Scheme

Does this comprise of the full plan value? Yes No

Are the funds crystallised? No Partially Fully

Transfer value (or estimate):

Company/Scheme name:

Policy number(s)/Scheme Reference:

Type of Scheme

Does this comprise of the full plan value? Yes No

Are the funds crystallised? No Partially Fully

Where possible we will complete the transfer using the Origo Transfer Service, if the transferring scheme doesn't subscribe to this service, please provide us with the transfer discharge forms for each transferring scheme. If required, a copy of the forms will be available from the current administrators of each scheme. As the scheme member you may be required to complete the discharge forms in part, before the forms are completed by us as the administrator of the receiving scheme. Please check that you have completed the discharge forms where necessary before sending them to us.

We may be able to contact your current pension administrators to arrange for transfer discharge forms to be sent to you, but depending on the preference of the current administrators we may require your written authority to do so.

Type of scheme may include, Personal Pension, SIPP, Defined Contribution Occupational Scheme, Defined Benefit Occupational Scheme, Section 32 Buy Out.

If you are taking benefits from the scheme then please advise if you have taken benefits from all (fully) or some (partially) of the scheme. If you haven't taken benefits then please tick, No.

Transfer value (or estimate):

(b) Do you intend to make in-specie transfers? Yes No

In specie transfers are where assets are transferred rather than cash and are subject to the assets being pre-approved by Talbot and Muir, please contact Adviser Support for details. We will require paper forms for in-specie transfers.

By accessing your benefits "flexibly" your annual allowance will be limited to £4,000 for money purchase contributions in total each year, thereafter.

I first accessed my benefits "flexibly" on the date shown. This would include taking income from a Flexi-Access Drawdown or taking an Uncrystallised Funds Pension Lump Sum for example. You **must** inform us when if you do this with another provider and are still making contributions.

3. Investment intentions

Please provide separate details of any investment instructions, and if necessary the appropriate application forms. Pending receipt of these instructions any funds received will be held in the pension scheme's designated current account.

We reserve the right to refuse to place an investment we feel will contravene HMRC rules for investment regulated pension schemes, or which would otherwise contravene the firm's Investment Policy. If in doubt as to whether a particular investment is allowable please seek approval from us.

4. Financial adviser

By completing and signing the below I confirm that I have advised the client as to the suitability of any transfers into this SIPP

Please complete adviser details below:

Name of adviser:

Name of firm:

Address:

FCA Reference Number:

Adviser Signature:

Date:

(b) Is your adviser to receive remuneration in the form of payments deducted from your pension scheme designated current account? Yes No

If YES, please complete the following

Initial adviser charge

Is an initial adviser charge to be paid? Yes No

If YES, please choose ONE of the following: Fixed Amount £ Fund based %

If the adviser charge is to be fund based, please state how the amount should be calculated: Based on the value of contributions Based on the value of transfers Based on the value of contributions and transfers Other (please specify):

Is an initial adviser charge subject to VAT? Yes No

Ongoing adviser charge

Is an ongoing charge to be paid? Yes No

If YES, please choose ONE of the following: Fixed amount £ per annum

Fund based % per annum
 Frequency of payments required: Monthly in arrears Annually in arrears
 Other (please specify):
 Commencement Date for ongoing adviser charge
 Any additional instructions:
 Is the adviser charge subject to VAT? Yes No

VAT

Under VAT general principles, fees or commission for advice only services are always taxable. Remuneration for an intermediary service may benefit from VAT exemption if the adviser acts as an intermediary by bringing parties to an exempt financial service – as confirmed in the HMRC 6 steps advice process.

5. Cancellation rights

You can cancel a transfer payment into your SIPP within 30 days of us receiving your transfer payment.

During the 30 day period, your money will be invested as instructed by you and your adviser. If you decide to cancel the transfer, we will return the transfer payment, less any fall in the investments market value. We will try to return the transfer payment to the pension provider which it came from. However, the provider does not have to accept the transfer back. If this happens, we will arrange for the transfer to be sent to another pension provider of your choice.

6. Declarations

I declare that I will provide such information as is required by the Scheme Administrator from time to time. Such information will be provided within the time frames and in the form specified by the Scheme Administrator. Furthermore, I declare that I will keep the Scheme Administrator informed of any enhanced lifetime allowance or enhanced protection entitlement or fixed protection entitlement, I intend to rely on prior to the occurrence of any benefit crystallisation event.

I hereby confirm that I have read and understood the Privacy Notice and that I understand that Talbot & Muir and the corporate trustee will obtain, record, process and hold my information and other such personal data as may be required to administer my Talbot & Muir SIPP in accordance with General Data Protection Regulation (GDPR). **Personal data we collect from you or that you have provided to us, will be processed in accordance with our Privacy Notice <https://www.talbotmuir.co.uk/privacy-notice>**

I also understand that Talbot & Muir may disclose to a third party such information about me as may be required by that third party to enable them to trace my whereabouts in the future should they be unable to do so and require their assistance.

Declarations to the Administrator of the transferring scheme(s)

I authorise and instruct you to transfer funds from the plan(s) as listed in section 2 of this application form directly to Talbot and Muir. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.

I authorise you to release all necessary information to Talbot and Muir to enable the transfer of funds to Talbot and Muir.

I authorise you to obtain from and release to the financial adviser named in this application any additional information that may be required to enable the transfer of funds.

If an employer is paying contributions to any of the plans as listed in section 2 of this application form, I authorise you release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).

Until this application is accepted and complete, Talbot and Muir's responsibility is limited to the return of the total payment(s) to the Administrator(s) of the transferring scheme(s).

Where the payment(s) made to Talbot and Muir represent(s) all of the funds under the plan(s) listed in section 2 of this application form, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.

Where the payment(s) made to Talbot and Muir represent(s) part of the funds under the plan(s) listed in section 2 of this application form, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

Declarations to Talbot and Muir and the Administrator of the transferring scheme(s)

I promise to accept responsibility in respect of any claims, losses and expenses that Talbot and Muir and Administrator(s) of the transferring scheme(s) may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

Declarations to Talbot and Muir

If I am transferring a capped drawdown arrangement(s) to a flexi-access drawdown arrangement(s), I will be subject to the Money Purchase Annual Allowance (MPAA) from the date of my first flexi-access payment, or

If I have taken benefits from any pension arrangement, with the current or any other pension provider, in a way which means I am subject to the Money Purchase Annual Allowance (MPAA), I have supplied the date the MPAA first applied to me in section 2 of this application form.

I confirm that, to the best of my knowledge and belief, the details given on this Transfer Form and on the other documentation accompanying this application are correct and complete.

I acknowledge and accept the terms of the Member Agreement applicable to the Scheme, and hereby agree to abide by them at all times.

Signed:

Member name: Date:

Office use only

Smartsearch check complete?

Processed by: Date:

Checked by: Date: