Pension Money

Pension Money SIPP

TRANSFER OUT FORM

Member Name

Scheme Number   NI No. [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Please accept this as my authority to make a transfer from my Pension Money SIPP to the following arrangement.

Receiving Scheme Details

Scheme Name

Reference

Address

Postcode

Email

PSTR Reference

Please attach a copy of the PSTR certificate

Type of Scheme

Bank Name

Account Number

Sort Code [ ][ ] – [ ][ ] – [ ][ ]

Account Name

Reason for Transfer

I wish to transfer on the following basis:

Transfer Method:

☐ **Cash Transfer**
With this option your existing provider will sell your current holdings and transfer the cash proceeds. If you want to transfer your holdings intact, please tick the 'In Specie' option.

☐ **In Specie Transfer**
Transferring an asset 'in specie' means transferring your underlying holdings as they are, without having to sell and repurchase them. This means you will remain invested throughout the transfer process. You should note, however, that there will be a short period when you will not be able to sell your holdings.

Transfer Amount:

☐ **Full Transfer**
With this option you will transfer the entire value of your existing pension.

☐ **Partial Transfer**
With this option you will only transfer part of your pension rights from another registered pension scheme, leaving the remaining rights in your other scheme.

Please specify amount to be transferred:
(Required for full and partial transfers)

Important Note: Where you are requesting an In Specie transfer it is your responsibility to check with the ceding scheme that assets can be transferred In Specie.

DECLARATION

☐ I confirm that I have sought independent financial advice in respect of the transfer of my benefits from The Hartley Pension from:

☐ I have not taken independent financial advice in respect of my transfer

I can confirm that if I am transferring any investments 'in specie' that it is my responsibility to ensure that the receiving scheme will accept the transfer.

I understand that if my transfer of benefits includes Non Standard Assets (NSA) I will be required to take suitable financial advice as to the suitability of the transfer.

I understand that due to the implications of pension liberation the transfer of benefits may take up to six months to complete.
I confirm that I have not been offered a personal financial incentive to move my SIPP to a new provider.

I understand the receiving scheme may contact Hartley Pensions in respect of my pension arrangement and give my authority for you to release information and deal direct with the receiving scheme with regards to the transfer only.

I am fully aware of the implications of the transfer.

I am aware extra charges may be applied if Property and/or Deed of Assignment are involved with the transfer.

I understand that the value of my assets may change during the transfer process and indemnify Hartley Pensions Ltd and Hartley SAS against any fluctuations and consequential impact to the value of my assets.

Signed   Date

Transfer Out Additional Information Required:

If the receiving scheme is either a Small Self Administered Scheme (SSAS) or an Occupational Scheme, the following additional information is required:

1. A copy of the HMRC PSTR certificate
2. Certificate of the HMRC registered scheme administrator
3. Certified copy of the scheme's Trust Deed and Rules
4. Confirmation of the Trading Status of the sponsoring employer
5. Confirmation of the relationship of the transferring member and the sponsoring employer

Please be advised that, prior to any transfer, written validation of the receiving scheme will be sought from HMRC. HMRC can take up to six months to respond to such requests.