

## Additional Transfer In Form

This form is to be used to transfer in existing pensions to your SIPP. It acts as your authority to request for the benefits held by another registered pension scheme to be transferred into the Scheme administered by iPensions Group Limited.

### 1. Checklist

To assist you in ensuring all relevant documentation is included when submitting your application, please complete the below:

#### Compulsory

This Transfer Form

#### Optional / Supplementary Forms where applicable / appropriate / relevant

Completed and signed discharge paperwork from your current provider (not required if current provider utilises the Origo Options Transfer Service)

Pension Transfer Specialist Report in respect of each Defined Benefit and Safeguarded Benefit transfer from a UK Registered Scheme, with a value in excess of £30,000.00

Any additional requirements your current provider may have, for example documents to validate your identity.

Please return all paperwork to the Scheme Administrator

#### Address:

2nd Floor  
35 Melville Street  
Edinburgh  
EH3 7JF

**Tel:** 0345 646 0156

**Email:** enquiries@forthplus.com

### 2. Member Details

Surname

Forename(s)

Member Number

Date of Birth

UK NI Number

Address

Name of Scheme administered by iPensions Group Limited

### 3. Pension Transfer

Current Pension Provider	Approximate Transfer Value (£)
Current Pension Scheme Name & Plan Number	Pension Scheme Tax Reference Number
Scheme Administrator Correspondence Address	Contact Number / Email Address
Pension Benefit Type <input type="checkbox"/> Defined Benefit <input type="checkbox"/> Defined Contribution <input type="checkbox"/> Personal Pension <input type="checkbox"/> Other (please specify): _____	
Does this transfer represent the full value of the current plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Guarantee date of transfer (if applicable) _____
Will the existing provider allow the transfer to proceed via the Origo Options Transfer Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the transferring scheme subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the transfer is part of an earmarking, or pension sharing order, is there an entitlement to Pension Commencement Lump Sum (PCLS)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the transfer to be made in the form of a transfer of assets (in-specie) from the existing Scheme? If yes, please confirm current valuation (no older than one month) including details of the investment holdings, in order for us to confirm that they can be held in The SIPP. <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### UK Registered Pension Scheme - Defined Benefit or Safeguarded Benefits

Before proceeding with a transfer of Defined Benefits or Safeguarded benefits from your UK Registered Pension Scheme, as your Scheme Administrator, we believe it is important to highlight to you the importance of the advice received and ensure you fully understand the nature of the benefits that you are proposing to surrender.

Please note iPensions Group are not able to provide advice regarding this matter but, in order to assist, we have provided a summary of some of the key points in Section 13, that you should consider with your Financial Adviser and understand before deciding to make this transfer request. Please also ensure you have familiarised yourself with the guide called, Understanding your transfer of Defined Benefits to a Defined Contribution Scheme.

If the transfer value exceeds £30,000, you must have received advice from, or had that advice checked by, a UK regulated Pension Transfer Specialist.

#### Pension Transfer Specialist (PTS) details:

PTS Company Name	PTS FCA Reference Number	Adviser Name
Was the PTS's personal recommendation to transfer the benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Was the PTS personal recommendation not to transfer, but you wish to insist on proceeding regardless? If yes, please complete the Insistent Client Acknowledgment at the end of this application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please confirm if the PTS recommendation incorporated specific investment(s) your SIPP will invest in. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Copy of PTS advice attached. <input type="checkbox"/> Yes <input type="checkbox"/> No		

#### By signing this transfer request I confirm:

I fully understand the PTS advice provided to me and I confirm that I understand the nature of the benefits and guarantees I am giving up. I understand I will not be able to reverse this decision once you process my request to transfer.

I confirm I have read and understood Section 13 of this form.

I understand that iPensions Group have not been party to this advice and is not authorised to provide any advice in respect of transfers or investments and confirm I wish to proceed with this transfer of benefits.

Applicant's Signature	Date
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### 3. Pension Transfer (continued)

#### Drawdown Details

Have you previously taken benefits on this scheme:

Yes

No

Are the funds being transferred:

Already entirely in drawdown

Already partially in drawdown

Not in drawdown

### 4. Financial Adviser Details

Company Name

Adviser's Name

Regulator

License Number

Adviser Email Address

Telephone Number

Additional Email Address (if required)

Registered Address

Town / City

Postcode

Country

### 5. Financial Adviser Declaration

I confirm that:

- I have provided appropriate advice regarding the suitability of the transfer. All fees including the iPensions Group fees, investment fees and the Financial Adviser remuneration has been disclosed to the Member.
- I confirm that I have explained to the Member that any instructions provided to the iPensions Group will be done so on an execution only basis. I confirm I have explained to the Member that iPensions Group will act on their and their Appointed Adviser's instructions on an instruction led basis, and do not provide financial or investment advice.
- We are suitably qualified to CII Diploma in Regulated Financial Planning (Level 4) or equivalent and authorised to provide advice and confirm the advice given to the Member will meet the regulatory requirements of the jurisdiction in which the advice is being provided.
- Where a transfer is from a scheme with any form of guarantee, safeguarded benefits or defined benefits, and where I have undertaken the appropriate transfer analysis, the Member has been advised of any benefits that may be lost as part of the proposed transfer to The SIPP.
- I confirm that the Member has been made aware of their statutory cancellation rights.
- I confirm that I have the necessary authorisation to sign this declaration on behalf of the financial advisory firm.

Adviser's Name

Adviser's Signature

Date

## 6. Your Right to Change Your Mind

### You have the right to change your mind for transfers

iPensions Group Limited will notify you once we have received your signed discharge forms for your transfer(s) or your transfer request where the transfer will be processed using the Origo Options Transfer Service. You will have 30 days from the date we acknowledge the acceptance of your request to transfer to cancel the proposed transfer.

Your right to cancel your transfer is separate from your right to cancel the establishment of your SIPP. You are NOT able to waive your cancellation rights for transfers.

### Shortfall provisions that apply to cancellations

If you exercise your right to cancel your transfer, you should be aware that you might not get back the sum you originally invested. The amount you receive is the actual realisation value of the investment upon encashment less any applicable charges or fees which may include Appointed Adviser fees. In addition, the original Pension Scheme is not obliged to accept the return of funds. In this instance it is your responsibility to provide us with details of a Registered Pension Scheme that will accept the returned funds.

Please note that if you instruct iPensions Group to invest transferred funds into illiquid assets within the 30-day cancellation period then we may not be able to return these funds without significant losses.

## 7. Transfer(s) Authorisation

1. I authorise and instruct and apply to the current provider to transfer sums and assets from the plan(s) detailed in Section 3 directly to iPensions Group and to provide any instructions and/or discharge required by any relevant third party to do so.
2. I authorise iPensions Group, The Current Provider, any contributing Employer and any Appointed Adviser named in this transfer form to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to iPensions Group.
3. I accept that in order to comply with regulatory obligations, iPensions Group and The Current Provider named in this transfer form, may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
4. Until this transfer is accepted and complete, iPensions Group's responsibility is limited to the return of the total payment to The Current Provider.
5. Where the payment made to iPensions Group represent as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan listed in Section 3, where the whole of the plan is transferring, or part of the plan represented by the payment, if only part of the plan is transferring.
6. I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that iPensions Group and the current provider may incur as a result of any incorrect, untrue, or misleading information in this transfer form or given by me, or on my behalf, or any failure on my part to comply with any aspect of this transfer form.

Applicant's Signature

Date

## 8. UK Registered Pension Scheme - Defined Benefit or Safeguarded Benefits: Important Information

Where you choose to transfer your UK Registered Pension Scheme that holds Defined Benefits or Safeguarded Benefits to a Defined Contribution Scheme, you are giving up your future entitlement to a guaranteed pension benefit and other associated benefits as outlined below. You will not be able to reverse this transfer once we process your request to transfer.

It is a legal requirement that for transfers from a UK Registered Pension Scheme that holds Defined Benefits or Safeguarded Benefits with a value over £30,000 that specialist advice is sought.

Prior to transferring these benefits, you should have considered the following key points with the pension transfer specialist adviser and in discussions with your adviser. Please note this is not an exhaustive list and that iPensions Group are not able or authorised to provide you with advice regarding the transfer of benefits.

- As a member of a Defined Benefit scheme you are guaranteed a certain level of pension income payable for life to you from when you retire.
- Your scheme may also allow you to retire early on a reduced guaranteed pension or provide the full level of guaranteed pension to you if you retire earlier due to ill health.
- Your scheme may also provide for a guaranteed level of benefits to your beneficiaries in the event of your death.
- From the date you ceased to be an active member of your Defined Benefit scheme, your pension benefits may increase annually with the aim of keeping pace with inflation.
- If you have an entitlement to a protected early retirement age or are registered with the HMRC for enhanced protection or a protected/enhanced tax-free cash entitlement under your current scheme, this may be lost on transfer.
- Where a UK Defined Benefit Scheme becomes insolvent the scheme will have access to the UK Pension Protection Fund providing a degree of protection for your guaranteed benefits.

Under a SIPP, the value of your pension benefits on retirement are not guaranteed and are based on the performance of your investments, the fund value at the point you elect to take benefits and annuity rates at that time, if you decide to buy a pension.

Please also make sure that you read our Understanding Defined Benefit Transfers document which is available on our website here: <https://www.ipensionsgroup.com/literature/understanding-defined-benefits-transfer.pdf>

The MoneyHelper website provides further information relating to Defined Benefits which can be accessed here: <https://www.moneyhelper.org.uk/en/pensions-and-retirement/pensions-basics/defined-benefit-or-final-salary-pensions-schemesexplained?source=mas#>

## Insistent Client Declaration

I, the undersigned (being the applicant), certify and acknowledge to iPensions Group by signing this declaration that:

1. I have received independent financial advice from a FCA Regulated Pension Transfer Specialist Firm, (the "Firm").
2. The Firm has provided me with a personal recommendation as part of their Suitability Report.
3. I have decided to enter into a transaction which goes against the advice in the personal recommendation provided to me by the Firm and I request that the Firm and the iPensions Group facilitate that transaction, at my insistence.
4. I am satisfied that the Firm has explained to me the nature, meaning, risk and effect of not following the personal recommendation and I fully understand the implications of not carrying out this matter in accordance with the Firm's personal recommendation.
5. I understand the risks involved, that proceeding with the transaction will not be in my best interests, and based on my personal recommendation received, I am likely to receive lesser benefits in retirement.
6. I understand that iPensions Group, in administering my request, will have no liability to me whatsoever in relation to my decision not to adhere to the personal recommendation and I will not hold iPensions Group liable for any penalties, fees, costs, claims, expenses, damages or losses I and/or my beneficiaries may incur, now or in the future, due to my decision not to adhere to the personal recommendation provided to me. I understand also that iPensions Group do not provide me with any type of advice in relation to the request I have made and the instructions I have provided to them.

Please confirm in your own handwriting, in the space below, the reason that you wish to act against the personal recommendation of the Firm and insist on transferring your pension benefits as detailed in the iPensions Group Application Form.

My Comments

My Signature

My Full Name (in block capitals)

Date