

Transferring your SIPP away from James Hay Partnership

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Guide to the transfer process

The assets and investments held in your James Hay SIPP can be transferred to another UK registered pension scheme, or a qualifying recognised overseas pension scheme (QROPS) - the pension scheme to which you make the transfer is known as the 'receiving scheme'. The transfer to the receiving scheme can be made as a cash payment or in some cases, by re-registering investments (known as an in-specie transfer). It is also possible to transfer only part of the value of your SIPP, though this may depend on the level of pension benefits (if any) you are currently taking.

We strongly suggest that before proceeding you seek advice from a regulated financial adviser with regard to the options available. If you do not have one, you can find a list of financial advisers in your local area at moneyhelper.org.uk, or by calling them on 0800 011 3797.

Full cash transfers

In order to transfer your SIPP as cash to another pension provider, all of the investments held within your SIPP will need to be sold, and any outstanding charges settled, before the payment can be sent to the receiving scheme.

In order to instruct a full cash transfer, you can:

- complete and return the enclosed 'Transfer Discharge Form', or
- ask your new pension provider to submit a request to James Hay via Origo Options, if they use this service. Please note this option is not available for the IPS Pension Builder SIPP.

Please note that we must have a disinvestment instruction, and any other documentation as stated on the enclosed 'Transfer Discharge Form', within six months of receipt of the transfer request, in order to proceed. If all required documents are not received within this time scale, the transfer will be cancelled.

Please read the Charges Schedule for your SIPP product to understand the charges that are applicable to this process.

In-specie transfers

It may be possible to transfer the investments in your SIPP to the receiving scheme in their current form, without having to sell them. This is known as an in-specie transfer.

Not all investments can be transferred in-specie, therefore you must check with the fund provider and the receiving scheme before instructing us to transfer your SIPP.

Property

Property held within your SIPP can also be transferred in-specie. Please note that we will not commence the transfer of any other investments or cash until the property has been successfully transferred.

When transferring a property, solicitors will need to be instructed on our behalf, and this must be a different firm from those appointed by the receiving scheme. If the property within your SIPP is subject to a mortgage, this will need to be discharged before the transfer can be completed.

Please note that a property transfer out charge is applicable for each property transfer. Please read the Charges Schedule for your SIPP for more information.

Transfer of a SIPP in capped or flexi-access drawdown

If your whole SIPP is crystallised (i.e. paying pension benefits), then the full value of your SIPP must be transferred to the receiving scheme. If there are uncrystallised funds within your SIPP, then you can choose to transfer all, or only a part, of those uncrystallised funds to the receiving scheme.

While there is a sufficient balance in your SIPP bank account, we will continue to pay any scheduled income payments to you during the transfer process. As the transfer process can take time to complete, you may wish to review your current income withdrawal levels and disinvestments before submitting a request to transfer a SIPP that is currently paying pension benefits.

Partial transfers

It is possible to transfer only part of your SIPP to another pension provider, should you wish to do so. Ideally, there should be at least £1,000 in cash or liquid assets remaining in your SIPP for a partial transfer request. If you're not closing your SIPP, any value lower than this would quickly be eroded by charges.

Please note that HM Revenue & Customs (HMRC) regulations do not permit a partial transfer of income drawdown plans, so the full value of any arrangements that are in drawdown must be transferred to the new provider.

Any arrangements not in income drawdown can be transferred separately.

If you wish to proceed with a partial transfer, please ask the receiving scheme to request this from us.

Transferring to a QROPS

If you wish to transfer your SIPP to a qualifying recognised overseas pension scheme (QROPS), please refer to the HMRC guidance on transferring to a QROPS at www.gov.uk/transferring-your-pension/transferring-to-an-overseas-pension-scheme.

When you wish to proceed, you should complete our 'Transfer Out Request Overseas Supplement' form as well as the 'Transfer Discharge Form' below. This is available on request or from our website www.jameshay.co.uk.

Please note that we are required to carry out certain checks on any QROPS. Therefore we will contact the QROPS provider for information on their scheme, before agreeing to the transfer.

Our transfer process

Cash transfers

On receipt of a completed request, we will complete our due diligence checks, issue disinvestment instructions to the relevant fund providers and investment managers/stockbrokers, in accordance with our 'Order Transmission Policy'.

The disinvestment instructions will include a disclaimer that the investment manager/stockbroker will need to complete and return to us, confirming that the account is closed, before we can proceed with the transfer.

Please note that we cannot be held responsible for any liabilities, costs, expenses, damages and/or losses incurred by you arising out of, or in connection with, any delay in your investment manager/stockbroker returning the completed disclaimer.

Once all money has been returned to the SIPP bank account, any charges that are due will be deducted before the balance is sent to the receiving scheme. Your SIPP will then be closed unless your instructions indicate otherwise. Please note that you will continue to be liable to pay certain charges if the SIPP is not closed.

In-specie transfers

On receipt of a completed request, we will conduct due diligence checks, cancel any regular investment centre sales, and liaise with the receiving scheme to arrange the re-registration of any investments that are being transferred in-specie.

In order to re-register certain funds, we may be required to convert the share class of your James Hay Investment Centre holdings prior to transfer. We will work with the receiving scheme to achieve this, so that you may not have to sell the funds that you wish to transfer in-specie.

Once the investments have been successfully transferred in-specie, we will forward any cash remaining in your SIPP bank account to the receiving scheme, after outstanding charges have been deducted, before closing your SIPP, unless otherwise instructed.

Cash and in-specie transfers

If you request to transfer to another provider using a combined cash and in-specie transfer, we will only issue sale instructions to the relevant investment provider once the in-specie transfer of the other investments is complete. This ensures cash is not held out of the market whilst the in-specie transfer is ongoing.

On receipt of the sale proceeds, we will forward all cash remaining in your SIPP bank account to the new provider, after deducting any outstanding charges. Your SIPP will then be closed.

General

The transfer process can take time to complete, as we are reliant on third parties for part of the process. We are therefore unable to guarantee that any transfer to a receiving scheme will be completed by a specific deadline.

As we are not the administrators of your assets, we are unable to provide you with information regarding the liquidity of any assets, details of any fund exit charges, or the timing of any sales. We recommend that you obtain this information from your financial adviser or the fund managers directly before submitting your transfer request to us.

Charges

Details of the charges payable for transferring your SIPP away from us are available in the Charges Schedule applicable to your SIPP.

Any outstanding charges that are due to us will be settled using money held in your SIPP bank account before the transfer is completed.

Fund providers and investment managers may also take an administration or policy charge to sell investments or transfer them in-specie. Details of these charges will be available from the fund provider or investment manager directly.

We will only facilitate adviser charge payments in line with the signed adviser charges agreement. As a result, we will not pay ongoing adviser charges on a pro rata basis for the period between the last payment and the date of transfer out. In this scenario, you must agree an alternative arrangement with your adviser for any charges which may be due.

Downloadable versions of the required documents are available on our website at www.jameshay.co.uk. These can also be obtained by using the contact details below.

If you have any queries regarding the transfer process, please contact us on 03333 206 181, or 03333 205 862 for IPS Pension Builder SIPPs.

Scam awareness

Please be wary of any unsolicited approach offering upfront cash incentives or loans from your pension. It is not possible to access pension funds before the age of 55 (except in rare circumstances). To do so is likely to result in serious tax consequences.

Look out for:

- a cold call, text message, email, website pop-up or someone coming to your door offering you a 'free pension review', 'one-off investment opportunity' or 'legal loophole'. Cold-calling is illegal, and is likely to be part of a scam, as legitimate companies do not search for new customers in this way.
- convincing marketing materials that promise you high returns on your investment. If it sounds too good to be true, it probably is.
- paperwork delivered to your door by courier that requires immediate signature. Never be pressured into signing anything quickly. No reputable company will force you into signing anything without giving you the chance to think about it.
- a proposal to put your money in a single investment. Putting all your eggs into one basket is rarely a sound investment strategy. In most circumstances, financial advisers will suggest diversification of investments.
- an overseas transfer of funds. Once your money has left the UK it may be impossible to ever recover it.
- a request that you transfer money quickly because of a narrow opportunity to invest. No reputable investment company would ask you to do this.

For further information about how to avoid pension scams, please read the Financial Conduct Authority's Pension Scams leaflet and visit their website at www.fca.org.uk/scams.

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

"James Hay Partnership" is the trading name of Nucleus Group Services Limited (NGSL) (registered in England, number 02538532); James Hay Services Limited (JHS) (registered in Jersey, number 77318); IPS Pensions Limited (IPS) (registered in England, number 02601833); James Hay Administration Company Limited (JHAC) (registered in England, number 04068398); James Hay Pension Trustees Limited (JHPT) (registered in England, number 01435887); James Hay Wrap Managers Limited (JHWM) (registered in England, number 04773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England, number 07259308); PAL Trustees Limited (PAL) (registered in England, number 01666419); Sarum Trustees Limited (SarumTL) (registered in England, number 01003681); The IPS Partnership Limited (IPSP) (registered in England, number 01458445); Union Pension Trustees Limited (UPT) (registered in England, number 02634371). NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPSP, UPT have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. JHS has its registered office at Aztec Group House, IFC6, The Esplanade, St Helier, Jersey, JE4 0QH. JHAC, JHWM, IPS, IPSP, are authorised and regulated by the Financial Conduct Authority. NGSL, IPS, IPSP, PAL, UPT, JHWM, JHPT, JHAC, SarumTL and JHS are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at nucleusfinancial.com (12/24)



JHAY1007

Transfer Discharge Form

Explanatory notes

This form should be used for SIPP transfers out to other pension providers. If you wish to purchase an annuity, please complete our 'Annuity Open Market Option Request' form.

If you wish to transfer your SIPP to a qualifying recognised overseas pension scheme, please also complete the 'Transfer Out Request Overseas Supplement' form, available at www.jameshay.co.uk or on request.

Please complete this form in BLOCK CAPITALS. Once you have completed Sections 1-6 please forward to your new pension provider to complete Section A, and Section B if applicable.

If you need any help completing this form, please call your Customer Support Team on 03333 206 181.

1 Personal details

Applicant to complete

Title <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> Member number <input type="text"/> Date of birth <input type="text"/>	National Insurance number <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Telephone <input type="text"/> Email <input type="text"/>
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1a Financial advice

Applicant to complete

If you have received advice from a Financial Conduct Authority (FCA) authorised firm in connection with this transfer, please provide details of your adviser:

Adviser contact name

Adviser company name

Adviser company address

 Postcode

Should we liaise with your adviser in respect of the transfer?

☐ Yes ☐ No

Adviser to complete

If your adviser is not submitting this form on your behalf with a covering letter, they must sign this section to confirm that advice to proceed was given.

I confirm in respect of the proposed transfer that:

- * I have provided the above named applicant with advice in respect of this transfer in accordance with, in particular, the Financial Conduct Authority Conduct of Business Sourcebook, Chapter 19.
- * I have given a personal recommendation that the pension transfer is suitable for the applicant and that the applicant should proceed with this transfer.
- * the personal recommendation has been given/checked by a pension transfer specialist as defined by the FCA and includes an appropriate pension transfer analysis and transfer value comparator as applicable.
- * I am qualified to provide financial advice in respect of pension transfers, as defined by the FCA, and my firm has the appropriate FCA permissions to provide advice on pension transfers and opt outs.

Financial adviser's signature

Date

D	D	M	M	Y	Y	Y	Y
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FCA firm reference

Investment Pathways

If you have not taken financial advice in relation to this request, you may not be fully aware of the options available to you when it comes to taking money out of your pension. The FCA's 'Investment Pathways' framework seeks to provide you with general investment strategies that align with how you intend to access your pension over the next five years.

To learn more about how Investment Pathways could work for you, you can use the [Investment Pathways Comparison Tool](https://www.moneyhelper.org.uk) hosted by MoneyHelper at www.moneyhelper.org.uk.

This guidance aims to make you aware of the drawdown choices you can make, and how your investment decisions can be tailored to fit with your financial goals.



Please note that James Hay does not provide financial advice, and does not offer Investment Pathways at this time; we would always suggest that you seek advice from a regulated financial adviser.

1b Reason for transfer

Applicant to complete

Are you requesting this transfer to another pension provider in order to pursue an Investment Pathway, as defined by the FCA?

☐ Yes ☐ No

Are you requesting this transfer with the intention of making immediate withdrawals from your pension?

☐ Yes ☐ No

If **Yes**, and we do not have evidence that you are following the advice of your financial adviser, please read and complete Sections 1c and 1d.

If you have answered **No** but we do not have evidence that you are following the advice of your financial adviser when requesting a transfer out, please proceed to Section 1d.

Please let us know of any other reason why you wish to transfer away from James Hay.

Please only complete this section if you are not following regulated financial advice and are transferring with the intention of immediately accessing pension benefits.

Our regulator requires us to ask you questions regarding matters you should have considered before accessing your SIPP through drawdown.

Depending on your answers, we will either:

- write to you with tailored risk warnings, giving you 14 days to consider them before proceeding with processing your request to transfer; or
- proceed with your transfer request where you appear to have considered the relevant risks.

Please answer ALL of the following questions:

1. Have you considered the state of your health and lifestyle when deciding the amount of money to take from your pension? For example if you are in good health, you need to consider that the income from your pension fund may need to support you for many years to come. Yes ☐ No ☐
2. If you have a spouse, civil partner or dependants, have you considered how your pension fund could be used to provide for them after your death? Yes ☐ No ☐
3. Over time, the effect of inflation means you can purchase less in the future than you can today with the same amount of money. Have you considered the effect of inflation on any money you take out of your pension? Yes ☐ No ☐
4. You should consider what other companies can offer you, to ensure you are happy with the options available from James Hay and the charges payable, before proceeding. Have you considered alternative pension companies to take money out of your pension with? Yes ☐ No ☐
5. Have you considered other ways of taking money from your pension other than income drawdown e.g. an annuity? If you are not sure what other options are available to you, you can find more information in the 'Your pension; your choices' leaflet available from www.jameshay.co.uk. Yes ☐ No ☐
6. Do you have other income sources (outside of the money you intend to take from your pension) that are sufficient to currently provide you with your desired standard of living? Yes ☐ No ☐
7. Will the money you are taking from your pension fund be your sole or main source of wealth in retirement? Yes ☐ No ☐
8. Do you know that your drawdown income will be paid after deduction of income tax, and that it may affect your personal tax allowance? Yes ☐ No ☐
9. Are you aware that if you put the money you take out of your pension in a bank, or buy other investments with it, you may have to pay tax on any growth? Yes ☐ No ☐
10. Are you aware that once money has been taken out of your pension it becomes part of your estate for inheritance tax purposes? Yes ☐ No ☐
11. Do you receive any means tested benefits from the Government? Yes ☐ No ☐
12. Are you taking money out of your pension through flexi-access drawdown and intending to pay more money into your pension in the future? Yes ☐ No ☐
13. Do you know that if you owe money to a creditor (e.g. via a personal loan) they cannot force you to take money out of your pension to pay off any money you owe to them? Yes ☐ No ☐
14. Fraudsters increasingly target people to move their pension fund, and target them once they have taken money out of their pension. You need to be careful when deciding where to invest your pension fund, and what you do with any money taken from it, as you could lose some or all of your money if you are the victim of a scam. Please read the FCA's **Pension Scams leaflet** and visit their website at www.fca.org.uk/scamsmart for further information. Are you aware that pension and investment scams exist and what to look out for? Yes ☐ No ☐
15. Are you aware that the amount of money you can take from your pension fund via income drawdown is not guaranteed and is based on a number of things? Yes ☐ No ☐



Pension Wise is a Government-backed service provided by MoneyHelper that offers people who are invested in defined contribution pension schemes and are approaching retirement free, impartial guidance about their choices. You can receive Pension Wise guidance online, over the phone or face to face.

You can access Pension Wise on the MoneyHelper website or call either 0800 138 3944 or 0300 330 1003 (from outside the UK +44 20 3733 3495).

If you would like an appointment with Pension Wise to discuss the action you're considering, we can arrange this for you. Please provide your contact details in the section on the right. Alternatively, you can book your own Pension Wise appointment by calling 0800 100 166.

Have you received impartial guidance from the Pension Wise service, provided by MoneyHelper, in respect of this transfer?

☐ Yes ☐ No

If **No**, we strongly suggest that before proceeding you seek appropriate advice from a regulated financial adviser, and/or guidance from Pension Wise, to understand your options. This may be appropriate even if you have received advice or guidance previously.

Would you like us to arrange a Pension Wise appointment for you?

☐ Yes ☐ No

If **Yes**, please confirm your phone number and the best time to contact you, within business hours (8.30am to 5.30pm):

Phone number

Availability

If you are due to attend a Pension Wise appointment, or if you have answered Yes above and have we not been able to contact you, please note that we will not continue to process your request until you have confirmed that you have received this guidance.

Do you wish to proceed **without** guidance from Pension Wise?

☐ Yes ☐ No

2 Details of receiving scheme

Applicant to complete

Please confirm the type of scheme you are transferring to:

- ☐ SIPP ☐ Occupational Scheme (other than SSAS)
☐ SSAS ☐ Stakeholder/Personal Pension
☐ QROPS

2a Details of the transfer request

Applicant to complete

Please confirm if you are requesting a full or partial transfer:

Full transfer ☐ Partial transfer ☐

Are you requesting this transfer as a result of an unsolicited cold call, letter, message or email, or an offer of a free pension review?

☐ Yes ☐ No

Are you requesting this transfer as a result of an incentive, such as early pension access or a cash advance?

☐ Yes ☐ No

Do you feel that you have been pressured into requesting this transfer, or encouraged to do so urgently?

☐ Yes ☐ No

If you have answered **Yes** to any of these questions, please provide details of the company:

Contact name

Company name

Contact telephone

Contact email

Please continue to answer the remaining questions in this section.

Does the scheme to which you are transferring use investment structures that are unusual, complex or unclear?

☐ Yes ☐ No

Does the scheme to which you are transferring apply high or unclear charges?

☐ Yes ☐ No

Does the scheme to which you are transferring involve high risk, overseas or unregulated investments?

☐ Yes ☐ No

If you have answered **Yes** to any of the above questions, or you are not sure about how to answer them, you should speak to your financial adviser or Pension Wise before taking any action.

Is this request part of a block transfer?

☐ Yes ☐ No

If **Yes**, please provide us with any information we may need to know regarding the block transfer:

2b Uncrystallised funds

Applicant to complete

How much would you like to transfer out?

Full uncrystallised fund ☐

Or

Specified amount: £

Receiving scheme name

Address

Postcode

Telephone

Email

2c Crystallised funds

Applicant to complete

Full crystallised fund ☐

Receiving scheme name

Telephone

Address

Postcode

Email

3 Instructions for the sale and/or transfer of assets and cash

Applicant to complete

Please tick one of the following boxes to indicate how your current investments are to be dealt with:

For full transfers out:

I have already instructed disinvestments or there is cash available in the SIPP bank account for the full transfer out ¹ ☐

Please sell all my investments prior to transfer ¹ ☐

Please transfer all my investments in-specie ¹ ☐

Please use the table below for details of the assets to be sold or transferred ² ☐

¹ Please note the completion of the table below is not required for these options.

² Please complete the table below for these options. If the details of the holdings given do not match our systems, this may result in the delay of the transfer until clarification has been obtained.

For partial transfers out:

I have already instructed disinvestments or there is sufficient cash available in the SIPP bank account for the partial transfer out ¹ ☐

Please use the table below for details of the assets to be sold or transferred ² ☐

Important: Partial transfers cannot be made if your plan is already in income drawdown.

If you request to sell an investment as part of an in-specie transfer, we will only issue sale instructions to the relevant investment provider once the in-specie transfer of the other investments is complete.

On receipt of the sale proceeds, we will forward all cash remaining in your SIPP bank account to the new provider, after outstanding charges have been deducted. Your SIPP will then be closed.

Important: Any disinvestments required as part of the transfer will be made in accordance with our 'Order Transmission Policy'; a copy of which can be obtained from our website at www.jameshay.co.uk or on request.

Description of asset	Units/shares held	Current value	ISIN code	Amount to be disinvested or transferred in £ sterling or %	Transfer in-specie, or	Disinvest to cash and transfer
Individual holdings						
Investment Centre units						
Cash deposit accounts						
Investment manager/stockbroker accounts						
Property						

Charges may be levied by the underlying fund or investment managers when selling or transferring your investments. Please contact your financial adviser or the fund provider directly for further information. Should the table above not be sufficient to detail all your holdings, please attach an additional page signed by yourself/your financial adviser.

4 Important note

SIPP bank account

If cash is to be transferred to a new pension scheme with a value of up to £250,000, the payment will be made through the Faster Payments service. For cash values greater than £250,000 the payment will be made by CHAPS.

5 Property

Applicant to complete

Please only complete this section if there is a property held within the SIPP.

Please note: We will not commence the transfer of any other investments or cash until the property has been successfully transferred.

We will appoint a solicitor from our approved panel of solicitors to act for the Trustees on the transfer of the property. Please refer to the Commercial Property Purchase and Maintenance Guide (available at www.jameshay.co.uk) for your SIPP product for further information.

For all costs relating to property transactions please refer to the Charges Schedule for your SIPP product.

Required information

Solicitors

Please provide the details of the solicitor who is to act on behalf of the receiving scheme.

Please note there must be separate legal representation for James Hay and the receiving scheme.

Solicitor's name and address

Postcode

Mortgage

If there is an outstanding mortgage, please confirm whether it is to be:

- ☐ paid off from the James Hay SIPP.
- ☐ redeemed by the new scheme taking out a new mortgage.

Market valuation report

Please confirm whether the receiving scheme will:

- ☐ be obtaining a new report.
- ☐ rely on the report which we currently hold.

For Partnership SIPP / IPS SIPP / IPS (2008) SIPP / IPS Pension Builder SIPP products only

Full name of tenant:

Please confirm the annual rent and frequency of payments:

Annual rent

Frequency

Please confirm the account details that the rent is paid to:

Sort code

Account number

Please provide (tick to confirm enclosed)

1. Copy of insurance schedule ☐
2. Copy of external SIPP account statements ☐

Your attention is drawn to the following sections of this document:

- Guide to the transfer process
- The Scam Awareness section and the FCA's Pension Scams leaflet.

You should read these sections carefully and any additional information to which they directly refer before signing this declaration. If you do not understand anything in this document please contact us for further information.

I request and consent to the transfer set out in this application form.

I confirm and agree that:

- to the best of my knowledge and belief, the particulars given on this form are correct and complete.
- if appropriate, James Hay Partnership has my authority to check with HM Revenue & Customs the details of any certificate which I supply which enhances my lifetime allowance.
- by signing this declaration, I authorise James Hay Partnership to release in respect of those rights details about the transfer from my SIPP and the subsequent application of benefits to the receiving scheme.
- after my SIPP is closed, any accumulation units, further money received from an investment or investment manager, dividends paid as shares or corporate events leading to a new asset holding, will be encashed and transferred to the receiving scheme, subject to the applicable charge for standard payments received after SIPP closure.
- the payment I have requested discharges James Hay Partnership's liability in respect of the transferred funds in full.
- any entitlement to benefits under this SIPP will cease in respect of any transferred rights and James Hay Partnership will be fully discharged from any obligation to provide benefits.
- this declaration shall not operate so as to prohibit me from bringing any claim for any act or omission.
- at all times I will be bound by, and comply with, the 'Guide to the transfer process' section.
- it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

IMPORTANT: There are companies that claim they can help you "cash in" your pension early. If you agree to this, you could face a tax bill of more than half your pension savings.

Please be extremely wary of any unsolicited approach offering upfront cash incentives or loans from your pension. Cold-calling is illegal, and is very likely to be part of a scam.

It is not possible to access pension funds before the age of 55 (except in rare circumstances). To do so is likely to result in serious tax consequences.

Never be rushed into agreeing to a pension transfer. If you are in any doubt, take advice from a financial adviser who is authorised by the Financial Conduct Authority.

Do not sign this Transfer Discharge Form unless you are certain that you fully understand the consequences of making the transfer.

Print name

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Please now forward this form to your new pension provider to complete Section A, and Section B if applicable.

If you have any questions regarding the content of this document, or if you require any other documents, please visit www.jameshay.co.uk or call us on 03455 212 414.

This section is to be completed by the receiving scheme administrator

Please **tick** if you are accepting a transfer of uncrystallised funds. ☐

Please **tick** if you are accepting a transfer of crystallised funds. ☐

Please complete **Section B in addition to Section A** if the member has requested an in-specie transfer.

A1 Transfer of funds

Receiving scheme administrator to complete

Member name

As the administrator of the scheme:
(please tick the statement that applies)

Your plan reference

We confirm that our scheme is a registered pension scheme under Chapter 4 of the Finance Act 2004, and is capable of accepting transfers of crystallised funds (if applicable). ☐

Name of scheme

We confirm that our scheme is a qualifying recognised overseas pension scheme (QROPS) as defined by HM Revenue & Customs (HMRC) under Chapter 4 of the Finance Act 2004, and has satisfied HMRC's requirement in this respect. Our scheme is capable of accepting transfers of crystallised funds (if applicable). ³ ☐

PSTR number

Scheme email address

³ If the receiving scheme is a QROPS, please enclose a copy of the letter from HMRC confirming the recognised status of the scheme.

Type of scheme

- ☐ Public service pension scheme
- ☐ Authorised master trust scheme
- ☐ Authorised collective money purchase scheme

A2 Electronic transfer payment details

Receiving scheme administrator to complete

Bank name and address

Postcode

Payment reference

Account name

Sort code

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Account number

A3 Receiving scheme declaration

Receiving scheme administrator to complete

We confirm that the above statements are true and that upon receipt and acceptance of the transfer value it will be applied to provide benefits for or in respect of the member under the receiving scheme.

We give James Hay Partnership permission to approach HMRC for confirmation that this scheme is either a registered pension scheme, or a QROPS that complies with HMRC requirements.

Print name

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address

Postcode

For cash transfers, please forward this form to James Hay Partnership on completion of Section A.

For in-specie transfers, please continue to Section B.

Please review the assets included in the proposed transfer and confirm one of the following:

- ☐ I confirm that the receiving scheme can accept and hold all of the assets that are included in the proposed transfer.
- ☐ I confirm that the receiving scheme cannot accept any of the assets that are included in the proposed transfer. ⁴
- ☐ I confirm that the receiving scheme can accept and hold all of the assets that are included in the proposed transfer, other than those listed below. ⁴

⁴ Should the receiving scheme be unable to accept some or all of the assets that are to be transferred from the SIPP, please contact the member or their financial adviser to discuss alternative arrangements.

B2 Re-registration of assets

Receiving scheme administrator to complete

Please provide the transferee's/holder's details in the table below. Please make this as clear as possible as any ambiguity will lead to potential delays in processing the transfer. Please copy this table should you require more space for these re-registration details.

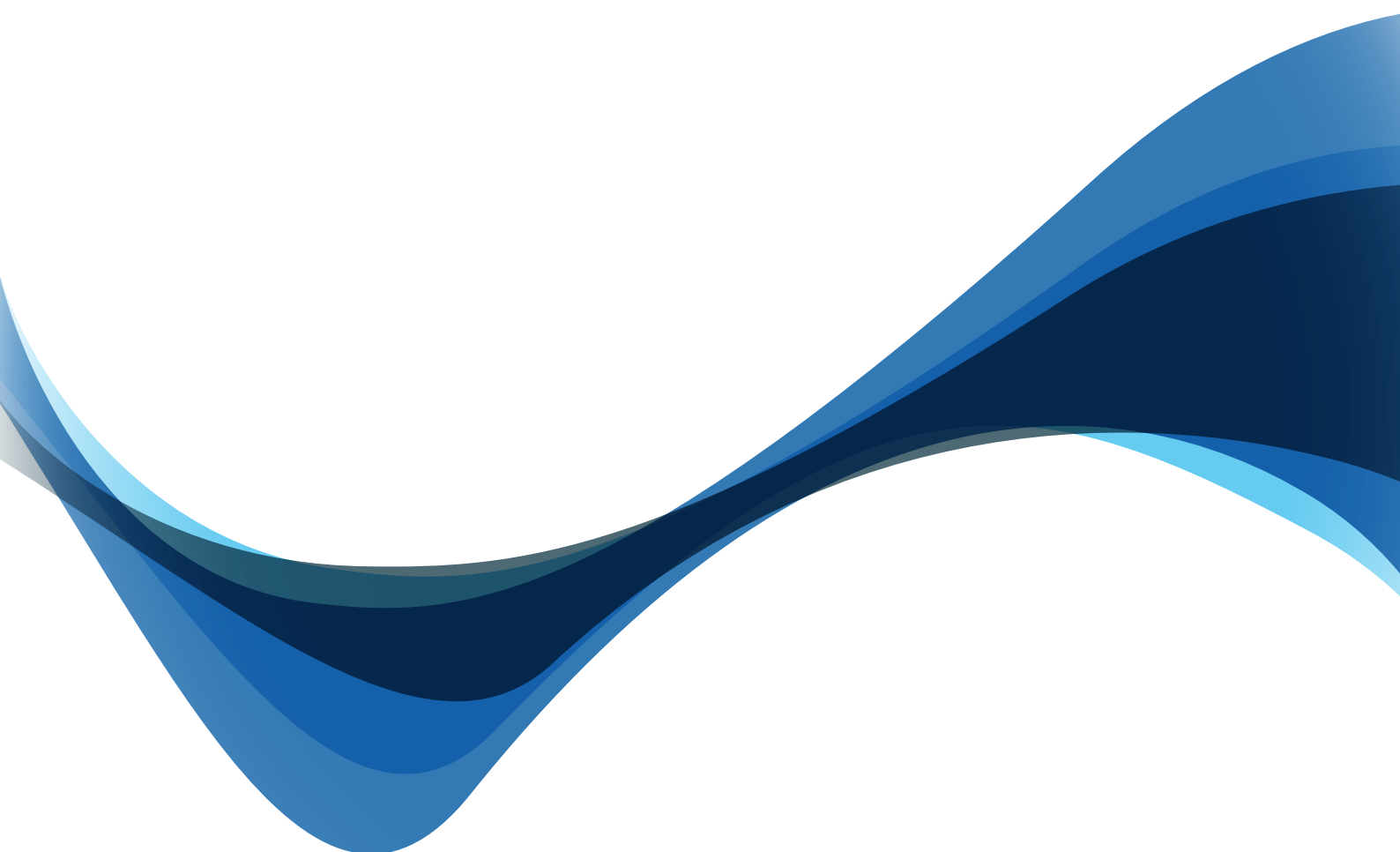
Individual holdings	Registered holder / transferee name and address	2nd Registered holder / transferee name and address	Account number(s)	Designation(s)

Investment manager accounts	New investment manager name and address	New investment manager account number	Registered holder / transferee name and address - if the assets currently held within the existing investment manager account are to be held within your plan directly

Property	Name of the solicitor representing the receiving scheme ⁵	Address and contact details of the solicitor representing the receiving scheme ⁵

⁵ Please note that separate solicitors must be instructed to act on behalf of the receiving scheme. Failure to provide details of your solicitors will delay the transfer.

Please forward this completed form to James Hay, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB.



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