

Self Invested Personal Pension

# SIPP



---

## **Transfer In Form**

for Minerva SIPP or SIPP Lite

[www.minervasipp.co.uk](http://www.minervasipp.co.uk)

# Transfer In Form

## SECTION A - To be completed by the member

## SECTION B - To be completed by the Transferring Scheme Administrator / Trustees

The Minerva Self Invested Personal Pension Scheme is a registered pension scheme for the purpose of Part 4 of the Financial Act 2004 (formerly an approved personal pension scheme under Chapter IV of part XIV of ICTA 1988) under Pension Scheme Tax Reference 00605996RN. Note that SIPP Lite is a category of membership within the Minerva Self Invested Personal Pension Scheme.

InvestAcc Pension Administration is not an annuity provider, and does not provide benefits in the form of a Scheme Pension.

## SECTION A

Full Name of Member
National Insurance Number

I wish to transfer my entitlement to benefits from the following pension scheme to the Minerva Self Invested Pension Scheme administered by InvestAcc Pension Administration Limited. This includes the SIPP Lite category of the Minerva Scheme, where appropriate.

Full Name of Transferring Scheme	
Policy Number	Revenue Reference Number
Address of Transferring Scheme	
	Postcode
Contact Name	

I wish to transfer my uncrystallised pension arrangements

Yes - full transfer

Yes - partial transfer (insert amount):

£

No

I wish to transfer my crystallised pension arrangements

Yes

No

Not applicable

Are any of the assets being transferred in-specie?

Yes

No

If 'YES' please enclose a complete list of assets to be transferred. This should include the unit allocation/price/value of each asset. If a property is to be transferred in 'in-specie' please ensure our Property / Land Questionnaire for In-Specie transfers is completed.

## Fee Agreement

(you should only complete this section if you have not already informed us of the amount of any adviser fees that you authorise us to pay your adviser from your SIPP funds for this transfer)

### Initial Fees

I agree to the following fees being paid to my financial adviser's firm in respect of this transfer.  
I understand that this fee applies solely in respect of the advice given to me for this particular transfer.

Advice relating to this transfer

£

Fixed Fee

or

%

### Ongoing Fees

Any on-going fees will be paid at the level already agreed between me and my adviser. If the on-going fees I have already agreed are a percentage of my plan value, I understand that this transfer in will increase the plan value, which will in turn increase the amount of any on-going fees paid to my adviser from my SIPP funds.

Should VAT be added to the amounts above?

Yes

No

### Members Declaration

I hereby consent to InvestAcc Pension Administration Limited requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc Pension Administration Ltd to obtain relevant details from this scheme.

I understand any 'Enhanced Protection' will be lost if the transfer is not a 'permitted transfer' as defined by HMRC Legislation.

I understand that any entitlement to take lump sum rights in excess of 25% may only be retained on transfer provided the transfer is part of a block transfer as defined by HMRC Legislation. However, I understand that if this lump sum figure is over £375,000 and I have enhanced or primary protection the lump sum on these certificates will take precedence.

I understand that any low retirement age may only be retained on transfer if it is part of a block transfer as defined by HMRC Legislation.

I understand that InvestAcc Pension Administration Limited will not pay any benefits or invest the funds that are transferred until all relevant transfer information has been received.

Signed	Date
--------	------

### SIPP Cancellation Rights - Transfers

When you make your transfer we will normally offer you the right to cancel within 30 calendar days. Within this period InvestAcc Pension Administration Limited will retain all monies in your designated SIPP bank account until the cancellation period is up before we can proceed with actioning your benefit and investment instructions.

If you wish to waive your right to this 30-day cancellation period and take your benefits and/or investments immediately you can complete the following waiver:

**I would like to waive my right to this 30 day cancellation period and I fully understand the implications of this, including the fact that once I have waived my right to this cancellation period, I will no longer be able to have any transfers detailed in this form refunded or returned to the transferring pension scheme provider.**

Applicant Signature	Date
---------------------	------

**SECTION B (to be completed by the transferring scheme trustees / scheme administrator)**

**B1 Scheme Details**

Transfer Value:

£

Is the transfer payment from an arrangement(s) under which the Client named in Section A is the original member?

Yes  No

If 'NO' please provide the following information, if 'YES' please go to B2:

Full Name of Member	
	National Insurance Number

**Safeguarded Benefits**

Does the transferring scheme offer any "safeguarded benefits" (including defined benefits or benefits from an employer sponsored arrangement)?

Yes  No

**Pension Credit Rights**

At the date of the pension sharing order were the arrangements, which are being transferred:

Uncrystallised  Crystallised

**Please provide a certified copy of the Court Order.**

**Death Benefit Entitlement**

At the date of the original member's death were the arrangements which are being transferred:

Uncrystallised  Crystallised

**B2 Uncrystallised Arrangements**

Current Value of uncrystallised arrangements:

£

We confirm that the transferring scheme is (please tick one):

- A registered pension scheme approved under Chapter 4 of the Finance Act 2004.
- A recognised overseas pension scheme as defined by HMRC under Chapter 4 of the Finance Act 2004, and has satisfied HMRC requirements in this respect.
- An employer financed retirement benefits scheme as defined by HMRC under Chapter 4 of the Finance Act 2004 and has satisfied HMRC requirements in this respect.

If the transferring scheme is an employer financed retirement scheme please confirm the type of scheme this was under pre A-day rules, for example FURBS, UURBS.

--

### B3 Crystallised Arrangements

We confirm that the transferring scheme is:

A registered pension scheme approved under Chapter 4 of the Finance Act 2004.

### P45

The members P45 is enclosed with this form (If this document is not enclosed please forward it to InvestAcc Pension Administration Limited as soon as it is available).

Please provide the following additional information for each separate date benefits were crystallised:

Current Value of crystallised arrangements:	£
Date benefits were crystallised:*	
Value of arrangements at the date benefits were crystallised* (before any pension commencement lump sum and lifetime allowance tax charges paid):	£
Amount of pension commencement lump sum paid:	£
Percentage of Standard Lifetime allowance used:	%
If applicable, amount of lifetime allowance tax charge paid:	£
GAD rate used when benefits were crystallised: *	£
GILT Yield used when benefits were crystallised: *	£
Current amount of GAD income limit:	£
Gross amount of income paid in this benefit year:	£

*\* If these arrangements were in income drawdown before 6 April 2006 this will be the date the income was converted to unsecured pension, not the original date the benefits were first paid.*

Was the Client claiming any of the following types of protection at the Benefit Crystallisation Event (please tick as appropriate)?

Enhanced Protection

Certificate Registration Number:

Primary Protection

Certificate Registration Number:

Fixed Protection 2012

Certificate Registration Number:

Fixed Protection 2014

Certificate Registration Number:

Individual Protection (IP14)

Certificate Registration Number:

International

Certificate Registration Number:

Pension Credit

Certificate Registration Number:

#### **B4 Block Transfer Information**

Is the transfer part of a block transfer?

Yes  No

If 'YES' please complete the following if applicable:

#### **Protected lump sum rights**

Amount of protected lump sum rights available at 5 April 2006 for the uncrystallised arrangements in Section B2

£

Fund Value at 5 April 2006:

£

Does the transfer value include any post A-day contributions?

Yes  No

#### **Protected retirement age**

Does the member have a protected retirement age?

Yes  No

If 'YES' please state the age that the member can begin to take benefits:

Age

## Scheme Administrator / Trustees Declaration

We confirm that as Scheme Administrator/Trustee of the transferring scheme that the above statements and the information we have provided are, to the best of our knowledge, correct and complete.

Signed	Date
--------	------

Signed for, or and on behalf of, the Scheme Administrator/Trustees of the Transferring Scheme.

Address of the Transferring Scheme	
	Postcode

---

The Minerva SIPP and SIPP Lite are offered without pensions advice. A SIPP may not be suitable for all investors. If in doubt you should consult an authorised financial adviser. InvestAcc Pension Administration Limited is the Operator and Scheme Administrator and is responsible for the maintenance and running of the scheme. InvestAcc Pension Trustees Limited is the Scheme Trustee.

The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor's tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Conduct Authority.  
InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.  
InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.



Minerva House  
Port Road Business Park  
Carlisle  
Cumbria  
CA2 7AF  
t: 01228 538 988  
f: 01228 535 988  
e: info@investacc.co.uk

[www.minervasipp.co.uk](http://www.minervasipp.co.uk)

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Conduct Authority.  
InvestAcc Pension Administration Limited is registered in England and Wales. Company number 7118349.  
InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.



Version 1.3 (April 2015)