

Self-Invested Personal Pension

# SIPP

**In-Specie Transfer to a  
Minerva SIPP or SIPP Lite plan**

(for customers with a financial adviser)

## **Please read this application form and the notes carefully.**

If you have any questions about the completion of this form, please contact the SIPP administration team on 01228 538 988.

### **Sending us your completed application**

The completed and signed application should be sent to our Carlisle Head Office by post, or by email to [TransfersIn@investacc.co.uk](mailto:TransfersIn@investacc.co.uk) or delivered in person during office hours.

Emailed applications must be high quality scans (not photographs).

Note that whilst we are usually happy to accept this form by email, you may be asked to provide original applications for any investments and some pension transfers (this will depend on the transferring scheme).

### **Digital signatures or electronic signatures**

You may be able to complete this form and sign it without the need to print it out, if you have the free Adobe Acrobat Reader with the 'fill and sign' option, which allows you to add a signature. Note that this must clearly be your actual signature, not a handwriting font or similar. We reserve the right to refuse applications or to ask for evidence of signature, such as that on a driving license or passport, or to obtain a traditional wet signature.

We may also accept applications signed using DocuSign or Adobe Sign, but only where an FCA regulated financial advice firm has one of these systems and provides to us the completed documents, accompanied by the DocuSign Certificate of Completion or Adobe Final Audit Report.

## In-Specie transfer to a Minerva SIPP or SIPP Lite plan

The Minerva SIPP is a registered pension scheme for the purpose of Part 4 of the Finance 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 SIPP. InvestAcc is not an annuity provider, and the scheme does not provide benefits in the form of a scheme pension. We do not accept transfers from overseas pension schemes.

Title	Forename(s)		
Surname		SIPP member number	

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

### Transferring scheme details

Full name of transferring provider	
Full name of transferring scheme (if known)	
Account or plan number	Pension scheme tax reference number (if known)
Address of transferring scheme	
	Postcode
Contact name (if known)	

**Approximate value of uncrystallised arrangements to be transferred:**

£

**Does this represent the full value of the plan?**

☐ Yes ☐ No

**Approximate value of crystallised arrangements to be transferred:**

£

**Does this represent the full value of the plan?**

☐ Yes ☐ No

**Please indicate the status of the sums and assets being transferred (you must select one option):**

- ☐ Already entirely in drawdown  
☐ Already partially in drawdown  
☐ Not in drawdown

**Is this transfer taking place, at least in part, to start taking pension benefits?**

☐ Yes ☐ No

**Is the current plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders? If yes, please provide details and attach a copy.**

☐ Yes ☐ No

**Does the transfer include any safeguarded benefits such as guarantees, defined benefits or derive from a cash balance arrangement?**

☐ Yes ☐ No

If **'Yes'**, we cannot accept the transfer unless you have received financial advice which positively recommends this transfer.

## Details of any assets to be transferred in-specie

Please confirm details of the investments you wish to transfer on an in-specie basis (in other words, those holdings which you wish to transfer between pension schemes, without selling them):

Name of investment	Type of investment	Provider	Reference number	To be transferred in-specie?
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No

If there is insufficient space on this page to provide the required information, then please send extra pages or a letter confirming details. You should include all types of investment that you wish to be transferred on an in-specie basis, including funds, shares, bank accounts, properties, insurance policies, stockbroker accounts etc.

**Note that you will need to approach the providers of the above investments to check that the assets are capable of in-specie transfer and to request the appropriate paperwork to re-register these investments.**

**If a property or land is to be transferred in-specie, please include details above and remember to also complete our *Property & Land Questionnaire for In-Specie Transfers*.**

If you are in doubt as to how to complete this form, then please contact us or your financial adviser. Note that InvestAcc does not provide financial advice.

**Note that the balance of the requested transfer would be made as cash, which would usually follow after the in-specie asset transfers have completed.**

**Remember that you must also complete an application to set up your new Minerva SIPP or SIPP Lite plan, if you have not already done so.**

## Financial adviser details

Have you received advice regarding this transfer from a suitably qualified financial adviser who is authorised and regulated by the Financial Conduct Authority (FCA)?

☐ Yes ☐ No

If 'Yes', please provide details:

Financial adviser firm name		
FCA number (principal firm)	FCA number (appointed representative)	
Individual adviser name	FCA number (individual adviser)	
1st line of address		
2nd line of address		
City	County	Postcode
Telephone number		Fax number
Email address		

By submitting this application form to us, the financial adviser firm above confirms acceptance of our current intermediary terms of business, available on our website: [www.investaccpensions.co.uk/termsofbusiness](http://www.investaccpensions.co.uk/termsofbusiness)

**Important - DO NOT enter any figures below** if you are paying your adviser directly, or if your adviser is only to be paid from the underlying investments (from the investment products or investment managers).

**Do you wish us to pay initial fees to the above adviser, from your SIPP funds?**

☐ Yes ☐ No

If 'Yes', please confirm details below:

## Initial adviser 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 the transfer detailed in this form.

**Advice relating to this transfer**

£

Fixed Fee

**OR**

%

**Should VAT be added to the amounts above?**

☐ Yes ☐ No

## Ongoing adviser fees

Any ongoing 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.

**To be completed by your financial adviser:** Please make financial adviser fee payments by electronic bank transfer to the following account until further notice. In the case of appointed representative firms, this account must be for the principal firm unless we are given written confirmation that the principal firm authorises us to make payment direct to an appointed representative. If no details are given below, we will use account details previously advised to us, or we will issue fee payments by cheque.

**How do you wish us to settle financial adviser fees?**

**Initial fees:**      ☐ invoice      ☐ automatically

**Ongoing fees:**   ☐ invoice      ☐ automatically\*

Bank name		
1st line of address		
2nd line of address		
City	County	Postcode
Account name		
Account number	Sort code	
Payment reference (e.g. your client or agency reference)		

**Note:** If you select the 'invoice' option, fees will be paid upon receipt of an invoice on your financial adviser's headed paper stating a monetary amount. The invoice is to be addressed to Minerva SIPP followed by the member(s) name(s). Any number of invoices can be submitted during a plan year, provided the total yearly fee shown above for ongoing advice is not exceeded in any plan year.

\*If you select the 'automatic' option, fees will be paid to the above named adviser's firm without the need for an invoice. For ongoing adviser fees which are percentage based, payments will be made once per year, on or around the plan anniversary date. If percentage-based payments are required more frequently, you will need to select the 'invoice' option above. We also offer fixed regular adviser fees which are a fixed monetary amount payable monthly, quarterly or yearly.

Adviser fee payments cannot be made until the expiration of any applicable cancellation rights or 'cooling off' period. Payments of adviser fees will be made under the reference number you have chosen above, please choose a reference which allows your firm to identify receipt.

## Investment Instructions

If your transfer includes any cash which you would like to invest, please provide instructions below:

Type	Tick if 'Yes'	Firm / Product Name	Amount £	Application Forms
Designated SIPP Bank Account	See note below	Metro Bank plc		See note below
External Bank Account	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Discretionary Investment Manager (DIM or DFM)	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
General Investment Account	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Trustee Investment Plan	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Share dealing account	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Commercial Property / Land*	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Structured Product	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Gold Bullion	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow
Other	<input type="radio"/>			<input type="radio"/> Enclosed <input type="radio"/> To Follow

*\*If you are investing in Commercial Property / Land please complete a Property and Land Questionnaire for each investment.*

**Important Note:** Please remember to forward applications for any of the investments above. All cash will be held in a designated Bank Account with our preferred bankers until we receive your investment instructions. Note that we will not chase any investment applications which you have said are 'To Follow'. If you require further space, please attach a separate sheet.

We may need to contact you to confirm the investment amount(s) as the value of funds being transferred to your SIPP can fluctuate and may be insufficient to cover the amounts noted above.

## Member's declaration

I hereby consent to InvestAcc requesting the transfer of my entitlement to benefits from the above named scheme, and for InvestAcc 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 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 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 legislation.

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

I understand that funds will be held in a designated bank account, in the absence of written investment instructions from me or my financial adviser.

I authorise, instruct and apply to the current provider to transfer sums and assets from the plan(s) as listed in the appropriate section of this application directly to the receiving scheme and to provide any instructions and/or discharge required by any relevant third party to do so.

I authorise InvestAcc, the current provider, any contributing employer, and any financial adviser named in this application 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 the receiving scheme.

I accept that in order to comply with regulatory obligations, InvestAcc and the current provider named in this application 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.

Until this application is accepted and complete, InvestAcc's responsibility is limited to the return of the total payment(s) to the current provider(s).

When payment is made to the receiving scheme as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in the appropriate section of this application where the whole of the plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.

I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that InvestAcc and the current provider may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.

I have read any information provided or made available to me by InvestAcc in connection with this transfer.



Applicant signature	Date
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## Cancellation rights applicable to this transfer

When you make your transfer, you may have the right to cancel within 30 calendar days. Within this period InvestAcc will invest your funds in accordance with your written instructions; however, should you exercise your right to cancel, then you may not get back the full amount invested. Note that we will not allow any investment in commercial property and land during the cancellation period unless you have waived your right to cancel.



## Financial adviser declaration

**I confirm I am a UK authorised financial adviser and I have provided regulated advice on the transfer detailed on this form.**

☐ Yes ☐ No

**If 'Yes', does the transfer include safeguarded benefits?**

☐ Yes ☐ No

**If 'Yes', I have provided a positive personal recommendation to transfer the safeguarded benefits to this SIPP?**

☐ Yes ☐ No (if 'no', this transfer cannot proceed)

Adviser signature	Date
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Name (individual adviser):
FCA authorised firm name
FCA authorisation number (firm)

The Minerva SIPP is offered without advice of any kind. 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.



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