



Self-Invested Personal Pension

SIPP

Transfer Out Request

Section A: To be completed by the scheme member
Section B: To be completed by the financial adviser (if applicable)
Section C: To be completed by the receiving scheme

If you wish to transfer your pension plan to another registered pension scheme, or a recognised overseas pension scheme, please arrange for this form to be completed and returned to:

InvestAcc Pension Administration Limited, Solway House Business Park, Kingstown, Carlisle, CA6 4BY
 or email it to sippadmin@investacc.co.uk.

Section A - To be completed by the scheme member

The Minerva SIPP is a registered pension scheme for the purpose of Part 4 of the Finance Act 2004 under Pension Scheme Tax Reference (PSTR) 00605996RN. The Minerva SIPP scheme includes the 'SIPP Lite' category of membership, where applicable.

Your details:

Title	Forename(s)		
Surname			
Address			
			Postcode
Date of birth	National insurance number		
SIPP number	Telephone number		

Details of receiving scheme:

Scheme name	
Scheme type	
Provider name (if applicable)	
Name of scheme administrator	
Address of scheme administrator	
	Postcode
Policy or plan number	

Is the above pension scheme an occupational pension scheme, for example a Small-Self Administered Scheme (SSAS)?

Yes No

If 'Yes', we are required in accordance with guidance from The Pensions Regulator to obtain evidence that there is an employment link between the transferring member and the sponsoring employer of the scheme. We require copies of the last three payslips, or most recent P60 if issued within the last three months, which verifies your current employment with the firm.

I wish to transfer my uncrystallised pension arrangements

- Yes - full transfer
- Yes - partial transfer (insert amount):
- No
- Not applicable

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 complete the information requested on the following page.

Have you received financial advice recommending this transfer?

- Yes No

If 'Yes', please ensure your adviser completes **Section B** of this form.

Reason for transfer (please tick all that apply):

- SIPP no longer required To take benefits from my SIPP
- Consolidating pensions Financial adviser's recommendation
- Charges Administration issues
- Investment flexibility Other, please state below:

Please detail any specific issues with the reasons ticked:

If you have taken financial advice regarding this transfer, have you checked to make sure the adviser is authorised and regulated by the Financial Conduct Authority?

- Yes No Not applicable

Have you been dealing with an unregulated introducer relating to this transfer, or any of the investments you wish to make once the transfer is completed?

- Yes No Not applicable

Have you been pressured into making a decision regarding this transfer, or been given unrealistic expectations about the future performance of the investments?

- Yes No Not applicable

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?
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

If there is insufficient information on this page, 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 request the appropriate paperwork to re-register these investments.

InvestAcc does not allow the in-specie transfer of assets to QROPS schemes.

If you wish to transfer any commercial property or land on an in-specie basis, please provide contact details for the solicitor you wish us to appoint to act on behalf of the Minerva SIPP trustees:

IMPORTANT NOTICE

If you wish to transfer only part of your fund it is your responsibility to ensure that there are sufficient cash assets (for cash transfers) or to specify the assets to be transferred (for 'in specie' transfers).

Pension Wise Guidance

If you have confirmed that the reason you are transferring is to access your pension, we recommend that you seek advice from an authorised financial adviser prior to accessing your benefits. An adviser may be found on www.unbiased.co.uk which is a directory of authorised financial advisers from which you can select a firm local to you.

If you do not wish to appoint a financial adviser, we are required to inform you of the service offered by Pension Wise and refer you to their website www.moneyhelper.org.uk which provides further information.

We must advise that you seek guidance from the Pension Wise service before transferring to access your benefits and can offer you the following options to help you to access the Pension Wise service. We are able to book the appointment for you if you select the option below. You do not have to take the Pension Wise service to access your benefits however we are required to record your responses to the options offered as follows before we can permit access to benefits.

Booking a Pension Wise appointment

Please tick preferred option for your telephone appointment:

OPTION 1

I would like you to arrange a Pension Wise appointment for me

If you have selected this option, please indicate a favoured time and day, which must be between 8:00 am and 6:50 pm, Monday to Friday, excluding Bank Holidays. We will try to accommodate your selection but cannot guarantee a specified date and time due to demand. You will be able to liaise directly with Pension Wise to rearrange if the appointment we select for you is not convenient.

Preferred day of week	Preferred Time
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For the booking, the following information will also be required:

Contact number
Email address
Memorable word*

*The booking system also requires you to select a memorable word, which the caller will quote to you, to verify they are from Pension Wise. Note that the memorable word should not be one you use with online banking or any other secure service.

OPTION 2

I would like to arrange an appointment myself

The contact details for Pension Wise are:

Website: www.moneyhelper.org.uk

Telephone: 0800 138 3944

If you have selected this option, please advise us below of the date your appointment has been arranged. We will not be able to process this transfer before you confirm your appointment has been attended.

Appointment Date	Time
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OPTION 3

If you do not wish to use the Pension Wise service, please confirm by ticking one of the options below:

- I do not require the Pension Wise service because I have taken financial advice
- I do not require the Pension Wise service because I have already received guidance from Pension Wise
- I wish to opt out of the Pension Wise service and have not taken financial advice

Under current legislation, you may contact us to commence benefits at any time from age 55 onwards (or earlier than this if you meet the requirements for ill health early retirement benefits or if you have a Protected Retirement Age).

We will not be able to process this transfer until all steps of this form are completed and, if appropriate, that you have attended your Pension Wise appointment.

Member declaration

- I confirm that I wish to transfer my fund to the registered pension scheme, or recognised overseas pension scheme, shown above. I authorise InvestAcc Pension Administration Limited to provide the scheme administrator named above with any information that they require in respect of this transfer.
- I understand the benefits transferred will be used to provide benefits consistent with the legislation covering registered pension schemes.
- I understand that I will receive no advice from InvestAcc Pension Administration Limited relating to this transfer either now or in the future.
- If my transfer is to a Qualifying Recognised Overseas Pension Scheme (QROPS), I acknowledge that InvestAcc will charge a £2,500 +VAT fee which will be deducted from the value of the transfer, and that InvestAcc does not allow the in-specie transfer of assets to a QROPS. I also confirm that this transfer does not exceed my available Overseas Transfer Allowance.
- I understand that it is an offence to make false statements and that the penalties are severe and could lead to prosecution.
- I can confirm that the information provided above is, to the best of my knowledge, true and complete.
- I can confirm that the payment made and/or assets transferred (as appropriate) shall constitute a full and final discharge in respect of my fund (as specified above), and that I shall have no further claim against InvestAcc Pension Administration Limited.

Signature

Date

X

Section B - To be completed by the financial adviser (if applicable)

I confirm I am the authorised financial adviser noted below.

Yes No

I confirm my firm has the relevant regulatory permissions to advise on the transfer detailed in this form.

Yes No

I confirm my firm has made a positive recommendation to make the transfer detailed in this form.

Yes No

Adviser name	
Company name	
Address	
	Postcode
Telephone number	Email address
FCA authorisation number	
Financial adviser website address	

Adviser signature	Date
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X

Section C - To be completed by the receiving scheme**Receiving scheme details:**

Full scheme name	
HMRC pension scheme tax reference number	
Company name	
Address	
	Postcode
Telephone number	Contact name
Email address	Website address

Scheme type (please tick appropriate):

- SIPP
 SSAS
 Personal Pension / Stakeholder Pension
 Qualifying Recognised Overseas Pension Scheme (QROPS)
 Other

If other, please specify the nature of your scheme

Registration status of the receiving scheme:

We confirm that the above scheme is registered under Part 4 of the Finance Act 2004 and is able to accept transfers of crystallised or uncrystallised funds or is a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by HMRC under Chapter 4 of the Finance Act 2004.

Please provide evidence from HMRC which confirms the current registered status of the scheme.

Please provide bank account details for payment:

Bank name	
Bank address	
	Postcode
Account name	
Account number	Sort code
Reference	

Declaration

We declare that the above information is true and complete and that we are willing and able to accept this transfer. We confirm that the funds transferred will be applied to provide benefits consistent with the legislation covering registered pension schemes. We give permission for HMRC to provide the scheme administrator with the information relating to the status and registration of our scheme.

Signature (for and on behalf of the receiving scheme administrator)		Date
Name	Position	



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