

## Transfer out request form



Guardian  
Pension  
Consultants

Providing Pension Trustee & Administration  
Services for Self-Administered Pensions

### 1. Personal details

Title	MRS
Forename(s)	ANNETTE
Surname	MORRIS
Address	54 LANTHER HILL FOREST HILL LONDON
Postcode	SE23 1PY
Date of Birth	14/07/1961
National Insurance Number	WL983000B

### 2. Receiving Scheme details

Receiving scheme name	
Scheme number	
Receiving scheme address	
Postcode	
Is the transfer to a	<input type="checkbox"/> A registered UK Pension Scheme
If the transfer is to a Non UK Pension Scheme please complete section 3	<input type="checkbox"/> Non UK Pension Scheme

### 3. QROPS

If you wish to transfer to a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by H M Revenue & Customs (HMRC) under Chapter 4 of the Finance Act 2004, please confirm the scheme has satisfied HMRC requirements in this respect and is able to accept transfers of Uncrystallised and Crystallised funds ☐ Yes ☐ No

If yes please complete the information below. If no the transfer cannot proceed.

Name of Pension Scheme	Name of Administrator	Benefits taken	% of lifetime allowance

### 4. Transfer out options

Do you wish to transfer your entire fund?

☒ Yes (Please complete section 5) ☐ No (Please complete section 6)

Note: A partial transfer can only consist of funds which are not being used to provide an income. If an income is being provided a full transfer will have to be made.

#### 5. Full Transfer out

It is possible to transfer investments 'in-specie' (where the receiving scheme becomes the owner and the investment does not need to be sold).

Do you wish to transfer your investment in-specie (if possible)?

Yes ☐ All investments

Yes ☐ Some investments (specify below)

No ☐

Name & Description of Investment (Fund & Units)	Ref/Policy number	Value

#### 6. Partial Transfer out

Amount to be transferred to receiving scheme

£

Do you wish to transfer your investment in-specie (if possible)?

Yes ☐ All investments

Yes ☐ Some investments (specify below)

No ☐

Name & Description of Investment (Fund & Units)	Ref/Policy number	Value

#### 7. Cash in Bank

Please confirm how you wish the cash in your SIPP bank account (s) is to be transferred to the receiving scheme.

☐ BACS (3 day transfer no charge) ☒ CHAPS (Same day – Bank charge applies)

Note: Cash will only be transferred once all property and investment has been transferred, re-registered or sold.

Cash will be transferred by BACS if no option is selected.

## 8. Property

If you have a property in your scheme please confirm whether you wish this to be

☐ Transferred ☐ Sold

### Details of solicitor dealing with the Sale / Transfer

Name

Address

Telephone Number

Fax Number

Email address

### Details of purchaser and their solicitor

Purchaser Name

Address

Telephone Number

Fax Number

Email address

Solicitor Name

Address

Telephone Number

Fax Number

Email address

## 9. Pension Income

Please confirm whether you wish to continue drawing an income from your scheme whilst the transfer is being processed

☐ Yes ☐ No

It can sometimes take several weeks/months to complete a transfer if investments are being transferred in-specie or if your scheme has a property.

If you wish to continue taking an income please note that we may not be able to transfer your funds until the next income payment has been made.



## Transfer Out Surrender Request

Please complete for each investment, Stockbroker or Bank Account within the scheme.

Please be advised that I wish to transfer to:

### Receiving Scheme details

Company name

Address

Please accept this as my authority to encash ☐ or transfer in specie ☐ the following investments to the above company.

Please encash the following

Name & Description of Investment (Fund & Units)	Ref/Policy number	Value £

Please transfer the following in-specie

Name & Description of Investment (Fund & Units)	Ref/Policy number	Value

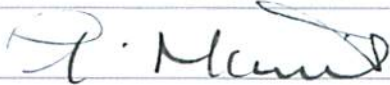
Register investments as:

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SIPP Account details for encashment (please complete for partial and full transfers)

Account name	ANNETTE MORRIS		
Account number	15310790	Sort Code	16 00 79

Please ensure that ALL investment payments including any future payments due are paid

Member Trustee Signature		Date	10/9/13
Guardian Pension Trustees Signature		Date	

## 10. Declaration

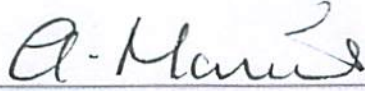
I confirm that I wish to transfer my pension to the company named in section 1. of this form.

I confirm that:

- 1) The statements included on this form are true and complete.
- 2) I understand that payment of the transfer will fully discharge the liabilities of Guardian Pension Consultants Ltd and Guardian Pension Trustees Ltd to me and my dependants in respect of my membership of the SIPP.
- 3) On transfer Guardian Pension Consultants Ltd are no longer responsible for the payment of pension benefits to me.
- 4) I am not entitled to a refund of any fees. A transfer out fee as detailed in the latest fee schedule will be deducted from my SIPP account.
- 5) I authorise Guardian Pension Consultants Ltd to arrange for the closure of my SIPP bank account with Royal Bank of Scotland / Cater Allen and to transfer the remaining balance plus interest to date to my new provider once all assets have been transferred / sold.
- 6) In the event of a Partial Transfer Out, I authorise Royal Bank of Scotland / Cater Allen to release the amount quoted in section 6, from my SIPP Bank Account.

Account number \_\_\_\_\_ Sort Code \_\_\_\_\_

- 7) I authorise Guardian Pension Consultants Ltd to release details regarding my scheme to the receiving scheme.

Member Trustee Signature		Date	10/9/13
Guardian Pension Trustees Signature		Date	

**It is an offence to make false statements and can result in severe penalties and prosecution**

The Guardian SIPP product is provided by Guardian Pension Consultants Ltd, which has appointed Guardian Pension Trustees Ltd as trustee. Administration of the SIPP is carried out by Guardian Pension Consultants Ltd who are regulated and authorised by the Financial Conduct Authority under firm reference number 463717 and you can check this authorisation at [www.fca.gov.uk/register](http://www.fca.gov.uk/register) or by calling the FCA on 0800 111 6768.

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

## Receiving Scheme Declaration and Warranty

### Receiving scheme details

Member Name	
Receiving Scheme Name	
Contact name	
Receiving scheme address	
Postcode	
Telephone number	
Email Address	
Pension Scheme Tax Reference Number	
ASCON	
Your Scheme reference number	

Please tick the statement which applies to this scheme:

- ☐ We confirm that our scheme is a registered Pension Scheme in accordance with Chapter 4 of the Finance Act 2004 and is able to accept transfers of Crystallised and Uncrystallised funds.
- ☐ We confirm that a our scheme is a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by H M Revenue & Customs under Chapter 4 of the Finance Act 2004 and has satisfied H M Revenue & Customs requirements in this respect and is also able to accept Crystallised and Uncrystallised funds.  
(Please provide a copy of the letter from HM Revenue & Customs confirming the recognised status of the scheme)
- ☐ Other

Please confirm whether your scheme cannot accept any of the following:

- ☐ In specie transfer of property      ☐ Pre A-Day (6/4/06) Borrowings
- ☐ Protected Rights      ☐ In Specie Transfer of Unquoted Shares

### Cash transfer payment details

Account name	ANNETTE MORRIS PENSION SCHEME		
Account number	33130254	Sort Code	60 95 31
CHURCH HOUSE TRUST, 3 GOLDCROFT			
YEovil, SOMERSET		Postcode	BA21 40Q



**Receiving scheme details**  
**In Specie transfer details**

If your scheme can accept an in specie transfer of investments please complete the following

How are investments to be registered

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First Name investment to be registered to

Name	
Address	
Postcode	

Second Name investment to be registered to

Name	
Address	
Postcode	

We confirm that to the best of our knowledge the statements included on this form are true and complete. We confirm that upon receipt and acceptance of the transfer it will be applied to provide benefits for or in respect of the member under the receiving scheme.

We agree that Guardian Pension Consultants Ltd may contact H M Revenue & Customs for confirmation that our scheme is either a registered Pension Scheme or a QROPS that has satisfied HM Revenue & Customs requirements.

To be signed on behalf of the receiving scheme Administrator

Signed		Date	
Print Name			
Address			
	Postcode		

The Guardian SIPP product is provided by Guardian Pension Consultants Ltd, which has appointed Guardian Pension Trustees Ltd as trustee. Administration of the SIPP is carried out by Guardian Pension Consultants Ltd who are regulated and authorised by the Financial Conduct Authority under firm reference number 463717 and you can check this authorisation at [www.fca.gov.uk/register](http://www.fca.gov.uk/register) or by calling the FCA on 0800 111 6768.