

# Transfer Out Application

Use this form to fully transfer your benefits in cash from a Standard Life pension scheme to another UK registered pension scheme.

## Guidance notes for filling in this form

References to 'Standard Life' mean Standard Life Assurance Limited or Standard Life Master Trust Co Ltd. The questions under the Pension Schemes heading and Parts 1, 2 and 4 of the form should be completed by you as the Planholder, and Part 3 by the Trustee/Scheme Administrator of the receiving pension scheme (Receiving Scheme). You should check the details completed by the Receiving Scheme before signing and dating the form at the end.

Standard Life will not be able to proceed with your transfer request unless this form is completed fully. Complete one form for each Standard Life plan that you wish to transfer.

UK tax laws mean that tax is charged on 'unauthorised payments' that are made from UK registered pension schemes. The (UK's) Money and Pension Service (a Government provided service) formerly known as the Pensions Advisory Service, can help to explain the potential tax consequences for you of an unauthorised payment.

Where the value of your pension fund is greater than £30,000 and contains safeguarded benefits, legislation requires you to take advice from an independent financial adviser. Safeguarded benefits are defined as a benefit that has a promise, such as a guaranteed annuity rate or level of pension income, but does not include guaranteed investment returns such as those from with profits.

**Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.**

### Transfers to Occupational Pension Schemes evidence requirements

Where the transfer is to an Occupational Pension Scheme, including a Small Self-Administered Scheme, you must supply evidence of an employment link between you, your employer and the receiving scheme.

**Please note:** "employer", in relation to a transfer to an Occupational Pension Scheme and this transfer Application Form, means the "sponsoring employer" or "participating employer" (whichever category is relevant to your own employer), to or in respect of any or all of whose employees the pension scheme has, or is capable of having, effect so as to provide benefits.

**Where your employer is a sponsoring employer and it is they who have established the scheme you have asked us to transfer to you must supply a copy of the receiving Scheme's Trust and Rules with your transfer application form.**

**Where your employer is participating in an already established Scheme, as a participating employer you must provide copies of receiving Scheme's Trust Deed and Rules and your own employer's signed Participation Agreement (to join the Scheme) with your transfer application form.**

### Along with this form you must provide the following:

- A copy of correspondence from HMRC confirming the Receiving Scheme's Pension Scheme Tax Reference (PSTR) number. The Receiving Scheme Trustee/Scheme Administrator will be able to provide you with this.
- A letter from the bank providing the Pension Schemes Trustee/Administrators Account. This letter must be, on letter headed paper, confirming the full name of the account, the account sort code, the account number, the date the account was established, and the names of the accounts authorised signatories.

You must supply evidence that you have been in employment with your employer and that this employment has lasted for a continuous period of at least 3 months before the date of your request to make the transfer (the completion of this transfer Application Form) was received by us.

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Is any of your plan invested in with profits?

These investments may include potentially valuable guarantees. With profits guarantees give you some protection if investment returns are poor. Please check your last statement for details of any guarantees. If you're unsure of anything or need more information, please call us. You should also consider paying for financial advice, as the impact of giving up a with profits investment depends upon your personal circumstances.

You can find out more about with profits at [www.standardlife.co.uk/withprofits](http://www.standardlife.co.uk/withprofits)

Please return the completed form to Standard Life:

**Standard Life  
Standard Life House  
30 Lothian Road  
Edinburgh  
EH1 2DH**

**Guidance notes for filling in this form (continued)**

You must supply evidence of the salary paid to you in respect of your employment, which payment evidence must indicate continuous payments to you for a period of at least 3 months before the date of your transfer request to make the transfer. We will not accept evidence of payment of Dividends, whether as a Director or Shareholder, as evidence of earnings as they do not constitute taxable earnings. **NB: If you are self-employed, please provide a copy of your latest tax return and a letter from certified accountant evidencing your last 3 months' income. The letter must indicate who the accountant is regulated by.**

Salary payments must also meet the minimum salary requirement as found under section 5 of the Social Security Contributions and Benefits Act 1992 in that the minimum salary requirement is that you must be paid an average gross weekly salary, during the last 3 months, which was at, or above, the lower earnings limit. Contact your employer if you have any queries about this requirement.

You must supply evidence that contributions to the receiving scheme have been paid by, or on behalf of, your employer, or by, or on behalf of, both your employer and yourself, for a period of at least 3 months before the date of your transfer request to make the transfer.

In terms of The Occupational and Personal Pension Schemes (Conditions for Transfers) Regulations 2021 the following evidence is required to demonstrate the employment :-

(1) A letter from your employer confirming that—

- (i) the employer is a sponsoring/participating employer of the receiving scheme;
- (ii) you are employed by them;
- (iii) the date from which you, the member, have been continuously in their employment; and
- (iv) confirmation that the contributions to the receiving scheme shown as due to be paid by the schedule, required in accordance with paragraph number 2 (below), have been paid and the dates of those payments, or, where the amounts of the contributions that have actually been paid are different to those that were due to be paid, those actual amounts and the dates they were paid.

(2) A schedule of contributions or payment schedule showing—

- (i) separate entries for the amounts of pension contributions (excluding additional voluntary contributions) to the receiving scheme that were due to be paid for the 3 month period referred to above by, or on behalf of, yourself and your employer, or your employer only, in respect of yourself; and
- (ii) the dates on which those contributions were due to be paid;

(3) Payslips, or other evidence in writing, advising of pay remittances and showing the salary paid to you by your employer for the 3 month period referred to above.

(4) Copies of the personal bank or building society statements, or a building society passbook, showing the deposit of salary into your account for the 3 month period referred to above. Please note, we may request sight of original copies of personal bank or a building society statements, or a building society passbook, showing the deposits of salary, should we deem this necessary.

This documentation can be sent to us electronically, via our Standard Life online portal, without the need to send the documents by post. Should you wish to register to use our online portal, you can do so at this address: - <https://www.standardlife.co.uk/help/contact/my-account-and-login>.

Alternatively, if you do wish to send the documents by post, please send them to the address shown at the end of the form.

Upon receipt of the complete requirements we will assess your request with a view to completing the transfer. However, we do reserve the right to ask for additional information where it is deemed necessary.



Can you access free guidance from Pension Wise?		
Are you age 50 or over?		
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> → Pension Wise appointments are only available to those aged 50 or older. <b>Please move on to the Pension Scams section of the form</b>	
Is one of the reasons for transferring this pension because you plan to withdraw money from it?		
Yes <input type="checkbox"/>	No <input type="checkbox"/> → Before you come to withdraw money from your pension in the future, we recommend you have an appointment with Pension Wise, who will help you understand your options. <b>Please move on to the Pension Scams section of the form</b>	
If you answered yes, you must complete the Pension Wise section below.		
Before returning this form, you should take free pensions guidance from Pension Wise		
We strongly recommend you seek guidance or financial advice before deciding what to do with your pension savings.		
Before returning this form, you should use the government's free, impartial guidance service, called Pension Wise.		
<b>Booking a Pension Wise Appointment is easy</b>		
The quickest and easiest way for you to book an appointment with one of their Pensions Specialists is by visiting <a href="http://www.moneyhelper.org.uk/nudge-public">www.moneyhelper.org.uk/nudge-public</a> or by giving them a call on <b>0800 100 166</b> .		
You can also contact us on <b>0800 634 7476</b> (call charges will vary) and we can arrange a Pension Wise appointment for you.		
You could also speak with a Financial Adviser to get a personal recommendation. There is likely to be a cost for financial advice, but it could save you money in the long run.		
You can go to <a href="http://www.moneyhelper.org.uk">www.moneyhelper.org.uk</a> to find a Financial Adviser in your area.		
Have you had a free appointment with Pension Wise or taken financial advice about this decision?		
Yes, I've had a Pension Wise appointment	Yes, I've paid for financial advice	No, I chose not to have a free Pension Wise appointment or to pay for financial advice
I was aware I could use Pension Wise before I received this form Yes <input type="checkbox"/> No <input type="checkbox"/>	I was aware I could pay for financial advice before I received this form Yes <input type="checkbox"/> No <input type="checkbox"/>	Please tell us why; 1. I've already decided what I want to do <input type="checkbox"/> 2. I don't have time <input type="checkbox"/> 3. I need money urgently <input type="checkbox"/> 4. Pension Wise will not be personalised to my circumstances <input type="checkbox"/> 5. I'd rather not say <input type="checkbox"/> 6. Other <input type="checkbox"/>
<b>IMPORTANT</b> If your personal circumstances change, you should speak with your Financial Adviser or consider having another appointment with Pension Wise		



An appointment with Pension Wise is free and will help you understand what your overall financial situation will be when you retire. Some of the topics a Pensions Specialist will talk you through to help you make an informed choice are;

- The options available,
- The tax implications of accessing pension savings and,
- What you should check before you make any decisions

You'll also find out about the other factors you need to think about when considering your options.

## Pension Scams

The Occupational and Personal Pension Schemes (Conditions for Transfers) Regulations 2021, introduced in November 2021, build upon the (UK) Government's measures to combat pensions scams.

The Regulations set out the two conditions (First Condition in Regulation 7 or the Second Condition in regulation 8) that must be satisfied before a cash equivalent may be used in a specified way or for an authorised purpose, as the case may be, by any transferring trustee or scheme manager.

The Regulations provide that where the trustees or managers of a transferring scheme have decided that neither the First Condition, nor the Second Condition is satisfied in respect of a transfer, the member loses their right to use the cash equivalent in respect of that transfer, in accordance, as the case may be, either with sections 98(2) (loss of right to cash equivalent) and 99(2ZA) (trustees' duties after exercise of option) or with section 101(2AA) (time for compliance with transfer notice), of the Pension Schemes Act (1993), from the date that they notify the member of that decision.

Where the trustees or managers of a transferring scheme have decided that neither the First Condition, nor the Second Condition is satisfied in respect of a transfer, and that the member has lost their right to use the cash equivalent in respect of that transfer, that loss does not override the provisions of any transferring scheme's rules, where the trustees or the scheme managers of that scheme have the ability to exercise their discretion whether to accept, or not, a transfer request in the absence of a statutory right to a cash equivalent.

For further information on these Regulations speak to your financial adviser or the (UK's) MoneyHelper service [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk)

Your Pension savings are in safe hands with us but pension scams are on the increase.

We are working hard to help our customers avoid these scams. Thousands of people have lost their retirement savings after falling for a pension scam. Don't be next.

If you are considering transferring your pensions savings into a new scheme, please answer these questions:

Q1. Was it your idea to ask for a transfer request, or were you contacted by someone who suggested it? Please provide details below.

**I wish to consolidate my pension benefits held with different providers.  
The transfer is being processed on my instruction.**

Q2. Have you been motivated by a cold call, online advert or text, electronic mail, or social media advert (e.g. on Facebook or LinkedIn) out of the blue, offering a 'free pension review'? If yes, please provide details below.

**No**

**Pension Scams (continued)**

Q3. Have you taken regulated advice about this transfer request?  
If yes, please provide the following details:

Yes ☐ No ☒

Name of Financial Adviser

Name and  
address of  
company  
providing you  
with financial  
advice

Postcode

Contact  
number

If you have taken regulated advice, please state which regulatory body the adviser is regulated by and give the Adviser, or the Firm's, regulatory Reference Number as allocated by the Regulator concerned.

Reference Number

Regulatory body

Q4. Have you been told you can access any part of your pension fund before age 55, other than on grounds of ill-health? If yes, please give details below.

No

Q5. Do you know where your pension fund will be invested under your new scheme? If yes, please give details below.

**Yes, the investments I'm considering are commercial property purchase, quoted stocks and shares on a regulated platform, employer related loan to Zads M3 Limited**

Q6. Will your pension fund be investing in unusual investments, such as overseas property, car parks, non-FCA Regulated investments (e.g. such as overseas Bonds), forestry, storage units, care homes, biofuels or businesses you don't know much about? If yes, please give details below.

No

Q7. Have you been promised guaranteed returns? If yes, please give details below.

No

Q8. Have you been put under pressure to make the transfer request? If yes, please give details below.

No



**Pension Scams (continued)**

If the answer to any of these questions is **yes**, then there's a chance your money could be at risk.

We ask these questions because unusual investments, such as such as overseas property, car parks, non-FCA Regulated investments (e.g. such as overseas Bonds), forestry, storage units, care homes, biofuels are generally considered high risk investments and many have been linked to pension scamming activity.

To know what to look out for or what to do if you think you're being targeted – go to The Pensions Regulator's website **[www.pension-scams.com](http://www.pension-scams.com)**

We also ask these questions because pension scammers may pose as financial advisers.

We always recommend that you take financial advice about your transfer options from a financial adviser authorised and regulated by the UK Financial Conduct Authority to give pensions transfers related advice.

If you take advice from someone who is not authorised and regulated by the UK Financial Conduct Authority, you may not be covered by the protections of the Financial Ombudsman Service or the Financial Services Compensation Scheme if things go wrong in relation to the advice given. You should also be aware that if you take advice from a non-UK based adviser, you may not be covered by any similar protections in the country you live, or where the advice has been given from, at all.

If you should have any queries about this, speak to your adviser or contact the UK Financial Conduct Authority.

If you are receiving advice from a financial adviser, you should remember that the adviser is acting on your behalf not only in giving advice, but also regarding the completion of this form.

**Part 1 – Your details**

You should complete this part.

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev) **Mr** Surname **Russell**

First name(s) (in full) **Bradley Boyd**

Date of birth (DD/MM/YYYY) **22-11-1982** National Insurance Number **JJ905830C**

Standard Life plan number **D2029441000**

Your address **30 Carrwood Road, Bramhall, Stockport**

Country **United Kingdom** Postcode **SK7 3EL**

Your contact number **07717133155**

Your email address **Bradley.russell@yahoo.co.uk**  
@

You should complete this part, but your Receiving Scheme Trustee or Scheme Administrator may need to provide you with the information required

**Part 2 – Receiving Scheme details**

Type of Receiving Scheme: Occupational Pension Scheme ☒ Personal Pension Scheme ☐ Small Self-Administered Scheme ☐

Name of Receiving Scheme **Bradley Russell Pension Scheme**

HMRC Pension Scheme Tax Reference number **20005755RT**

Name of Receiving Scheme Administrator **RC Administration Ltd**

Telephone no. for Receiving Scheme Administrator **0330 311 0839**

Contact name at Receiving Scheme Administrator **Georgina Martin**

Address of Receiving Scheme Administrator **1A Park Lane  
Poynton  
Cheshire** Postcode **SK12 1RD**

Name(s) of Receiving Scheme Trustees (if applicable) **Bradley Russell**

Why ask these questions? Because, pension scammers may pose as financial advisers.

We always recommend that you take financial advice about your transfer options from a financial adviser authorised and regulated by the UK Financial Conduct Authority to give pensions transfers related advice.

If you take advice from someone who is not authorised and regulated by the UK Financial Conduct Authority, you may not be covered by the protections of the Financial Ombudsman Service or the Financial Services Compensation Scheme if things go wrong in relation to the advice given. You should also be aware that if you take advice from a non-UK based adviser, you may not be covered by any similar protections in the country you live, or where the advice has been given from, at all.

If you should have any queries about this, speak to your adviser or contact the UK Financial Conduct Authority.

If you are receiving advice from a financial adviser, you should remember that the adviser is acting on your behalf not only in giving advice, but also regarding the completion of this form.

**Part 3 – Receiving Scheme Declarations**

The Trustee(s)/Scheme Administrator\* of the Receiving Scheme:

- a. confirms that the Receiving Scheme is a UK registered pension scheme and will accept and is capable of accepting the transfer value to be transferred from the transferring plan;
- b. confirms that the Receiving Scheme is not under review by HMRC;
- c. confirms that, when required under the data protection law, the Trustees of the Receiving Scheme are registered with the Information Commissioner's Office as data controllers.
- d. undertakes to provide the Planholder with a copy of the correspondence from HMRC confirming the Receiving Scheme's PSTR number as evidence that the Receiving Scheme is registered with HMRC;

**Where the Receiving Scheme is an occupational pension scheme:**

- e. confirms that the Receiving Scheme is an Occupational Pension Scheme as defined under s1(1) of the Pension Schemes Act 1993 (c.48).

**Where the Receiving Scheme is a personal pension scheme:**

- f. confirms that the Receiving Scheme is FCA regulated.

This part 3 is signed for and on behalf of the Trustee(s)/Scheme Administrator\* of the Receiving Scheme as follows:

Signature

Date  
(DD/MM/YYYY)

Position of  
Authorised  
Signatory

Printed Name  
of Authorised  
Signatory

Contact phone  
number

*Georgina Martin*

*23/09/2022*

Administrator

Georgina Martin

0330 311 0839

The Receiving Scheme Trustee/Scheme Administrator should complete this part.

Go to the **Information Commissioners Office** website <https://ico.org.uk/> for further information on 'Registration by pension scheme trustees' requirements.

\*Delete as appropriate



Signature

**Receiving Scheme Payment Details**

Bank Name/  
Address

Metro Bank

One Southampton Row  
London

Postcode WC1B 5HA

Receiving  
Scheme Account  
Name

Bradley Russell Pension Scheme

Receiving Scheme  
Bank Account Number

44919370

Sort Code

23-05-80

Receiving Scheme Reference

Standard Life B Russell



## Part 4 – Your Declarations

I hereby confirm that –

- a. I have requested the transfer.
- b. I have had the opportunity to read and fully consider this document setting out the arrangements to be made between Standard Life and the Trustees/Scheme Administrator of the Receiving Scheme.
- c. I am aware of the benefits that will be awarded in respect of the transfer value in the Receiving Scheme.
- d. I am aware that the amount of the transfer value is **not guaranteed and may fluctuate** and that the exact transfer value will not be known until the transfer date. The amount of the transfer value will represent the value of my entire interest, and my dependants' interest, in the Standard Life plan that is being transferred to the Receiving Scheme.
- e. I am aware of the details set out in this document and hereby consent to the transfer of the transfer value to the Receiving Scheme.
- f. In consideration of the arrangement made for the provision of additional benefits for me and my dependants under the Receiving Scheme, once the transfer value has been paid to the Receiving Scheme's Trustees/Scheme Administrator, my Standard Life plan will end, and I hereby discharge Standard Life of all claims, which I, and my dependants, have or may have to the benefits under the Transferring Scheme in respect of the transfer value.
- g. I am aware that in some circumstances a transfer of benefits might not be a recognised transfer under the relevant tax rules and may be treated as an unauthorised payment by HMRC giving rise to a liability to pay tax.
- h. If HMRC require Standard Life to pay tax on the transfer value because the Receiving Scheme does not comply with HMRC's requirements, I undertake to refund Standard Life the tax due by them.
- i. I am aware of the risks associated with pension scams and I hold Standard Life harmless from and against all costs, losses or expenses resulting from my decision to proceed with my transfer request, unless such an event has arisen as a result of any fraud, negligence or wrongful act by Standard Life.
- j. I confirm that any information provided about me by the Receiving Scheme or my advisers has been verified by me as factual and correct and that Standard Life is in no way responsible for any quotation or any literature issued by the Receiving Scheme or my advisers.

To the best of my knowledge and belief the information given in this form is correct and complete.

Planholder's  
signature



Date  
(DD/MM/YYYY)

21 09 20 22



You should check the details completed by the Receiving Scheme before signing and dating the form.

Please return the completed form to Standard Life:

**Standard Life**  
**Standard Life House**  
**30 Lothian Road**  
**Edinburgh**  
**EH1 2DH**



Signature