

Cranfords
48 Chorley Road
Bolton
Lancashire BL1 4AP
26th October 2017

RECEIVED
27 OCT 2017

Dear Sir

Re ; Bromley & Orpington Retirement Benefit Scheme

Please find enclosed signed paperwork as requested. I can confirm I want to draw down £80,000 of my pension of which I believe 25% is tax free with the balance being taxed @ 40%.

Please confirm when this request will be processed as to date the service has been very slow. I can confirm I am fully aware of the implications of taking my pension in a lump sum.

Yours faithfully



Paul Hampson

20 Dartmouth Rd Bromley Kent BR2 7NE



AMPS
ASSOCIATION OF
MEMBER-DIRECTED
PENSION SCHEMES

Mr Paul Hampson
20 Dartmouth Road
Hayes
Bromley
BR2 7NE

28 September 2017

Scheme: Bromley and Orpington Retirement Benefits Scheme

Dear Mr Hampson,

We are writing to you regarding your recent request to start taking benefits from your pension fund.

Please find enclosed a 'Benefit Application Form' which we require to be completed so that your payroll details can be added to the scheme records, after which payments will commence. Under the terms of the scheme, we will notify you of the charges for this request once we have received your completed form.

Once you have completed the form we would be grateful if you could sign and date it to confirm that you wish to proceed and are happy with the fees payable. If you are also a member of any other pension schemes, you will need to advise them that you are accessing your pension flexibly for the first time.

To input your details into the records we require a copy of your latest P45 which shows your pay to date and current tax code, which will need to be applied to the payment. If you don't have a P45, tax will be deducted from the payment at a temporary rate and you may be due a tax refund on the payment. If this is the case we will advise you of the further steps you will need to take for a tax refund. If you are applying for a Pension Commencement Lump Sum payment of 25% of your pension fund, no tax will be due on this.

Please be advised that as you have taken the decision to enter Flexible Drawdown, the 'money purchase input' amount of your Annual Allowance will reduce from £40,000 to £10,000 for the tax year 2017/18.

We must advise you that before completing the form that you seek Independent Financial Advice on the implications that entering into this type of drawdown may have on your circumstances. There are also details of the new free government advice service, which can be found at pensionwise.gov.uk that we advise you to look at.

All payments will be made on the 6th of each month and we will send you a confirmation letter detailing when the payments will commence. You will also receive a monthly payslip if you have requested to receive payments on a regular basis.



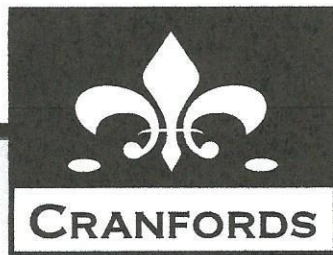
T: 0844 410 0037 E: admin@cranfords.biz W: www.cranfords.biz



Cranfords is the trading style of 3110950 Ltd.(No. 3110950).
Cranfords is registered in England at 48 Chorley New Road, Bolton, BL1 4AP.

Small Self-Administered Scheme

Member Benefit Form





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MEMBER-DIRECTED
PENSION SCHEMES

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Small Self-Administered Scheme Member Benefit Form

Before you start

This Benefit Form must be completed if you wish to start drawing or amend any benefits from your SSAS.

Please ensure you complete all relevant sections.

Cranfords cannot provide you with financial advice and no part of this form should be considered as financial advice. It is mandatory that you access guidance from the Government's free advice service Pension Wise (www.pensionwise.gov.uk) or seek advice from an Independent Financial Advisor before making any decisions.

We will not be able to make any benefit payments if you do not confirm that you have received relevant guidance or advice and have read and understood the risk warnings.

Your completed form should be returned to:

Cranfords, 48 Chorley New Road, Bolton, BL1 4AP



Member details

Scheme Name

Bromley Corporation Retirement Benefit Scheme

Member Name

PAUL HAMMOND

Date of Birth

25/8/1962

Home Address

20 Dartmouth Road

Tel No.

01685 857-971

Email

Paulhammond@bromley.co.uk

Current HMRC

115DL

Tax Code*

This is required in all instances where a pension payment is required.

Options

Additional
Capped Drawdown

Full / Partial

Where you opt for partial please confirm the amount to be crystallised in £ or as a % of your fund.

Or, please confirm the gross income amount required

£

Capped Drawdown

No new members can enter capped drawdown from 6th April 2015. This option is only open to those who are already in capped drawdown within the scheme. A maximum of 25% PCLS can be taken and the maximum income will be calculated using relevant GAD limits. Income is taxed at your marginal rate through PAYE. If you would like to convert your Capped Drawdown fund to Flexi-Access then please indicate this above.

Flexi-access

Full / Partial

Where you opt for partial please confirm the amount in £ or as a % of your fund

Or, please confirm the gross income amount required

£

Flexi-access

There is no upper income limit under Flexi-access. A maximum of 25% PCLS can be taken (unless there is protection in place) and the remainder is taxed at your marginal rate through PAYE.

Payment Details

In order for your benefits to be paid, please provide your bank details below:

Bank Name: **HSBC**
 Bank Address: **ORINGTON**
 Account Name: **PAUL HAMILSON T/A TAX ASSIST ACCOUNTANTS**
 Account Number: **32012278** ~~72108789~~ Sort Code: **402612**

Money Purchase Annual Allowance (MPAA)

The Money Purchase Annual Allowance is £4,000 per annum from 2017/18. This only applies in certain circumstances (i.e. when a 'Qualifying Payment' has been made) and only relates to Money Purchase Schemes (such as this one). Those affected by the new MPAA can still use a further £30,000.00 maximum of the remainder of the standard Annual Allowance (£40,000.00) within a Defined Benefits scheme where applicable.

Please note that there is no Carry Forward with the MPAA. If the MPAA is not used in the current tax year then any unused allowance cannot be used in a later tax year, unlike with the standard Annual Allowance.

We will inform you if this applies within 31 days. You must then inform all of your other pension providers within 31 days.

Qualifying Payments

A Qualifying Payment would be any of the following:

A payment in excess of the relevant GAD limits under Capped Drawdown.

Any income paid under Flexi-access.

Any Uncrystallised Funds Pension Lump Sum.

Risk Questions

- Are you aware of the income tax implications of the option you have chosen? **YES**
- Are you aware of the inheritance tax implications of the option you have chosen? **YES**
- Are you aware of the capital gains tax implications of the option you have chosen? **YES**
- Are you expecting your pension withdrawals to maintain your lifestyle throughout your retirement? **NO**
- Are you aware of the effect your pension withdrawals may have on any means-tested benefits you receive? **YES**
- Are you aware that, in the event of your insolvency, your creditor will have a claim over the funds you withdraw from your pension? **YES**
- Do you intend to pay future contributions in excess of £4,000 p.a.? **NO**
- Are you aware that other pension products are available to pay your pension income? **YES**
- Are you withdrawing funds from your pension to invest elsewhere? **YES**

Protection

This section only applies where you have registered with HM Revenue & Customs for protection, or have a protected pension age (for example you are able to commence benefits before age 55).

Have you registered for any type of protection? If yes please provide a copy of your certificate ☐

Do you have a protected pension age? ☐

If yes, please confirm the protected pension age:

Lifetime Allowance

If you have registered for transitional of fixed protection and have crystallised benefits with another provider, please complete the information below. We will also require a copy of your protection certificate.

Date benefits crystallised

Value at crystallisation

If you have already used your full lifetime allowance and want to take further benefits tax charges will apply. Please confirm if:

- A. The value of your benefits above the lifetime allowance should be paid as a lump sum, subject to 55% tax ☐
- OR
- B. Retained in your SSAS, designated to drawdown and subject to a 25% tax charge ☐
- OR
- C. Not Applicable ☐

Income Payments

Please confirm the amount of income you require (one only), the frequency of payments and whether this is payable in advance or arrears.

Amount:-	Nil <input type="checkbox"/>	Maximum <input type="checkbox"/>	Specified Amount (£) <input type="text"/>
Frequency:-	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>
Timing:-	Advance <input type="checkbox"/>	Arrears <input type="checkbox"/>	

Risk Questions Continued...

If yes, are you aware of the tax treatment of these investments?

YES

If yes, are you aware of the fees and charges for these investments?

YES

Are you aware that investment scams exist and you should be careful where you invest money withdrawn from your pension?

YES

The Risks

As the SSAS provides retirement benefits to its Members on a Money Purchase (Defined Contribution) basis, the level of pension income achievable at the point you wish to retire will depend on a number of factors.

The size of the fund attributable to you at the point you wish to retire: this will be dependent on the amount you invest into your SSAS, through Transfers and Contributions, plus the performance of the underlying investments held by the SSAS, minus any fees and charges incurred along the way.

The timing of your retirement: the values of the underlying investments within the SSAS are likely to fluctuate with Market conditions. The value of an investment can go down as well as up and there is always the risk that you may not get back what you originally put in. If you decide to purchase an Annuity with your retirement funds, then it's important to remember that Annuity Rates also fluctuate with Market conditions.

Pension Tax Legislation: This is subject to change which could be more or less favourable to the growth of your funds within the SSAS and the options available to you at the point you wish to retire.

Tax Rates: Tax Rates are also subject to change and may affect the Net Retirement Income that you receive.

Some investments are a higher risk than others and you should understand the risk profile of the underlying investments

We offer an execution-only service, and as such we do not provide any form of regulated advice.

We would recommend that anyone considering transferring existing pension benefits into a SSAS or carrying out their duties as a Trustee of a SSAS, seek advice from a suitably Authorised and Regulated Advisor.

Financial Advice

Have you received advice from a Financial Advisor?

NO

If yes, please confirm the Financial Advisor's:

Company Name

FCA Ref No.

Advisors Name

Date of Advice

Have you received guidance from Pension Wise?

te Received

Have you read and understood the risk warnings?

te Reviewed

Appointment of Financial Advisor

Company Name

N/A

Company FCA Ref No

Address

Contact Name

Contact Telephone

Contact E-mail

Advisor Name

Advisor FCA IRN

Advisor Fees - Initial

£

OR

%

Advisor Fees - Renewal

£

OR

%

Member Declaration

To: the trustees and scheme administrator of the Scheme named.

I hereby request and consent to the payment of benefits as set out in this form and agree that:

- a) The trustees, in conjunction with my advisor (if applicable) will take all necessary steps to ensure that there is sufficient liquidity within the SSAS to pay benefits as they fall due;
- b) The basis used for valuing investments held under my SSAS for benefit crystallisation purposes will be determined by the scheme administrator, taking into account HMRC requirements. In particular, I understand that the value used for some types of investment for this purpose may be different to that shown on my valuation statements.

I declare that:

- i) The information contained in this form and in particular Protection and Lifetime Allowance is, to the best of my knowledge and belief, true, complete and not misleading;
- ii) I am making this declaration in respect of all of the arrangements under my SSAS administered by Cranfords.
- iii) As a consequence of payment of the pension commencement lump sum requested by this form (if any), the amount of contributions paid by me, or on my behalf, to any registered pension scheme is not, and will not be, significantly greater than it would otherwise have been; and
- iv) I agree that I will indemnify the scheme administrator against any liability to pay any tax or other charges which arise out of the provision of false or misleading information.
- v) I understand that any payment I receive (where applicable) will be subject to UK income tax (or, if I am resident overseas, may be in a future tax year, if I return to the UK).
- vi) I am aware that if I take a 'qualifying payment' or access funds via UFPLS that I am required to notify all my other pension providers that I am subject to the Money Purchase Annual Allowance within 31 days.
- vii) I understand and accept that my pension is not guaranteed and that there are risks involved which mean my pension may reduce over time.
- viii) I agree to the payment of fees to Cranfords in relation to these retirement benefits at the rate in the published fee schedule.
- ix) I agree that I have not had financial advice from Cranfords.
- x) I have read and understood the risk warnings.
- xi) I authorise Cranfords to obtain my tax code from the local tax office should this be required.
- xii) I am aware that if I have provided incorrect information in regards to my tax code there may be additional tax liabilities.

If you have any doubts whatsoever which option is most suitable for you then you should seek advice from a suitably qualified Advisor. Cranfords cannot provide you with any advice.

Members Name

PAUL HAMPSHIRE

Signature

Paul Hampshire

Date

26/10/2017

CRANFORDS



48 Chorley New Road

Bolton

BL1 4AP

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e: admin@cranfords.biz

www.cranfords.biz

Benefits Form V:3 August 2017

