

19 Mowbray Crescent  
Kirkby Malzeard  
North Yorkshire  
HG4 3SJ

25<sup>th</sup> November 2015

Ref; CMO Pension Scheme

Dear Sir / Madam,

I am writing with respect to the above detailed scheme which has been set up with Pensionpractitioner.com for some time now. Although I am still waiting for cash benefits to be transferred into my current SIPP Providers account, I feel that in order to speed up the transfer process then a completed "Transfer Out" request form should be completed by all parties in order to facilitate the whole process quickly and efficiently.

I have enclosed a signed Transfer Out form and I believe you need to complete Part 4 and also sign before sending back to Brooklands Trustees Ltd.

Should there be any issues with this route then please contact me as shown or by email at [coverend@btinternet.com](mailto:coverend@btinternet.com) or on 07749 026252.

I am in contact with Dave Nicklin re this matter and he is aware of my current actions.

Kind regards

A handwritten signature in black ink, appearing to read 'Charlie Overend', with a stylized, flowing script.

Charlie Overend



## Transfer Out Request & Discharge Form

This form is to be completed if you wish to transfer your pension benefits to another provider or to another Scheme with Brooklands Pensions. As the member, please complete Part 1 & 3 (and Part 2 if transferring to a QROPS) and then forward the document to the receiving scheme to complete Part 4 and send on to us.

**Transfer Process:** The process can be lengthy as Brooklands will be reliant on investment providers to facilitate the return of cash funds to your Brown Shipley SIPP Account prior to onward transfer. Brooklands are unable to guarantee the completion by a specific deadline though endeavour to finalise as soon as possible.

**NOTE:** It is strongly recommended that you obtain independent financial advice before completing and proceeding with this transfer. We also recommend that you check if your new Scheme can receive the assets being transferred in-specie to avoid disappointment.

Please complete the following form in BLOCK CAPITALS and forward to your new scheme administrators for their completion and return to us at our address shown below.

### PART 1: Transfer Request

#### 1. Personal Details

Full Name of Member

CHARLES MICHAEL OVEREND

Brooklands SIPP Reference

SIPP 001240 C. OVEREND

Member Address

19 MOWBRAY CRESCENT  
KILNBY MARLBOROUGH  
RIPON  
NORTH YORKSHIRE  
Post Code/PO Box: HG4 3SS

National Insurance Number

NA 36 2690 A.

Telephone Number

07749 026252

#### 2. Please confirm what proportion of your benefits are to be transferred

I wish to transfer my following marked benefits (choose ONE of the following):

All arrangements

☒

A Specific Amount

£

%

Pension Benefits not in Drawdown

☐

Pension Benefits in Drawdown

☐

#### 3. Please indicate how you want these benefits to be transferred

Would you like your pension benefits transferred completely as cash to the new provider, or would you like some or all of your assets to be re-registered (in-specie), subject to confirmation by the receiving scheme?

Transfer Benefits as Cash

☒

Partial or Full In Specie Transfer

☐

**NOTE:** If you have chosen to transfer some or all of your pension benefits in specie, please ensure you also complete Section 6.

**Transfer Out Request & Discharge Form (continued...)****4. Please complete the details on the receiving scheme**

Scheme Name:

Scheme Reference:

Provider Name

Full Address

Post Code/PO Box:

(Email)

(Telephone)

(Fax)

**5. Please confirm the type of scheme you will be transferring to**

Is the receiving Scheme Type (please tick only ONE):

UK Registered Pension Scheme

☐

Qualifying Recognised Overseas Pension Scheme

☐

**NOTE:** If the transfer is to a Qualifying Recognised Overseas Pension Scheme then Brooklands will require further documentation to be completed, and the amount of Funds leaving this scheme must be tested against your lifetime allowance before they can be transferred. Please ensure the whole of Part 2 of this form has been completed before returning the form.

**6. Assets to be transferred In Specie (if Applicable)****Section 1: Assets to be transferred**

Please enter below details of the assets that you wish to transfer in-specie (asset remains intact) – please use additional pages if required

Name of Investment Provider	Full Name of Asset	Plan Number	Amount in £/%



## Section 2: Transferring Commercial Property

(Fax)

(Fax)

## 3



**Transfer Out Request & Discharge Form (continued...)****PART 2: For Transfers to QROPS only (if applicable)****1. Transferring to a Qualifying Recognised Overseas Pension Scheme (QROPS)**

Please complete this section if you are transferring to a QROPS. You will also need to complete APSS 263 and the Brooklands QROPS Transfer Declaration.

Brooklands also strongly recommend reading in full the HMRC publication APSS M: Transferring your UK pension funds to a QROPS

**Section A – HMRC Lifetime Allowance Protection**

We must check that the value to the benefits payable from your SIPP do not, when combined with any other pension benefits you have taken or are receiving, exceeding your Lifetime Allowance.

Have you registered for: ☐ Primary Protection? ☐ Enhanced Protection? ☐ Fixed Protection?  
If you have tick any of the above, please provide a copy of the certificate provided by HMRC

**Section B – Other Pension benefits (Part 1)**

Have you received or are you receiving any pension benefits or lump sum benefits from any other private pension arrangements (i.e. not including State Pension)? Yes ☐ No ☐

If you have answered 'Yes' to the above question, please ensure that you complete Section C below

**Section C – Other Pension benefits (Part 2)**

Please complete this section if you have answered 'Yes' that you have received or are receiving any pension benefits or lump sum benefits from another pension arrangement.

I was receiving a pension as at 5<sup>th</sup> April 2006 Yes ☐ No ☐

Name of Scheme

Gross Pension at 5<sup>th</sup> April 2006

I have started receiving other pension benefits / lump sums since 5<sup>th</sup> April 2006

Yes ☐ No ☐

Name of Scheme

Gross Pension at 5<sup>th</sup> April 2006**PLEASE ALSO COMPLETE THE FOLLOWING 2 FORMS:****Brooklands QROPS Declaration****HMRC APSS253**



## Transfer Out Request & Discharge Form (continued...)

### PART 3: Member Declaration

#### 1. Member Declaration and Agreements – PLEASE READ IN FULL

- I confirm that to the best of my knowledge and belief, the particulars given on this form are correct and complete.
- I understand that it is an offence to make false statements and that penalties are severe and could lead to prosecution.
- I hereby grant consent to Brooklands Trustees to contact HM Revenue & Customs to verify the registered scheme status for the receipt of your pension fund.
- The member is, or on receipt of the cash equivalent will be a member of the Receiving Scheme and that the Receiving Scheme is able to accept the cash equivalent on behalf of the member.
- I have received a statement from the Receiving Scheme showing the benefits to be awarded in respect of the transfer payment.
- I hereby authorise Brooklands Trustees Limited to release details about the transfer from this scheme and the subsequent application of benefits to the receiving scheme.
- I acknowledge that any entitlement to benefits under this scheme will cease in respect of any transferred rights and that Brooklands Trustees Limited will be discharged from any obligation to provide benefits in respect of those rights.
- Pension transfers are undertaken on the transferor's understanding that the transfer value (money representing the member's pension rights) will be used only to provide the member with pension benefits in retirement (for example, providing a tax free lump sum and a regular income or annuity).
- I fully appreciate that early access to my pension prior to the minimum retirement age of 55 may be subject to *Unauthorised Payment* charges from HMRC.
- I accept that the proceeds once discharged from Brooklands Trustees will not be used for Pension 'liberation' (cash back/loan whether directly or indirectly) as deemed by HMRC.
- A warning against early release of pension has been published by the Pensions regulator and you can read this information at [www.pensionsregulator.gov.uk/press/pn12-05.aspx](http://www.pensionsregulator.gov.uk/press/pn12-05.aspx)
- A transfer to a QROPS is a Benefit Crystallisation Event (BCE) for the purposes of HMRC reporting, and can be a chargeable event. This means that if your total pension benefits (including amounts from other pension arrangements) are more than your Lifetime Allowance you could have to pay tax. If you tell us the total value of your pension benefits is more than the LTA at the point of transfer then we will advise you accordingly before settling the transfer.

#### 2. Member Authorisation to Transfer

I confirm that I have read the above statement in full and that I confirm understanding and agreement to the statements as appropriate. I confirm that I still wish to proceed with the transfer and request to the scheme detailed within this form in accordance with my instructions in this form. I confirm that I agree to the Trustees of The Brooklands SIPP discharging liability at the point of transfer to the receiving scheme.

Member Signature:

Full Name:

CHANCES MICHAEL O'BRIEN

Date:

25/11/15

**Transfer Out Request & Discharge Form (continued...)****PART 4: Receiving Scheme Section (for receiving scheme to complete)****1. Receiving Scheme Details**

Scheme Name

HMRC Reference Number

☐

As administrators of the above named scheme we confirm that our scheme is a Registered Pension Scheme under Chapter 4 of the Finance act 2004 or a Qualifying Recognised Overseas Pension Scheme. *\*Additional forms and information may be required to enable a transfer to a QROPS.*

☐

We confirm that the assets within Part 1, Section 6 are acceptable to for the scheme and that they will be transferred to the following Trustee details *\*any amendments to the assets required to be transfer in-specie where you are unable to receive them will require confirmation by the member that they can be transferred as cash:*

Receiving Scheme Trustees

Trustee's Registered Address

Post Code/PO Box:

**2. The transferring of Cash holdings?**

Any cash holdings to be transferred will be transfer **only once all assets have been reassigned** and any fees have been deducted accordingly. Where sufficient liquid holdings are not available to settle all outstanding fees, these will be requested for and require payment prior to remittance of the pension.

Please confirm how funds are to be remitted and the details by ticking ONE of the following:

BACS

☐

CHAPS

☐

SWIFT

☐

Cheque

☐**Bank Details**

Bank Name	Sort Code	Account Number
Bank Address	SWIFT/IBAN Details (if non UK bank)	
Reference Required on Payment:		



**Transfer Out Request & Discharge Form (continued...)****3. Authorisation & Declaration of the Receiving Scheme**

- We confirm that the above statements are true and that upon receipt and acceptance of the transfer value (money representing the member's pension rights) it will be used only to provide the member with pension benefits in retirement (for example, providing a tax free lump sum and a regular income or annuity).
- We give Brooklands Trustees Limited permission to approach HM Revenue & Customs for confirmation that this scheme is either a Registered Pension Scheme, or a Qualifying Recognised Overseas Pension Scheme that complies with HM Revenue & Customs requirements.
- We confirm that the proceeds once discharged from Brooklands Trustees will not be used for Pension 'liberation' (cash back/loan whether directly or indirectly) as deemed by HMRC.

Signature

Name &amp; Position

Date

For and on Behalf of:

**Please Note Additional Information for Brooklands Trustees Limited****Returning the Form**

Please return the completed Transfer Form along with any additional information to one of the following addresses:

**UK Address:**

Brooklands Pensions  
41 Lothbury  
London  
EC2R 7HG  
UK

**UAE Address:**

Brooklands Pensions  
3<sup>rd</sup> Floor, Building 4  
PO Box 345804  
Dubai Outsource Zone  
Dubai, UAE

T: +44 (0) 207 100 4011  
F: +44 (0) 207 100 4012

T: +971 (0) 4 429 8686  
F: +971 (0) 4 429 8685