

PENSION TRANSFER - RECEIVING SCHEME/POLICY DECLARATION
(To be completed by the trustees or scheme administrators of the receiving scheme or policy)

Part A complete in all cases

Sanlam Investments and Pensions Account/Policyholder (please insert)	
Account/sub-account/policy Number(s) (please insert)	

Part B complete in all cases **RECEIVING SCHEME DETAILS**

Name of receiving scheme / provider	
Receiving Scheme / Policy Number	
By cheque: Payee: Posting Address :	Or by BACS: Account Name: Bank Name: Bank Address: Sort Code: Account Number:
Receiving Scheme Type:	1) Registered Defined Benefit Occupational Pension Scheme 2) Registered Defined Contribution Occupational Pension Scheme 3) Individual Personal Pension Scheme 4) Deferred Annuity Contract such as a S32 buy out policy 5) Qualifying Recognised Overseas Pension Scheme (Please circle)
Receiving Scheme - Pension Scheme Tax Reference Number	
Is the receiving scheme able to accept transfers of crystallised funds currently being used to take income in the form of drawdown pension both before and after age 75?	YES / NO / NOT APPLICABLE (Please circle)

Part C complete in all cases **RECEIVING SCHEME DECLARATION**

<p>A) We declare that the information provided in respect of the transfer is true and correct.</p> <p>B) We confirm that the transfer value is a recognised transfer as defined in Section 169 (1) of Finance Act 2004 and will be applied to provide relevant pension benefits that are consistent with HM Revenue and Customs conditions of registration.</p> <p>C) We confirm that;</p> <p>1) the instruments or agreements by which the scheme is constituted do not entitle any scheme members to unauthorised payments, and</p> <p>2) no payments will be made under the scheme that would knowingly trigger an unauthorised payment to arise under pension tax legislation.</p>	
Signature:	Name & Position:
Date	Company Name

- Please do not forward the information until you are ready to accept the transfer payment.
- The transfer funds may comprise of Policies providing drawdown. Please check you are able to accept the transfer payment.
- To be regarded as a recognised transfer, a capped drawdown pension must be paid as either capped drawdown pension or flexi-access drawdown after the transfer by the receiving scheme and a flexi-access drawdown as flexi-access drawdown.
- Only the specific sub-account/policy numbers quoted will be transferred.
- We can only pay the transfer values to other registered pension schemes and Qualifying Recognised Overseas Pension Schemes (QROPS). A transfer to a QROPS requires a separate declaration. If this is the case please contact us for a separate form.
- We reserve the right to request further information, such as copies of the Trust Deed and Rules, any member scheme or promotional literature and HMRC Registration Certificate for the receiving scheme where a transfer is being paid to an occupational pension scheme.

PENSION TRANSFER

It is important that the Account/Policyholder has obtained a recent valuation of their pension contract. You can call us anytime between 9am and 5pm Monday to Friday on 0117 9266366. Valuations provided are not guaranteed and the value used for a transfer payment will be the fund value (allowing for any exit penalty on a Retirement Annuity Contract, or any outstanding establishment charge on relevant OneSIPPs) on the working day following receipt of all our requirements.

What we need in order to Transfer

REQUIREMENTS	NOTES
Completed Transfer Request Form	Only the specific Account/Policy numbers quoted will be transferred. Please note, not all of our S226 Retirement Annuity Contracts are transferable - contact us for further details.
Completed Pension Transfer - Receiving Scheme Policy Declaration	In order to complete a transfer of a pension Account/Policy we require the information as stated in our Pension Transfer - Receiving Scheme/Policy Declaration (this will need to be completed by the receiving scheme although we will accept this information in their own format).
Account/Policy Documents	Please return the original Account/Policy documents.

If: a) any Account/Policies are linked to a self invested fund,
b) the Account/Policyholder wishes to transfer overseas,
please contact us as additional information may be required.

We reserve the right to ask for additional information in any case before proceeding with a transfer.

NOTES

1. If regular contributions are currently being paid, these will continue to be collected in the usual manner and will be taken into account in the final transfer value until Sanlam Investments and Pensions receive all the relevant information and a formal written request to transfer the Account/Policy.
2. Any Accounts/Policies with crystallised funds (the part of the Account/Policy from which benefits have started to be taken as drawdown pension (with or without a pension commencement lump sum)) currently being used to take drawdown pension will need to be transferred in full to an arrangement with the new provider which will enable drawdown pension to continue.
Where the funds being transferred have been crystallised to take benefits in the form of capped drawdown pension, a transfer can be made to a new arrangement that allows either capped drawdown pension or flexi-access drawdown .
For capped drawdown pension cases set up before 6 April 2011 a transfer will trigger a review of the maximum income limits at the first anniversary of the pension year after transfer, if the maximum income limit has not been reviewed since 6 April 2011.
For cases where capped drawdown pension was not set up until on or after 6 April 2011 and a transfer in drawdown is made, the existing maximum income limits will be retained until the next review date.

3. If the benefit entitlement under the Account/Policy is protected either as at:
- 6 April 2006 - with Primary or Enhanced Protection,
 - 6 April 2012 - with Fixed Protection 2012, or
 - 6 April 2014 - with Fixed Protection 2014 or Individual Protection 2014,

then a transfer may invalidate that protection if it is not a permitted transfer. In these circumstances it is recommended that financial advice is sought before proceeding with the transfer.

4. If there is any protected lump sum rights and / or a protected pension age as at 5 April 2006 this protection will be lost on transfer unless it forms part of a block transfer. In these circumstances it is recommended that financial advice is sought before proceeding with the transfer.
5. If the policy is part of the Free Standing Additional Voluntary Contribution Scheme (i.e an Additional Retirement Programme or a Pension Portfolio for Free Standing Additional Voluntary Contributions), and if we were not advised of any change in employment history prior to 6 April 2006, whilst contributions were being paid, the transfer value may contain invalid contributions.

Did You Know - With Sanlam Investments and Pensions:

- Switching between our funds is currently free of charge.
- It is possible to hold up to 10 funds per Account/Policy.
- We offer self-invested funds (the minimum fund size for self invested funds is currently £25,000).
- Our web address is www.sanlam-ip.co.uk. Our website gives fund prices, past performance information and other useful information.

IMPORTANT:

If you are transferring your pension benefits in cash form to a pension provider who participates in the Origo Pension Transfer Service, you will NOT normally be required to complete documentation for us to effect the transfer.

In these circumstances, the documentation you complete for the new provider to establish your new pension arrangement, will normally also be sufficient for us to process the transfer.

Details of the Origo Pension Transfer Service and a list of participating providers, is provided in the attached leaflet entitled "Origo Pension Transfer Service".

Where you are transferring to a new provider who does not participate in the Origo Pension Transfer Service, you will be required to complete our full transfer documentation.

Transfer Request Form

To: Sanlam Life & Pensions UK Limited and/or Sanlam Financial Services UK Limited (Sanlam Investments and Pensions)

Account/Policyholder:
(please insert)

Sub-account/Policy Number(s):
(please insert)

Section 1 - Request

I, the member, request (in the case of all non retirement annuity contract policies) the directors of Sanlam Trustee Services UK Limited to instruct Sanlam Financial Services UK Limited or Sanlam Life & Pensions UK Limited to pay the value of the sub-account/policy(ies) to the receiving scheme named below in the manner requested by them. For retirement annuity contract policies I request Sanlam Life & Pensions UK Limited to amend the terms and conditions of my sub-account/policy(ies) as may be necessary to allow the transfer to be paid to the receiving scheme in the manner described above.

(Receiving Scheme Name - please insert)

Section 2 - Data Protection Notice

Sanlam Life & Pensions UK Limited and Sanlam Financial Services UK Limited are both registered as data controllers in their own right and both will act as data controllers in respect of your personal data. The information may be held by Sanlam Investments and Pensions (the trading name for both companies) for various purposes subject to the requirements of the Data Protection Act 1998.

We will only supply your personal information to persons with whom we deal as part of the operation of our services; to persons you have appointed to act as your agent; to your Advisers; and to any Sanlam Company. In all circumstances, whenever we release your personal information, it will be on the understanding that such information must be kept confidential and we will at all times comply with our obligations as data controller under the relevant legislation. To the extent we transfer your personal information to territories outside of the United Kingdom, we will only do so on the basis that those to whom we forward that information provide a level of protection consistent with requirements binding on us in the UK.

In addition, Sanlam Investments and Pensions will disclose information to certain bodies, when we have a legal obligation to do so, e.g. to regulatory bodies or authorities such as HM Revenue & Customs (HMRC). Sanlam Investments and Pensions may also be required to disclose information, in order to comply with money laundering laws and for other purposes, e.g. detecting crime.

Section 3 - Account/Policyholder's declaration and authority

I agree that my personal data may be processed for administrative purposes only.

I confirm I have had a recent valuation of the sub-account/policy(ies) from Sanlam Investments and Pensions and I understand that the transfer value will be calculated by Sanlam Investments and Pensions when this request is received according to their current practice at that time.

I confirm my consent to this transfer and agree that full payment of the transfer amount by Sanlam Investments and Pensions shall constitute a discharge from their obligation to make payments under the sub-account / policy(ies). I understand that my consent will not prevent me from bringing a claim against Sanlam Investments and Pensions, in the event that any act or omission by them is established.

I further understand that if I am entitled to any form of "Protection" this may be lost if the transfer is not a "permitted transfer" as defined by HM Revenue & Customs

If I have a protected low pension age or a protected normal retirement age, which entitles me to take my pension benefits prior to age 55, this entitlement will only be retained if the transfer is part of a block transfer as defined by HM Revenue & Customs

If I am entitled to take lump sum rights in excess of 25% of the value of my pension fund, this will only be retained if the transfer is part of a block transfer as defined by HM Revenue & Customs. However, if this entitlement to a lump sum is in excess of £375,000 and I have a "protection" certificate, details regarding protected lump sum rights set out on my certificate will take precedence.

If a tax charge or any other charge arises as a result of making this transfer, other than that which may arise from the negligence or wilful misconduct by Sanlam Investments and Pensions, I accept that I may be required to personally reimburse Sanlam Investments and Pensions on request for any such charge that may be levied.

I acknowledge that where the assets of my sub-account/policies are linked to a self-invested fund and the transfer payment is not being made in-specie, that the assets must be liquidated before the transfer can take place.

Where I am the Fund Manager, I confirm my instruction for the assets to be liquidated

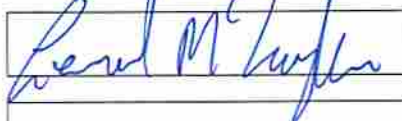
☐

Please tick as applicable

Where I am not the Fund Manager, I authorise Sanlam Trustee Services UK Limited and/or Sanlam Life & Pensions UK Limited to instruct the Fund Manager to liquidate the assets.

☐

Signed:



Date

19.3.16

Trustees Signature if applicable (Retirement Annuity Contracts only)

Date

- If the policy is a Retirement Annuity Contract and subject to an individual trust, we also require the Trustees to sign this form. The Trustees should be satisfied that they may make the transfer.
- If there is an interested party for the policy we will require their authority to transfer the policy.

Sanlam Investments and Pensions reserves the right to require sight of such proofs of title to the policy(ies) and the benefits under them as it decides before accepting this request.

Please check you have completed the form in full and return it to: Sanlam Investments and Pensions, St Bartholomew's House, Lewins Mead, Bristol BS1 2NH.