

**Private and Confidential**

19 May 2023

Mr I Henderson  
hendo2401@icloud.com

Our ref: PFPS/SA/33915  
Tel: 0114 256 7773  
Email: footballerspensions@broadstone.co.uk

Dear Mr Henderson,

**Professional Footballers Pension Scheme (“the Scheme”)**

**Why are we writing to you?**

Thank you for requesting the Cash Equivalent Transfer Value of your benefits held in the Scheme.

**What is the transfer value of my benefits?**

As at 19 May, the transfer value which would be payable in lieu of all of your benefits under the Scheme is **£86,123.46**

**Is the transfer value guaranteed?**

The benefits in the Scheme change in line with market factors and are not guaranteed. The transfer value stated above may increase, or decrease, in value and we will confirm the final value when your units have been disinvested.

**What type of scheme are my benefits currently invested in?**

The Professional Footballers Pension Scheme is a Registered Approved Scheme in accordance with Chapter 2 of The Finance Act 2004 and provides benefits on an occupational money purchase basis.

**Where can I find information to help me decide whether to transfer out?**

The the Money Advice Service (MAS), the Pensions Advisory Service (tPAS) provide information for members of pension schemes about transfers. You can access the following websites for each:

MAS:  
<https://www.moneyadviceservice.org.uk/en/articles/transferring-defined-contribution-pensions>

tPAS:  
<https://www.pensionsadvisoryservice.org.uk/about-pensions/when-things-change/overseas-transfers>

**Is there anything I should consider?**

As you have already retired, you would not be able to take any more Tax Free Cash from these benefits even if you haven't already done so.

When transferring benefits that have been allocated to Drawdown it is only possible to transfer the whole of the fund to a policy specifically set up to receive these funds.



### What should I do if I decide to take the transfer value?

If you decide to go ahead with the transfer of your benefits, you should:

- complete and return the **Transfer Request Form**;
- provide us with the documents and information on the Member Transfer Checklist
- provide us with proof of your identification

**Please note that should you not wish to send in your original identification, we can accept photocopies of these documents as an alternative.**

### Is there anything else I need to know?

On 9 March 2017, the government announced that a 25% overseas transfer charge will apply to some overseas transfers. If you are considering transferring to an overseas arrangement, please let us know as soon as possible and we will send you further details.

### Is there a charge for transferring my benefits?

Yes. Dependant on the desination of the funds, the following charges would apply:

Transfer Destination	Transfer Fee
Established SIPP or Personal Pension including Group Schemes	£300 (+VAT)
SSAS or newly recently registered pension scheme	£500+(VAT)
Overseas pensions vehicle	£700+(VAT)

### Can I use this as proof of my benefits?

This statement has been prepared for your information only and every effort has been made to ensure that it is accurate. However, it carries no right to benefits and does not form a contract. The calculation and payment of your benefits are subject to the Scheme Trust Deed and Rules, HM Revenue & Customs (HMRC) limits and any relevant law.

### Who can I speak to about filling out the forms?

You can call our dedicated Scheme team on +44 (0) 114 256 7773 or email us using [footballerspensions@broadstone.co.uk](mailto:footballerspensions@broadstone.co.uk) for help in completing your forms.

### I need advice, can Broadstone help me?

Unfortunately, no. We act as administrators of the Scheme and are not authorised to offer advice about benefits to members. If you are unsure what you should do, you should speak to an Independent Financial Advisor. You can find your local advisors by using the following website: [www.unbiased.co.uk](http://www.unbiased.co.uk)

### What if I need further information?

If you need any more information regarding the Scheme, please look at the PFA's Pension website <https://www.thepfa.com/players/pensions/contact-the-scheme> or contact Broadstone using the details in the "Who can I speak to about filling out the forms?" section of this letter.

Yours sincerely



Sohail Arshad  
**Pensios Administrator**

## A Guide to the Technical Language in This Document

Beneficiary/ies:	The person(s) that are eligible to receive any death benefits following the death of a member of a pension scheme.
Benefits:	The value of your fund in the scheme which was purchased with contributions. This value would be used by you at retirement.
Cash Equivalent Transfer Value: (Transfer Value)	The total value of your pension pot available to be transferred out of the scheme.
Defined Contribution (DC) Scheme:	The Professional Footballers Pension Scheme is a DC Scheme. You build up a “pot” of money to use when you retire.
~ Occupational Money Purchase Scheme:	A pension scheme set up by the employer for their employees. It is a type of Defined Contribution Scheme.
Defined Benefit (DB) Scheme:	A type of Scheme where you build up a pension promise, or guaranteed benefit, instead of a fund value.
Fund Value:	The total value of your pension pot.
Personal Pension Plan:	An individual retirement account, normally with an insurance company, which allows you to save money for retirement.
Section 32 Buy-out Policy:	This is an individual policy bought from an Insurance company. This type of policy cannot accept further contributions but will provide an income at retirement.
Trustees:	The Trustees run the Scheme. They are completely separate from any club or employer and must ensure the Scheme is run in a way that meets the Regulator's guidelines.



# Transfer Request Form

## To the Trustees of the Professional Footballers Pension Scheme

Member's Name:	Ian Henderson
Reference Number:	33915

## Confirming your Option

<b>I wish you to pay the full value of my benefits in the Scheme to:</b>	Please tick (✓) the option you wish to choose:
The Trustees of the _____ Pension Scheme. The Trustees of this Scheme will provide benefits to me under the Scheme, the details of which have already been supplied to me.	
The _____ Insurance Company, who will provide me with benefits under a Section 32 buy-out policy / personal pension scheme.	
I wish to transfer my benefits to an overseas Pension Arrangement (We will supply you with the appropriate forms if you select this option)	

<b>I wish to cover the charge of transferring my benefits by:</b>	Please tick (✓) the option you wish to choose:
Deducting the charge from my benefits after disinvestment	
Paying the charge upfront (We will supply you with the bank details to make payment to if you select this option)	

## Important Note

If the transfer is going to your new employer's pension scheme, the Trustees of the new Scheme should provide a copy of their HM Revenue & Customs approval letter, or a dated screen shot from HM Revenue & Customs' website confirming the Pension Schemes Tax Reference.

Alternatively, they can arrange for a Letter of Authority to be produced, signed by a Trustee and returned to Broadstone. This will allow Broadstone to contact HM Revenue & Customs to check the approval status of the Scheme.

If this letter is required, but not returned, the transfer cannot proceed.

## Member Declaration and Signature

I understand that, on payment of this transfer, neither I, nor any of my beneficiaries, will have any further rights to benefits from the Professional footballers Pension Scheme.	
Signed:	
Date:	



# Transfer Information Form

## Details Required from the Receiving Scheme/Plan

Member Name:	Ian Henderson
Member Reference:	33915

## Details Required from the Receiving Scheme/Plan

To be completed by the Trustees/Provider of the Receiving Scheme	
Scheme Name:	
Scheme Type:	
Scheme Address:	
Pension Scheme Tax Reference Number (PSTR):	

## Receiving Scheme Bank Details

Account Holders Name:	
Bank Name:	
Bank Address:	
Sort Code:	<div style="text-align: center;">             _ _ - _ - _ - _           </div>
Account Number:	<div style="text-align: center;">             _ _ _ _ _ _ _ _           </div>

## Transfer to an Employer's Pension Scheme

Is the Member currently employed by a sponsoring employer?: (please circle)	Yes / No
Name of Sponsoring Employer:	
Please also supply a copy of of HMRC's QROPS Approval Letter, or a screen shot from HMRC's website.	
<i>If these are unavailable, please provide a Letter of Authority, on headed paper and signed by a Trustee so that the Trustees of the Professional Footballers Pension Scheme may check the approval status of the Receiving Scheme</i>	

P.T.O.





## Transfer to an Personal Pension/Section 32 Buy Out

Please supply a copy of HMRC's Approval Letter, or a screen shot from HMRC's website.

*If these are unavailable, please provide a Letter of Authority, on headed paper and signed by a Trustee so that the Trustees of the Professional Footballers Pension Scheme may check the approval status of the Receiving Scheme*

**Please supply a Proposal Form for completion by the Trustees of the Professional Footballers Pension Scheme**

## Receiving Scheme Declarations

I, the undersigned, confirm I am authorised to sign on behalf of the Receiving Scheme. I also confirm the details provided on this form are correct.

Print Name:	
Signed:	
Date:	



# Transfer of Crystallised Benefits Form

Member Name:	Ian Henderson
Member Reference:	33915

**I confirm the following:**

We, the receiving scheme, understand that the above member wishes to transfer crystallised benefits following Flexi Access Drawdown. The member has used 20.82% of his Standard Lifetime Allowance.

## Receiving Scheme Declaration

I confirm the Receiving Scheme is willing and able to accept the transfer.

Print Name:

Signed:

Date:



# Email Verification Form

If you haven't already done so, please complete and return this form via post or email to the address below so that we can communicate with you easily.

**Email us:** [footballerspensions@broadstone.co.uk](mailto:footballerspensions@broadstone.co.uk)

**Write to us:** Professional Footballers Pension Scheme  
11 Europa View  
Sheffield Business Park  
Sheffield, S9 1XH

## Your Details

Member Name:	
Date of Birth:	
National Insurance Number (NINo):	
Address:	
Email Address(es):	
Telephone Number:	

## Your Declaration and Signature

**Please note that this section must be signed by hand as we cannot accept electronic signatures. We can accept the form via email however the form must be printed out, signed and then scanned back on to us.**

I am happy for correspondence containing personal information to be sent to the above address(es). These will remain in force until the scheme is advised otherwise.

Signature:	
Date:	



# Member Transfer Checklist

In order for Broadstone to process your transfer, use the checklist below to ensure you are sending all of the required information back.

## Completed Forms and Required Information

	Tick when included
Your signed and completed <b>Transfer Request Form</b>	
The <b>Transfer Information Form</b> , completed by the Receiving Scheme. Or All of the information requested on the Transfer Information Form, provided by the Receiving Scheme	
The <b>Transfer of Crystallised Benefits Form</b> , completed by the Receiving Scheme	
Your signed and completed <b>Email Verification Form</b> (If you wish to update your contact details)	



## Identification Documents

	Tick when included	
	Original	Photocopy
Your UK Photo card Driving Licence		
<b>Or</b>		
Your Passport or your Birth Certificate (with a translation into English)	Original	Photocopy
<b>And</b>		
A Utility bill from the last three months showing your current address	Original	Photocopy