

# Transfer Discharge Form



## Explanatory notes

This form should be used for SIPP transfers out to other pension providers. If you wish to purchase an annuity, please complete our 'Annuity Open Market Option Request' form.

If you wish to transfer your SIPP to a qualifying recognised overseas pension scheme, please also complete the 'Transfer Out Request Overseas Supplement' form, available at [www.jameshay.co.uk](http://www.jameshay.co.uk) or on request.

**Please complete this form in BLOCK CAPITALS and black ink. Once you have completed Sections 1-6 please forward to your new pension provider to complete Section A, and Section B if applicable.**

If you need any help completing this form, please call your Service Executive Team on 03333 206 181.

For IPS Pension Builder SIPP schemes, please call us on 03333 205 862.

## 1 Personal details

Applicant to complete

Title

MR

Forenames

HENRY STUART

Surname

TRAVIS

Member number

30481

Date of birth

7.12.45

National Insurance number

YH 8036530

Address

HOME FARM  
SEANE RD  
STOKES TETGNHEAD  
NEWTON ABBOT Postcode TQ 12 4 QF

Telephone

01626 873707

Email

travisconsultancy@btinternet.com

Have you received advice from an FCA authorised firm in connection with this transfer?

☒ Yes ☐ No

If Yes, provide details of your adviser:

Adviser contact name

GAVIN MCCLOSKEY

Adviser company name

PENSION PRACTITIONER.CO.UK

Adviser company address

OFFICE 12 VENTURE WALES BUILDING  
PENTKEBACH  
MERTHYR TYDFIL  
Postcode CF48 4DR

Should we liaise with your adviser in respect of the transfer?

☒ Yes ☐ No

Are you requesting this transfer as a result of an unsolicited cold call, message or email, or an offer of a free pension review?

☐ Yes ☒ No

If Yes, provide details of the company:

Contact name

Company name

Address

Postcode

Contact telephone

Contact email

**2 Funds to be transferred out**

Applicant to complete

Please confirm the type of scheme you are transferring to:

SIPP

☒

Occupational Scheme (other than SSAS)

☐

SSAS

☒

Stakeholder/Personal Pension

☐

QROPS

☐**2a Transfer details**

Applicant to complete

Please tick one box:

Full transfer ☒Partial transfer ☐**2b Uncrystallised funds**

Applicant to complete

How much would you like to transfer out?

Full uncrystallised fund

☐

Or

Specified amount: £ 

Receiving scheme name

Address

  
  
  

Postcode

**2c Crystallised funds**

Applicant to complete

Full crystallised fund

☐

Receiving scheme name

Address

  
  
  

Postcode

**3 Instructions for the sale and/or transfer of assets and cash**

Please tick one of the following boxes to indicate how your current investments are to be dealt with:

**For full transfers out:**

I have already instructed disinvestments or there is cash available in the SIPP bank account for the full transfer out ☐

Please sell all my investments prior to transfer <sup>1</sup> ☐

Please transfer all my investments in-specie <sup>1</sup> ☒

If your transfer is to be completed by both a cash and in-specie transfer, please detail the assets which are to be sold and which are to be transferred in-specie by completing the table below <sup>2</sup> ☐

<sup>1</sup> Please note the completion of the table below is not required for these options.

<sup>2</sup> Please complete the table below for these options. If the details of the holdings given do not match our systems, this may result in the delay of the transfer until clarification has been obtained. If you request to sell an investment as part of an in-specie transfer, we will only issue sale instructions to the relevant investment provider once the in-specie transfer of the other investments is complete.

Upon receipt of the sale proceeds, we will then forward the total cash remaining in your SIPP bank account to the new provider, after outstanding charges have been settled. Your SIPP will then be closed. This ensures cash is not held out of the market whilst the in-specie transfer is ongoing.

**Important: Any disinvestments required as part of the transfer will be made in accordance with our 'Order Transmission Policy'; a copy of which can be obtained from our website at [www.jameshay.co.uk](http://www.jameshay.co.uk) or on request.**

**For partial transfers out:**

I have already instructed disinvestments or there is sufficient cash available in the SIPP bank account for the partial transfer out ☐

Please use the below table for details of the assets to be sold or transferred <sup>2</sup> ☐

Important: Partial transfers cannot be made if your plan is already in income drawdown.

	Description of asset	Units/shares held	Current value	ISIN code	Amount to be disinvested or transferred in £ sterling or %	Transfer in-specie, or	Disinvest to cash and transfer
<b>Individual holdings</b>							
<b>Investment Centre units</b>							
<b>Cash deposit accounts</b>							
<b>Investment manager/stockbroker accounts</b>							
<b>Property</b>							
	26 TORQUIL RD TORQUAY		85000				
	141A MAGDALEN RD TORQUAY		120000				

Charges may be levied by the underlying fund or investment managers when selling or transferring your investments. Please contact your financial adviser or the fund provider directly for further information. Should the table above not be sufficient to detail all your holdings, please attach an additional page signed by yourself/your financial adviser.



**SIPP bank account**

If cash is to be transferred to a new pension scheme with a value of up to £100,000, the payment will be made through the Faster Payments service. For cash values greater than £100,000 the payment will be made by CHAPS.

## 5 Property

**Please only complete this section if there is a property held within the SIPP.**

**Please note: We will not commence the transfer of any other investments or cash until the property has been successfully transferred**

You are able to use one of our panel solicitors who are experienced in dealing with James Hay, and therefore transactions will ordinarily take less administration time than when using a non-panel solicitor.

If you do not wish James Hay to instruct one of our panel solicitors, we can appoint a solicitor of your choice, however additional charges will be incurred. Please note there must be separate legal representation for James Hay and the new scheme.

Where a non-panel solicitor is requested that has previously been unable to fulfil our requirements or does not have the relevant experience required, we will not be able to instruct them in relation to the transfer or any other work. Where it becomes apparent that your choice of non-panel solicitor is not able to satisfactorily complete our instructions we reserve the right, at our absolute discretion, to appoint a panel solicitor. If this is required, it is likely that your SIPP will incur additional costs.

For all costs relating to property transactions please refer to the charges schedule for your SIPP product.

If you **do not** wish to use one of our panel solicitors, please provide details of the solicitor's name and address for James Hay to instruct.

Solicitor's name and address

Postcode

**Required information****Solicitors**

Please provide the details of the solicitor who is to act on behalf of the receiving scheme.

Solicitor's name and address

Postcode

**Mortgage**

If there is an outstanding mortgage, please confirm whether it is to be:

- ☐ paid off from the James Hay SIPP.
- ☒ redeemed by the new scheme taking out a new mortgage.

**Market valuation report**

Please confirm whether the receiving scheme will:

- ☐ be obtaining a new report.
- ☒ rely on the report which we currently hold.

**For Partnership SIPP / IPS SIPP / IPS (2008) SIPP / IPS Pension Builder SIPP products only**

Full name of tenant:

Please confirm the annual rent and frequency of payments:

Annual rent  £

Frequency

Please confirm the account details that the rent is paid to:

Sort code

Account number

Please provide (tick to confirm enclosed)

1. Copy of insurance schedule ☐
2. Copy of external SIPP account statements ☐

Your attention is drawn to the following sections of this document:

- Guide to the transfer process
- 'Pensions scams' information provided by The Pensions Regulator.

**You should read these sections carefully before signing this declaration. If you do not understand anything in this document please contact us for further information.**

I request and consent to the transfer set out in this application form.

I confirm and agree that:

- to the best of my knowledge and belief, the particulars given on this form are correct and complete.
- if appropriate, James Hay Partnership has my authority to check with HM Revenue & Customs the details of any certificate which I supply which enhances my lifetime allowance.
- by signing this declaration, I authorise James Hay Partnership to release in respect of those rights details about the transfer from this pension scheme and the subsequent application of benefits to the receiving scheme.
- after my SIPP is closed, any accumulation units, further money received from an investment or investment manager, dividends paid as shares or corporate events leading to a new asset holding, will be encashed and transferred to the receiving scheme, subject to the charge for standard payments received after SIPP closure.
- the payment I have requested discharges James Hay Partnership's liability in respect of the transferred funds.
- any entitlement to benefits under this SIPP will cease in respect of any transferred rights and James Hay Partnership will be discharged from any obligation to provide benefits.
- this declaration shall not operate so as to prohibit me from bringing any claim for any act or omission.
- at all times I will be bound by, and comply with, the 'Guide to the transfer process' section.
- it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

**IMPORTANT:** There are companies that claim they can help you "cash in" your pension early. If you agree to this, you could face a tax bill of more than half your pension savings.

Please be wary of any unsolicited approach offering upfront cash incentives or loans from your pension. Cold-calling is illegal, and is likely to be part of a scam.

It is not possible to access pension funds before the age of 55 (except in rare circumstances). To do so is likely to result in serious tax consequences.

Never be rushed into agreeing to a pension transfer. If you are in any doubt, take advice from a financial adviser who is authorised by the Financial Conduct Authority.

Do not sign this Transfer Discharge Form unless you are certain that you fully understand the consequences of making the transfer.

Print name

HENRY STUART TRAMES

Signature



Date

15 09 2029

**Please now forward this form to your new pension provider to complete Section A, and Section B if applicable.**

If you have any questions regarding the content of this document, or if you require any other documents, please visit [www.jameshay.co.uk](http://www.jameshay.co.uk) or call us on 03455 212 414.



**This section is to be completed by the receiving scheme administrator**

Please **tick** if you are accepting a transfer of uncrystallised funds. ☐

Please **tick** if you are accepting a transfer of crystallised funds. ☐

Please complete **Section B in addition to Section A** if the member has requested an in-specie transfer.

**A1 Transfer of funds**

Receiving scheme administrator to complete

Member name

Your plan reference

Name of scheme

PSTR number

Scheme email address

As the administrator of the scheme:  
(please tick the statement that applies)

We confirm that our scheme is a registered pension scheme under Chapter 4 of the Finance Act 2004, and is capable of accepting transfers of crystallised funds (if applicable). ☐

We confirm that our scheme is a qualifying recognised overseas pension scheme (QROPS) as defined by HM Revenue & Customs (HMRC) under Chapter 4 of the Finance Act 2004, and has satisfied HMRC's requirement in this respect. Our scheme is capable of accepting transfers of crystallised funds (if applicable). <sup>3</sup> ☐

<sup>3</sup> If the receiving scheme is a QROPS, please enclose a copy of the letter from HMRC confirming the recognised status of the scheme.

**A2 Electronic transfer payment details**

Receiving scheme administrator to complete

Bank name and address

  
  
  

Postcode

Sort code

Account number

Payment reference

Account name

**A3 Receiving scheme declaration**

Receiving scheme administrator to complete

We confirm that the above statements are true and that upon receipt and acceptance of the transfer value it will be applied to provide benefits for or in respect of the member under the receiving scheme.

We give James Hay Partnership permission to approach HMRC for confirmation that this scheme is either a registered pension scheme, or a QROPS that complies with HMRC requirements.

Print name

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Address

  
  
  

Postcode

**For cash transfers, please forward this form to James Hay Partnership on completion of Section A.**

**For in-specie transfers, please continue to Section B.**

**B1 In-specie transfer details**

Receiving scheme administrator to complete

Please review the assets included in the proposed transfer and confirm one of the following:

- ☐ I confirm that the receiving scheme can accept and hold all of the assets that are included in the proposed transfer.
- ☐ I confirm that the receiving scheme cannot accept any of the assets that are included in the proposed transfer. <sup>4</sup>
- ☐ I confirm that the receiving scheme can accept and hold all of the assets that are included in the proposed transfer, other than those listed below. <sup>4</sup>

<sup>4</sup> Should the receiving scheme be unable to accept some or all of the assets that are to be transferred from the SIPP, please contact the member or their financial adviser to discuss alternative arrangements.

**B2 Re-registration of assets**

Receiving scheme administrator to complete

Please provide the transferee's/holder's details in the table below. Please make this as clear as possible as any ambiguity will lead to potential delays in processing the transfer. Please copy this table should you require more space for these re-registration details.

Individual holdings	Registered holder / transferee name and address	2nd Registered holder / transferee name and address	Account number(s)	Designation(s)

Investment manager accounts	New investment manager name and address	New investment manager account number	Registered holder / transferee name and address - if the assets currently held within the existing investment manager account are to be held within your plan directly

Property	Name of the solicitor representing the receiving scheme <sup>s</sup>	Address and contact details of the solicitor representing the receiving scheme <sup>s</sup>

<sup>s</sup> Please note that separate solicitors must be instructed to act on behalf of the receiving scheme. Failure to provide details of your solicitors will delay the transfer.

**Please forward this completed form to James Hay Partnership, Dunn's House, St. Paul's Road, Salisbury, SP2 7BF.**