

# Extra information about your transfer

## New Transfer Regulations

### Overview

From 30<sup>th</sup> November 2021, trustees must ensure specific checks are completed before paying a transfer value to another UK registered pension scheme or Qualifying Recognised Overseas Pension Scheme (QROPS) in order to protect members from possible pension scams when transferring their pension benefits to a different provider.

These extra checks will assist the trustees in deciding whether a request meets the conditions for a statutory right to a transfer, which includes whether a member will be required to have a transfer guidance session with MoneyHelper.

Please note that it is important that the information we require in order to carry out these checks must be provided by you. It cannot be provided by another person on your behalf (unless they are your attorney or appointed by the Court under the Mental Capacity Act 2005).

### What happens when I request to transfer my pension benefits?

When we receive your request to transfer your pension benefits, we'll check which of the two conditions detailed in the Transfer Regulations applies to your transfer and whether the transfer can proceed.

#### The first condition

We'll assess whether the receiving scheme is listed in the Transfer Regulations. The schemes listed in the Regulations are:

- a public service scheme (schemes established by a public authority, such as pension schemes for civil servants, armed forces, health service workers, teachers, judiciary, police, firefighters and local government workers);
- an authorised master trust; or
- an authorised collective defined contribution scheme.

If we are satisfied beyond reasonable doubt that the receiving scheme is on the types listed above, your transfer can proceed without any further checks.

#### The second condition

If the receiving scheme is not one of those detailed in the first condition, then your transfer must be assessed against the second condition, which may require us to carry out further checks to assess the level of risk to you.

To allow us to complete these checks, you'll need to confirm if the receiving scheme is an **occupational pension scheme** and/or a **QROPS**. If the receiving scheme is an occupational pension scheme, you'll need to provide us with evidence to demonstrate that there is an **employment link**. If the transfer is to a QROPS, you'll need to provide us with evidence to either establish **overseas residency** or an **employment link** (if applicable). Please see the note below ('Employment link and overseas residency evidence'), which provides details of the types of information you'll need to provide. **If you don't provide this information, you will lose your statutory right to transfer, and the trustees must refuse your transfer request.**

In some circumstances, we may need further details from you about your transfer and if this is the case, we'll write to you setting out the information we need so we can assess your transfer against the second condition.

Once we've received all the necessary information provided by you, the trustees will need to decide if they have reason to believe a 'Red' or 'Amber' flag is present. It is important that you provide all the information we requested, because the trustees will have to assume an 'Amber' flag is present if you do not provide all the information,

If the trustees decide that an 'Amber' flag is present, then you'll be required to attend a guidance session with MoneyHelper **before the transfer can proceed**. If this is the case, we'll write to you, providing the necessary details for you to book this session.

If the trustees decide that a 'Red' flag is present, then they **must refuse the transfer** and we'll write to you setting out the reasons why your transfer has been refused.

#### **Employment link and overseas residency evidence**

Where a transfer is being made to a UK occupational pension scheme, and that scheme is not an authorised master trust or a public service scheme, you must provide photocopies of the following evidence:

- A letter from your employer confirming your continuous employment. This should include the date your continuous employment began, that they are a sponsoring employer of the receiving scheme and confirmation that contributions on the schedule of contributions have been paid, and the dates of those payments.
- A schedule of contributions or payment schedule showing the contributions due to be paid by the employer and those paid by or on your behalf in the three months before your request to transfer, and the due dates.
- Payslips for three months, or other evidence in writing, confirming your salary (including any commission, bonuses or other amounts paid).
- Copies of your bank or building society statements or passbook showing the deposit of salary from the employer for the last three months.

If you would like to request a transfer to an occupational pension scheme you should ask your employer for the information listed above as soon as possible as it may take some time for the employer to provide it.

Where the transfer is being paid to a QROPS you must either provide the above information (which can apply if it is an occupational pension scheme) or you must provide the information to confirm that you are resident in the country in which the QROPS is established. The information we will require is a copy of formal confirmation from the tax authorities in that country to confirm that you are tax resident in that country and at least two other items of evidence that demonstrate you've been resident in that country for a continuous period of at least six months ending on the date we received your transfer application. This evidence will vary depending on the country of residence but could include:

- utility bills
- TV subscriptions
- insurance documents relating to your overseas home
- the address registered on your driving licence
- bank account and credit card statements
- evidence of local tax being paid
- registration at that address with local doctors.

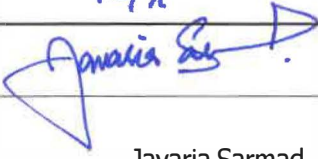
#### **Next steps**

If you want to transfer your benefits, please arrange for the enclosed forms to be completed and returned to us. We also require the additional information detailed in the 'Extra information form' to be completed and returned. We've included a document checklist at the end of the 'Extra information form' to help you to identify and provide us with all the information we need to process your transfer request.

In most situations we are required to receive the requested information from you direct. It is not acceptable for another person to submit the information on your behalf (unless they are formally appointed as your attorney or appointed by the Court under the Mental Capacity Act 2005).

## Extra information form

In order for the trustees to assess your transfer against the conditions set out in the Transfer Regulation, please complete and return this form along with your transfer forms.

| Member Details                                                                                             |                                                                                     |                                                                     |          |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------|
| Member's full name:                                                                                        |                                                                                     | JAVARIA SARMAJ                                                      |          |
| Full name of the transferring pension scheme:                                                              |                                                                                     | LifeSight - Santander Plam                                          |          |
| Member's Reference number or Employee ID in the transferring scheme (as shown on your transfer paperwork): |                                                                                     | 0080230                                                             |          |
| Full name of the receiving pension scheme:                                                                 |                                                                                     | JH&H Pensim Trust SSAS                                              |          |
| Is the receiving scheme an occupational pension scheme?                                                    |                                                                                     | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |          |
| Is the receiving scheme a Qualifying Recognised Overseas Pension Scheme?                                   |                                                                                     | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |          |
| Name of financial adviser (if applicable)                                                                  |                                                                                     |                                                                     |          |
| N/A                                                                                                        |                                                                                     |                                                                     |          |
| FCA reference number of adviser (if applicable)                                                            |                                                                                     |                                                                     |          |
| N/A                                                                                                        |                                                                                     |                                                                     |          |
| Signed                                                                                                     |  |                                                                     | Date     |
|                                                                                                            |                                                                                     |                                                                     | 15062023 |
| Print name                                                                                                 | Javaria Sarmad                                                                      |                                                                     |          |

## Document checklist

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>Please use the following checklist to ensure you return the correct documents to us and provide us with all the information we need. Failure to do so will result in a delay in payment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| <p><b>If you want to transfer your benefits, please ensure you enclose the following:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
| 'Transfer agreement' form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> |
| Copy of 'Current Scheme Details' for receiving plan (or suitable alternative)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| Photocopy of passport showing photograph and passport number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| If you live abroad, original birth certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| If you live abroad, two original utility bills received in the last 3 months to confirm your address (or suitable alternative)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| If transferring defined benefits, a copy of signed 'Financial advice declaration' or other suitable confirmation from your financial adviser, to confirm that appropriate financial advice has been received, if applicable (see 'Transfer agreement' form).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| 'Extra information form'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| <p><b>Occupational pension scheme employment link evidence (if applicable):</b></p> <p>Letter from employer confirming continuous employment, which includes the date employment began, that they are the sponsoring employer of the receiving scheme and confirmation that contributions have been paid in line with the schedule of contributions / payment schedule and the dates of those payments.</p> <p>A schedule of contributions / payment schedule showing the contributions due to be paid by the employer and those paid by or on your behalf in the three months prior to the request to transfer.</p> <p>Three months' payslips, or other evidence in writing, confirming salary (including commission, bonuses or other amounts paid).</p> <p>Copies of bank or building society statements or passbook showing the deposit of salary from the employer for the three months prior to the request to transfer.</p> |                          |
| <p><b>Qualifying Recognised Overseas Pension Scheme residency link evidence (if applicable):</b></p> <p>A copy of formal confirmation from the tax authorities to confirm tax residency.</p> <p>At least two other items of evidence that demonstrate residency for a continuous period of at least six months ending on the date we received your transfer application.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |