

Transfer out section  
Aviva  
Po Box 520  
Norwich  
NR1 3WG

By First Class Recorded Delivery

21 July 2014

Dear Sirs,

**Name: Mr Neil William Graham**  
**National Insurance Number: WM390463A**  
**Date of Birth: 23 June 1962**  
**Plan Number: TL94037719**

Please find enclosed an application to transfer benefits to a registered pension scheme for our mutual customer.

I also enclose the following items which also meet the current industry initiative on external pension transfers to authorised registered schemes.

1. A print out from the HMRC website confirming that this scheme has been registered under the new registration process and has met the declarations required for pension registration. You will note from the registration process we have undertaken "that we do not entitle either directly or indirectly to any unauthorised payments from the plan. Further, that the plan is not being administered in a way that knowingly entitles any person to unauthorised benefits".
2. The HMRC 13 point questionnaire requesting information to satisfy Pensions Liberation concerns and our reply letter.
3. Discharge and warranty forms.
4. Trust Deed and Rules.

These items fulfil the most current codes of practice also recommended by the Pensions Regulator and as such would you please settle this transfer payment.



Telephone: **0800 634 4862** Fax: 020 8711 2522 Email: [info@pensionpractitioner.com](mailto:info@pensionpractitioner.com) [www.pensionpractitioner.com](http://www.pensionpractitioner.com)

The transfer payment should be made by **BACS** to the following account details:-

**Name of Bank: Church House Trust**  
**Account Name: Joe Bloggs Property Limited SSAS**  
**Account Number: 33130385**  
**Sort Code: 60-95-31**  
**Roll / Ref Number: 3301-30385-3**

We confirm that we are a co-signatory to above account and the Trustees are unable to move any funds without our authority. This therefore protects the fund completely against any risks of pension liberation.

If you require any further documentation to be completed in order that the transfer can be concluded, please advise me accordingly.

Thank you in advance of your assistance

Yours faithfully

Michelle Lunnon  
For PensionPractitioner.com  
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## Transfer Information Form

This is our standard transfer value information form used when we receive a request to transfer benefits away from Aviva. It is used in place of completing transfer questionnaires.

### Details of arrangement making the transfer

Individual Personal Pension

This scheme satisfies the requirements set out in Part 4 of the Finance Act 2004.

HMRC Registered Scheme Reference number: 00605426RG

### Individual's Details

Name: Neil Graham  
 Plan number: TL94037719  
 National Insurance Number: WM390463A  
 Date of Birth: 23 June 1962  
 Gender: Male  
 Plan retirement date: 23 June 2017

### Protected Tax Free Cash

Protected tax free cash entitlement: £0.00

If you have any Tax Free Cash Protection under any other Personal Pension Plans with Aviva this may be affected if you transfer this policy.

### Transfer Value Details

Transfer value: £55,496.33

The transfer value is calculated as at 19 June 2014.

The transfer value is not guaranteed. The actual transfer value will be based on the unit prices that we next make available after we receive everything that we need.

## Transfer payment instruction

Please return to:

Our Reference:

**Name: N Graham**  
**Plan Number: TL94037719**

**Please make sure that this form is fully completed in BLOCK CAPITALS before returning it to Aviva, to avoid any delay in paying the transfer value.**

Payments will be made directly to your chosen pension provider.

Payee:  
(this must be a pension provider)

Joe Bloggs Property Limited SSAS

Department:

Pension Practitioner.com

Address:

Daws House

33 - 35 Daws Lane

London

Postcode NW7 4SD

Contact Name (if known)

Michelle Lunn

New policy number (if known)



Please pay the transfer value in respect of the above mentioned plan.

I understand that:

- the amount actually payable may differ from that shown in the illustration for the reasons explained in the transfer section
- once payment has been made for the whole of the plan, Aviva is no longer responsible for the plan
- once payment has been made for part of the plan, Aviva will only be responsible for the rest of the plan
- where any benefits remain with Aviva, liability for these will remain with them

**Please make sure this form is fully completed and signed in the box below. This will help us pay your benefits as quickly as possible.**

Signature of Planholder:



Date:

14 / 07 / 2014

## Transfer out warranty

Please return to:

Our Reference:

**Your Pension Select @ Aviva - TL94037719**

**Member name: Neil Graham**

## Transferring Scheme Details

Transferring Scheme: Individual Personal Pension

Plan number: TL94037719

**Please make sure that this document is fully completed in black ink and BLOCK CAPITALS before returning it to Aviva, to avoid any delay in settling the benefits.**

**To be completed by the Trustees/Administrator of the receiving scheme/contract.**

## Receiving Scheme details

Always complete

Receiving scheme / contract name

Joe Bloggs Property limited SSAS

Receiving scheme / contract number (if known)

00812769RS

Name of bank:

Church House trust

Name in which account is held:

Joe Bloggs Property limited SSAS

Account number:

33130385

Sort code:

60 95 31

BACS payment ref:

3301-30385-3

## Type of scheme

Please tick only one



- ☐ Insured registered scheme **(Now complete Section 1)**  
A scheme registered (or deemed registered) under Part 4 of the Finance Act 2004.
- ☒ Self administered registered scheme **(Now complete Section 2)**  
A registered scheme where the assets are invested, other than wholly by payment of insurance premiums, by the trustees, an in house investment manager or an external investment manager.
- ☐ Buy out e.g. S32 or replacement contract **(Now complete Section 3)**  
The purchase by trustees of a registered scheme of an insurance policy in the name of the member or other beneficiary, in lieu of entitlement to benefit from the scheme, following termination of the member's Pensionable Service.
- ☐ Overseas scheme **(Now complete Section 4)**  
Further information will be needed. Details will be supplied.
- ☐ Retirement Annuity Contract (RAC) **(Now complete Section 4)**
- ☐ Other **(Now complete Section 4)**
- ☐ Statutory scheme **(Now complete Section 5)**  
A scheme (usually in the public sector) established by an Act of Parliament.

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**Section 1 - Complete for an insured registered scheme underwritten by a Life Office.**

Receiving scheme HM Revenue & Customs (HMRC) registration / approval reference number

The normal retirement age under the scheme is

Name of the receiving Life Office

Address

Aviva Life & Pensions UK Limited. Registered in England No 3253947. 2 Rougier Street, York, YO90 1UU.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Firm Reference Number 185896.

Is a copy of the HMRC registration/approval e-mail or letter attached?

Yes

☐

No

☐

**Now complete Section 5.**

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**Section 2 - Complete for a self administered registered scheme**

Receiving scheme HM Revenue & Customs (HMRC) registration / approval reference number

00812769RS

The normal retirement age under the scheme is

55-77

Is a copy of the HMRC registration/approval e-mail or letter attached?

Yes

☒

No

☐

**Payment will only be made to you as Scheme Administrator of the Receiving Scheme.**

**Now complete Section 5.**

**Section 3 - Complete for a Buy out**

Please send a letter confirming:

- After receiving a transfer payment from this policy, you will issue a policy for the benefit of Mr Graham and/or his dependants.
- The policy that will be issued meets the requirements of section 153(8) of the Finance Act 2004. It will also be an appropriate annuity contract under section 19(4) of the Pension Schemes Act 1993.

**Now complete Section 5.**

**Section 4 - Complete for an overseas scheme, RAC or Other**

Receiving scheme approved by (tax authority)

Tax authority reference number


The normal retirement age under the scheme is

**Now complete Section 5.**

**Section 5 - Declaration on behalf of the receiving scheme**

I confirm that the above statements are true. On receipt and acceptance of the transfer, it will be applied to provide benefits for or in respect of the member under the receiving scheme in accordance with the appropriate regulations made under the Pension Schemes Act 1993.

Signed

 Michelle Lunn

Position

Administrator

Aviva Life & Pensions UK Limited. Registered in England No 3253947. 2 Rougier Street, York, YO90 1UU.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Firm Reference Number 185896.

For and on behalf of the Trustees/Administrators of

Pension Practitioner.com

Date

21 / 07 / 14

**Pension Practitioner .Com Limited**

Daws House  
33-35 Daws Lane  
London  
NW7 4SD

HMRC Practitioner Reg: 00005886

Company Reg: 6028668

VAT Reg: 894312018





Abbey Life

## Former Protected Rights Benefits Transfer Value Quotation

Plan Number: 500010743P  
Member Name: Neil William Graham

### Policy Detail

Retirement Date: 23 June 2027  
Current Fund Value of: £38,136.84 (See Note 2)  
Date of Quotation: 18 June 2014

### Former Protected Rights Transfer Value

The current value available for transfer to another pension provider is: £38,111.84 (See Note 2)

### Important Notes

1. These values are not guaranteed and the final value will be recalculated at the date of payment. The benefits may differ from those previously quoted due to varying unit prices, interest rates and dates of calculation, or receipt of further Former Protected Rights Contributions.
2.
  - The Current Fund Value shown is the value before any administration charge has been applied.
  - An administration charge has been applied in the calculation of the Transfer Value.