

MLS Jennifer

From: Brad D [bradd@pensionpractitioner.com]
Sent: 31 July 2012 19:42
To: ML&S Jennifer
Cc: Gavin McCloskey
Subject: Transfers
Attachments: Letter of Authority to release funds Martin Lynch - Standard Life 010812.doc

Dear Jennifer,

I refer to your letter to Gavin.

The transfer from Standard Life for Martin is straightforward as they no longer use Discharge Forms. Please ask Martin to sign the attached letter and send it directly to Standard Life. I will send our letter out tomorrow.

In relation to your transfer from Aviva we only appear to have received the transfer quotation. You will need to contact Aviva and ask them to send you their Discharge Forms. When you receive these please complete and sign the Policyholder/Member section and send the whole form to the office. We will then complete the form and send it to Aviva for processing.

Gavin has been out of the office for the last two days, but I will ask him to call you to discuss your loan requirements.

Kind regards
Brad

Pension Practitioner.com
Daws House
33-35 Daws Lane
London
NW7 4SD

T: 0800 634 4862
F: 020 8711 2522

UK Reg Co No: 6028668
VAT Reg No: 894312018
HMRC Practitioner Reg: 00005886

6 August 2012

Our reference: RJ\0016414216
Your reference: Transfer Request

Mrs JI Lynch
The Gate House
Wellington Avenue
Virginia Water
Surrey
GU25 4QY



Aviva
PO Box 520
Norwich
NR1 3WG

Tel. 0800 953 17 77
Fax. 0845 304 11 22

www.aviva.co.uk

Dear Mrs Lynch

Policy number: P0226826A

Policy type: SPP1 Sterling Ind Personal Pens Plan DWP

Thank you for your recent enquiry concerning this policy. Please note that each policy listed above includes any endorsements that may have been issued since the policy was taken out.

The current fund value as at 6 August 2012 is £24,837.72.

The transfer value as at 6 August 2012 is £25,047.55.

The transfer value is the policy value after we have taken off any charges and penalties that may apply to your policy. You can refer to your policy terms and conditions to find out more about what we apply.

Transfer Value Breakdown:

Fund Value £24,837.72
Terminal Bonus £588.15
Market Value Reduction £380.35
Maximum Charge Guarantee Rebate £2.03

The transfer value is not guaranteed and we will re-calculate it on receipt of all our requirements.

Important information about your with-profit investment

We are applying Market Value Reduction (MVR) to certain transfers out of our with-profits funds. When writing to you before, we may have referred to the MVR as a Market Value Adjustment.

The current MVR applying to your policy is: £380.35

The MVR amount applying can change and is not guaranteed.



We apply MVRs following a large or sustained fall in the stock market or when investment returns are below the level we normally expect. We apply an MVR to help manage these funds in a way that is fair and equitable to all with-profit policyholders.

You can read more about MVRs in:

- our consumer friendly version of the Principles and Practices of Financial Management; and
- Principles and Practices of Financial Management (PPFM), for more detailed information.

Both of these documents are available from our website www.aviva.com/ppfm.

Where an MVR applies, we take its effect into account in any value quoted in this and any following letter. If you decide to continue with any of the transactions listed above, any applicable MVR will reduce the value of the investment you take out of the with-profits fund.

So we can transfer this policy we need the following:

- Transfer Payment Release Form - completed and signed by both the Policyholder and an authorised signatory of the receiving scheme.

In certain circumstances we may want some more information. If this is the case, we will contact you promptly with full details of what we need from you. However once we have everything we need, we will begin the transfer of this policy without delay. When calculating the transfer value of your fund, we will use the calculation price prevailing on the day following receipt of the fully completed Transfer Payment Release Form.

Please note, for us to transfer the policy, we need all of our transfer requirements to be with us within six months from the date the policyholder signs the Transfer Payment Release Form.

If you need any further information, then please contact us on 0800 953 1777 9am to 5pm, Monday to Friday not including bank holidays.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rohan Jadhav'.

Rohan Jadhav
Customer Support - Pensions

TRANSFER PAYMENT RELEASE FORM

NOTES TO HELP YOU WHEN COMPLETING THIS FORM

Notes applying to more than one section

This form should be completed when you have chosen to transfer your pension fund with us to another provider.

All pages of this form should be returned to us. Do not separate and send back only part of a form, as it will delay your request.

You may lose all or some of your benefits on transfer, for example:

- If your policy has a protected low pension age, because of the job you do, this will be lost unless the transfer is a **block transfer**.
- Where you have sought **enhanced protection** (or registered for Fixed Protection*) for your pension savings, this will be lost unless it is a **permitted transfer** under HMRC rules.
- If your policy started on or before 10 December 2003 then you may have a right to retire between the ages of 50 and 75 (unless you have an earlier protected pension age). If you transfer out of this policy you will lose this right and after 6 April 2010 you will not be able to retire until age 55.

* Fixed protection can only be registered between July 2011 and 5 April 2012

For more information about the terms in bold text above please refer to the member pages of the Registered Pension Schemes Manual (RPSM) www.hmrc.gov.uk/manuals/rpsmmanual.

We will pay the benefits from this policy to your selected receiving scheme provided both you and the receiving scheme administrator have completed this form accurately and given us all the necessary information.

You can find more about transfers on HM Revenue & Customs (HMRC) website, www.hmrc.gov.uk

Section 1 – Information we already know

Read the information we have completed for you. If any of it is incorrect, please amend the form and sign by the side of the change.

Section 2 – Confirmation from you the policyholder

Read the declaration passages and sign in the space provided. We cannot continue with your transfer request without your signature.



Section 3 – For use by new scheme administrator only

This can only be completed by the Scheme Administrator of the pension provider to whom you want us to transfer your pension fund. Please ensure that they complete all sections and sign the declaration. **DO NOT separate the form and return the separate parts as this will cause delays.**

Please return all pages of this form

Page 1 of 5

Policy No.: P0226826A

Policyholder: Mrs Jennifer Lynch

Transfer Payment Release Form

(to transfer your pension fund to another pension provider)

You may have an alternative to taking, or transferring the money from your pension, why not contact us on 0800 953 17 77.

This form is important as it helps us to transfer your pension fund to the new Pension Provider correctly with the minimum of delay.

In this form references to Aviva mean the company that issued the policy or its successor company in the Aviva Plc group.

Section 1 – Information we already know

Part A: Your personal details

Policy Number	P0226826A
Name of Policyholder	Mrs Jennifer Lynch
Name of Member (if different than policyholder)	
Policyholder/Member's address:	The Gate House Wellington Avenue Virginia Water Surrey GU25 4QY
Policyholder's/Member's National Insurance No.	WK-17-69-08-D
Type of Scheme (Please write type of scheme here and complete the relevant section unless already completed for you)	SPP1 Sterling Ind Personal Pension Plan DWP
Policyholder's telephone no. (Important to resolve any queries)	

Part B: Your type of UK registered pension scheme

PERSONAL PENSION SCHEME

Part C: Your Pension Value

Monetary amount of split:	
Former Protected Rights	£25,047.55
Ordinary Rights (all policies except occupational schemes)	£0.00
Total amount to be transferred. *	£25,047.55
<ul style="list-style-type: none"> The transfer value amount is not guaranteed and we will re-calculate it on receipt of all of our requirements. <p>This is because the value of this policy moves up and down in line with the stockmarket.</p>	

Please return all pages of this form

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Policy No.: P0226826A

Policyholder: Mrs Jennifer Lynch

Section 2 – Confirmation from you the policyholder

Declaration made by you

Please return your original policy documents with this form. If you cannot find them then, please read the section below.

I have carried out a diligent search in all the places I would expect to find the policies. I have also made enquiries of all people who may be able to give me information about their whereabouts but I have had no success in locating the policies.

If I find out where the policies are, I will inform you immediately. I will also return the policies to you as soon as I find them.

I authorise payment of the transfer value to the receiving scheme, details of which the receiving scheme administrator has completed in Section 3, Part A. On payment of the transfer I discharge Aviva from any and all liability under the policies numbered in Section 1, Part A.

Signature of Policyholder/Trustee 	Date 22/8/12.
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Print Name

If the policy is held under Trust then we need all the Trustees to sign below.

Signature of Trustee	Date
Print Name	
Signature of Trustee	Date
Print Name	
Signature of Trustee	Date
Print Name	
Signature of Trustee	Date
Print Name	

Where the member is NOT the policyholder, please sign below:

Signature of member	Date
Print Name	

Please return all pages of this form

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Policy No.: P0226826A

Policyholder: Mrs Jennifer Lynch

Section 3 – For use by the new scheme administrator only

Part A: New scheme details

	Name of Pension Provider	
	Name of Scheme	
	Address of Scheme	
	Postcode	
	Company Telephone Number	
	Reference, to be quoted in correspondence	

Part B: Your type of pension scheme

(a) ☐ A registered pension scheme governed and administered under UK Pension Law.
If the transfer includes GMP rights (see Section 1) and your scheme will retain these rights in GMP form please provide your contracted-out reference number(s) below:

SCON:	S										
ECON:	E										ECON needed if your scheme is a contracted-out final salary scheme

(b) ☐ A qualifying recognised overseas pension scheme (QROPS).
Please provide your QROPS reference number as provided by HM Revenue & Customs below:

Q	R	O	P	S						
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(For a definition of what this means you may wish to look at the information on HM Revenue & Customs website www.hmrc.gov.uk)

Please send us a copy of the QROPS acceptance letter issued by HMRC Audit & Pension Schemes Service (APSS).

(c) ☐ HM Revenue & Customs reference (if applicable)

Please record number here:

Please return all pages of this form
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Policy No.: P0226826A
Policyholder: Mrs Jennifer Lynch

Section 3 – For use by the new scheme administrator only (continued)
Part C: Confirmation of payment details to a UK registered non-Occupational Pension Scheme; otherwise complete Part D.

Please make payment to the following:

Bank Name: (e.g. HSBC)										
Address:										
Postcode:										
Bank Sort Code:				-				-		
Bank Account Number										
Building Society Account Number										
Bank Accountholder's Name:										
Share Account Number:										

Part D: Confirmation of payment details to an Occupational Pension Scheme or any overseas scheme; otherwise complete Part C.

Please make payment to the following:

Cheque Payee:										
Address:										
Postcode:										
Payment Reference: (Must be quoted)										

Part E: Complete if the transfer payment is to be sent via an Independent Broker.

The Broker is employed as a third party administrator of the receiving scheme and administers the Scheme's bank account

☐

The Broker is employed as a third party administrator of the SIPP and administers the SIPP's bank account

☐
Part F: Complete if the transfer payment is to be made payable to an Independent Broker

The Broker is the appointed Scheme Administrator of the SIPP (Self-Invested Personal Pension)

☐

Please return all pages of this form
 Page 5 of 5
 Policy No.: P0226826A
 Policyholder: Mrs Jennifer Lynch


Section 3 – For use by the new scheme administrator only (continued)
Part G: Declaration by receiving scheme administrator

I/We declare that

the receiving scheme is as specified in Section 3, Part B and that it is willing and able to receive the transfer payment shown in Section 1, Part C (remembering that this value will be recalculated in line with the policy conditions)

all information given in this section is true and complete.

Part H: Signatures of receiving scheme administrator/scheme trustee

Signature 	Print Name MRS. JENNIFER LYNCH.
Date 22/8/12	Position

For and on behalf of ML & S MARTIN LYNCH & SONS LTD PENSION SCHEME
 (Trustees/Administrator of receiving scheme)