



Friends Life Limited
PO Box 1550, Milford, Salisbury SP1 2TW
Telephone 0845 6029221 Fax 0845 6000624

PRIVATE AND CONFIDENTIAL

Brad Davis
Pension Practitioner
Daws House
33-35 Daws Lane
London
NW7 4SD

If you have any enquiries, please ring
0845 6029221

or write to

Friends Life Limited, PO Box 1550,
Milford, Salisbury SP1 2TW

Calls may be recorded for training and audit purposes

29 August 2014

Our ref : EXE/CST/DIL1/MS

Dear Mr Davis

Scheme number : F46043/11358
Member's name : John S Maddison
Scheme name : Registered Stakeholder
(FOR POST OCT/2009 LEAVERS ONLY)

With regard to the proposed transfer of J Maddison's pension benefits to the Microdrive Consulting Ltd scheme, please be advised that before we can proceed with the transfer we require you to provide us some further information in order for us to verify the receiving scheme.

If you could complete that enclosed supplemental transfer form and return it to us at your earliest convenience.

If there are any matters arising from this letter that you wish to discuss, please contact us on the number above. We will be happy to help.

Yours sincerely

Matthew Seddon

Matthew Seddon
Client Services

Supplemental transfer form

In order to consider the transfer request the scheme administrator (who will be Friends Life or the trustees of the transferring scheme) requires additional information and copies of documents relating to the receiving scheme.

Please ensure Part A is completed by the member and Part B is completed by the scheme administrator of the receiving scheme.

Part A For the member to complete where the receiving scheme is a non-insured Defined Contribution Occupational Pension Scheme (please tick or complete as appropriate)	
1 Full name, nature of business (trade) and company registration number (where applicable) of the sponsoring employer(s) of the receiving scheme	
2 Is the sponsoring employer	☐ trading ☐ non-trading
3 In what capacity are you employed by the sponsoring employer(s)? (If you are not employed by the sponsoring employer(s) provide details of your current employer)	
4 Are you receiving remuneration from the sponsoring employer (s) of the receiving scheme?	☐ Yes ☐ No
5 Are you or the sponsoring employer(s) paying ongoing contributions to the receiving scheme?	☐ Member and employer are contributing ☐ Member contributions only ☐ Employer contributions only ☐ No employer or member contributions are being paid

6 Pension liberation checklist for members Pension liberation is a means by which agents acting for non-insured schemes offer early release of benefits or other incentives. Transfers to these schemes may be fraudulent and are often encouraged by payment of cash payments or loans or unrealistic promises of high investment returns. You may be liable for significant tax charges if such a transfer goes ahead and your pension savings may be at risk or lost altogether. Please refer to the Pension Regulators leaflet entitled 'Predators Stalk Your Pension' enclosed with this form and report any concerns to Action Fraud. (Note: Only insured products are eligible for compensation from the Financial Services Compensation Scheme).	Please tick any of the statements below that apply to the transfer. If any do apply, please consider carefully whether your pension savings are at risk: ☐ You were contacted about making a transfer by telephone call, text, email or through a website. ☐ Your adviser/agent is not authorised by the Financial Conduct Authority (check the financial services register at www.fca.org) or the adviser/agent is based overseas. ☐ You have been offered any form of incentive to proceed with the transfer or to speed up the transfer - this would include cash payments/loans/commission rebates/thank you payments etc. ☐ You have been invited to join an occupational pension scheme sponsored by a company that you do not work for. ☐ You have been offered a guaranteed or high return investment (often in overseas land/forestry/green or eco investments). ☐ You have been offered access to your pension savings before age 55 or more than 25% as a lump sum before or after 55, or informed of a 'loophole' to avoid normal pension tax rules. ☐ You have not received scheme documentation such as key features documents, member booklet, scheme rules or investment information. ☐ A courier has collected transfer forms directly from you or you have been encouraged to act promptly without referring to the provider of your existing policy or a regulated adviser authorised by the Financial Conduct Authority. ☐ You are paying a fee in respect of the transfer or charges are being deducted from the transfer. Lastly, do you know • Where your money is being invested, who is managing the investment and what their credentials are? • What will happen to your pension savings in the event the employer/trustee or scheme administrator commences winding up or cannot be contacted? • What the charges are in relation to the transfer and the ongoing administration of the receiving scheme?
--	--

Member Declarations

1. I confirm I have read and understood the Pensions Regulator leaflet on pension liberation entitled 'Predators Stalk Your Pension'.
2. I acknowledge and agree that where the scheme administrator (this will be Friends Life or, where appropriate, the trustees of the scheme):-
 - has any doubt that the transfer may not be a recognised transfer under section 169 of the Finance Act 2004; or
 - believes that the receiving scheme does not have the characteristics of a genuine occupational pension scheme; or
 - believes that the member and/or Friends Life/ may incur tax charges, claims or losses following the transfer,

the scheme administrator reserves the right to decline the transfer request and the scheme administrator or Friends Life will share information about the transfer/scheme/agents with Action Fraud, HMRC, the Pensions Regulator and/or the Financial Conduct Authority (as appropriate).
3. Should the scheme administrator agree to the transfer request I promise to accept responsibility for any Scheme Sanction Charge that may become payable by the scheme administrator in the event that, at any time, the transfer is not regarded as a recognised transfer by HMRC. I also agree that the scheme administrator or Friends Life can not be held responsible any other claims or losses arising as a result of the transfer.

.....
Signed by the member

.....
Date

Part B**Receiving Scheme Information Requirements and Declarations**

1. I/We enclose a copy of the HMRC registration document* and confirm that the scheme has not subsequently been de-registered. (* Where the scheme was deemed registered from 6 April 2006, this will be the scheme's original approval letter. Where the scheme was established on or after 21 October 2013 this must be the letter showing the date registered pension scheme status is effective from and not an acknowledgement.)
2. If the receiving scheme is a non-insured Defined Contributions Occupational Pension Schemes I/we enclose copies of:
☐ the trust deed and scheme rules
☐ member's booklet and/or other promotional literature
(please tick all or provide an explanation of why they are not enclosed)
3. I/We confirm that the receiving scheme is willing and able to accept the transfer payment.
4. I/We consent to the scheme administrator of the transferring scheme (Friends Life and/or the transferring scheme trustees) referring this proposed transfer to HMRC and for HMRC to provide information to the scheme administrator relating to the registration of the receiving scheme.
5. I/We understand that where the scheme administrator:
 - has any doubt that the transfer may not be a recognised transfer under section 169 of the Finance Act 2004; or
 - believes that the receiving scheme does not have the characteristics of a genuine occupational pension scheme; or
 - believes that the member, the scheme administrator and/or Friends Life may incur tax charges, claims or losses following the transferthe scheme administrator reserves the right to decline the transfer request and they and/or Friends Life will share information about the transfer/scheme/agents with Action Fraud, HMRC, the Pensions Regulator and/or the Financial Conduct Authority (as appropriate).

.....
Signed of behalf of the receiving scheme

.....
Date