

# Transfer Out Request

1. Personal details		
Title <b>MR</b>	Surname <b>DOLAN</b>	Forename <b>PAUL TEIRNAN</b>
Address <b>BAYFORD LODGE, 1 COLLEGE AVENUE</b>		
<b>EDSDM</b>		
		Postcode <b>KT12 4HN</b>

2. Reason for transfer (please tick all that apply)	
<input type="checkbox"/> Financial Adviser's advice	<input checked="" type="checkbox"/> Pension Scheme no longer required
<input type="checkbox"/> Purchasing an annuity	<input type="checkbox"/> Not happy with fees
<input type="checkbox"/> Property purchase with another provider	<input type="checkbox"/> Require more investment flexibility
<input type="checkbox"/> Not happy with administration (please provide further details below)	<input type="checkbox"/> Other (please provide further details below)

Further details
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3. Receiving scheme details	
Receiving scheme details <b>PT. DOLAN RETIREMENT BENEFIT SCHEME</b>	
Scheme number <b>DD799 557 RR</b>	
Address <b>GREENCHASE LTD. SUITE 3.49</b>	
<b>CANTERBURY COURT, KENNINGTON BUSINESS CENTRE</b>	
<b>1-3 BRIXTON ROAD, LONDON</b>	Postcode <b>SW9 6DE</b>

Is the transfer to a

<input checked="" type="checkbox"/> A registered UK Pension Scheme	If yes, please provide the scheme FSA number <input type="text"/>
<input type="checkbox"/> Non UK Pension Scheme	If yes, please complete section 3 overleaf

4. QROPS	
Is the scheme you are transferring to a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by HM Revenue and Customs under Chapter 4 of the Finance Act 2004, has satisfied HM Revenue and Customs requirements in this respect, and is also able to accept transfers of uncrystallised and crystallised funds?	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If No you cannot proceed with the transfer to a non UK registered Pension Scheme  
Have you taken any benefits from other pension funds since 6 April 2006?

If yes please provide details of any benefits taken from other pension funds since 6 April 2006 below (please continue on a separate sheet if required)

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Name of pension scheme	Name of administrator	Benefits taken	% of lifetime allowance
			%
			%
			%
			%
			%
Total used to date			%

### 5. Transfer Options

Do you wish to transfer your entire fund?

☒ Yes (please complete section 6) ☐ No (please complete section 7)

**Please note:**

If you want to make a partial transfer this can only consist of funds not being used to provide an income. If you want to transfer funds being used to provide an income you will have to make a full transfer.

### 6. Full Transfer

Some or all of the investments in your fund may be able to be transferred in specie (where the new scheme becomes the owner without having to sell the asset)

Do you wish to transfer your investment in specie, where possible?

- ☐ Yes, all of them (*I understand Hornbuckle Mitchell will confirm me if this is not possible*)
- ☒ No, please encash them
- ☐ Yes, some of them (please specify below)

Name of asset and description (inc units and fund)	Ref/policy number	Value £

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Transfer Out V10.0 12022013

## 7. Partial Transfer

Please complete if you want to transfer some of your investments to a new Pension Scheme.

Amount to be transferred £

Do you wish to transfer your investments in specie where possible?

☐ Yes, (please specify which assets are to be transferred)

☐ No, (your investments will need to be encashed before a transfer is made to your new scheme)

If investments are being transferred in specie, the cash balance will not be transferred until all in-specie transfers have been completed.

Name of asset and description (Inc units and fund)	Ref/policy number	Value £

## 8. Property

If you have a property in your scheme please confirm if you would like it to be - ☐ Transferred  
☐ Sold

Please provide details of the solicitor dealing with the transfer or sale

Name	
Address	
	Postcode
Telephone	Fax
E-mail address	

If the property is to be sold please provide details of the purchaser and their solicitor

Purchaser Name	
Address	
	Postcode
Telephone	Fax
E-mail address	

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Please provide details of the purchaser's solicitor below

Name	
Address	
	Postcode
Telephone	Fax
E-mail address	

#### 9. Cash balances

Please confirm how your cash balance(s) are to be transferred to your new scheme.

Please note: If your Pension Scheme includes a property or investments that are to be transferred or sold, we will not close the Pension Scheme bank account until all transactions are complete.

- ☐ CHAPS (same day payment, a bank charge will apply)
- ☒ BACS (three day transfer, no bank charge, please complete additional BACS)

Please contact your scheme administrator who will be happy to email you a copy

For non Bank of Scotland accounts, we will make the payment by BACS if no option is selected

#### 10. If taking income

##### **Please Note**

If we receive your transfer request after the 15<sup>th</sup> of the month we may not be able to transfer your cash until your income has been paid on the last working day of that month, however we will confirm this to you.

If you are transferring assets in specie you should be aware that this can sometimes take a number of months to complete. If you are taking an income from your arrangement with us, please confirm whether we should continue to pay your income until the transfer of cash is fully complete.

- ☐ Yes please continue to pay my income
- ☒ No please stop paying my income immediately

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# Transfer Out Mandate

(Please complete for each Asset Provider, Stockbroker and Bank Account etc held in the Scheme)

Company name	
Address	
	Postcode

Please accept this as my authority to (please tick) encash or transfer in specie the following assets to the transferring company: ☐ All of my assets ☐ only the assets listed below, or £ (please specify)

Please encash the following		
Name of asset and description (Inc units and fund)	Ref/policy number	Value £

Please transfer the following investments in-specie		
Name of asset and description (Inc units and fund)	Ref/policy number	Value £

Account name	
Account number	Sort code

Please select the relevant bank below

- ☐ Bank of Scotland, New Uberior House, Earl Grey Street, Edinburgh, EH3 9BN
- ☐ Cater Allen Bank, 9 Nelson Street, Bradford, BD1 5AN
- ☐ Butterfield Private Bank, 99 Gresham Street, London, EC2V 7NG

Further information	
Signed (Trustee 1)	Date
Signed (Trustee 2)	Date

## 11. Payments received after the transfer is complete

Whilst Hornbuckle Mitchell will endeavour to ensure all funds are transferred together, we do not have control over unexpected monies sent from investment companies once the transfer is complete. Where necessary we will contact your new administrator to ask them to accept the funds, but in some cases they may be unable or unwilling to accept them. In these cases, HMRC rules allow us to make a single one-off payment to you.

Our standard fee for dealing with these transactions is £145. We will charge this fee for amounts over £1500, but will reduce it to £50 for amounts of between £150 and £1500

We will then return the excess to you net of any relevant tax through P.A.Y.E.

For amounts below £150, we will charge the reduced fee of £50 to cover the administration; the remaining fund will be donated to our nominated charity (details are available on request).

## 12. Declaration

I confirm that I would like Hornbuckle Mitchell Group Ltd to action my request to make a transfer as detailed on this transfer out request form.

I understand and agree that:

- To the best of my knowledge and belief the statements included on this form are true and complete
- It is an offence to make false statements and that the penalties are severe and could lead to prosecution
- I authorise Hornbuckle Mitchell Group Ltd
- To release details about the transfer of benefits from my Pension Scheme to the receiving scheme (if applicable)
- Check with HM Revenue & Customs regarding the details of any certificate which enhances my lifetime allowance
- The liability of Hornbuckle Mitchell Group Ltd and Hornbuckle Mitchell Trustees Limited is discharged in respect of the assets transferred
- Upon transfer, Hornbuckle Mitchell Group Ltd will no longer be responsible for providing pension benefits to me in respect of the assets transferred
- Any income payments I am currently receiving could be affected due to lack of funds to pay my pension during the transfer process and I will not hold Hornbuckle Mitchell Group Ltd liable for these payments.
- Any fees deducted from the scheme account prior to receipt of the Transfer Out form will not be refunded as per Hornbuckle Mitchell's current fee schedule, a transfer out fee will also be deducted from the scheme account. This will be deducted in around 5 working days from when the payment is requested.
- I agree to the above distribution and associated fees regarding payments received after my pension arrangement has transferred
- By signing the application form I authorise Hornbuckle Mitchell Trustees Limited and the Bank of Scotland/ Cater Allen Bank/Butterfield Private Bank to close the scheme bank account and transfer the remaining cash balance to my new provider once all of the assets have been transferred.

Signature



Date

14/5/13

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## Receiving Scheme Declaration

(to be completed by the receiving scheme administrator)

Member name		PAUL TEIRNAN DOLAN	
Name of scheme		PT DOLAN RETIREMENT	
Contact name of receiving scheme		GREENCHASE LTD	
Address		SUITE 3.49 CANTERBURY COURT, KENNINGTON	
BUSINESS CENTRE 1-3 BRIXTON ROAD, LONDON		Postcode	SW9 6DE
Telephone		Fax	
E-mail address			
Pension Scheme Tax Reference Number		00799557RR	
Your Scheme reference number			

Please tick one of the following

- ☒ We confirm that our scheme is a registered Pension Scheme in accordance with Chapter 4 of the Finance Act 2004 and is able to accept transfers of Uncrystallised and Crystallised funds.
- ☐ We confirm that a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by HM Revenue & Customs under chapter 4 of the Finance Act 2004 and has satisfied HM Revenue & Customs requirements in this respect and is also able to accept transfers of Uncrystallised and Crystallised funds. (If the receiving scheme is a QROPS please enclose a copy of the letter from HM Revenue & Customs confirming the recognised status of this scheme)
- ☐ Other

We confirm that our scheme cannot accept the following:

- |  |   |
|--|---|
| <input type="checkbox"/> In specie transfer of unlisted shares | <input type="checkbox"/> Scheme Pension         |
| <input type="checkbox"/> Borrowing Pre 06/04/2006              | <input type="checkbox"/> Third party loans      |
| <input type="checkbox"/> In specie transfer of property        | <input type="checkbox"/> Other (Please specify) |

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Please provide your bank details so that we can transfer the monies to you

Account name <i>PT Dolan Retirement Benefit Scheme</i>	
Account number <i>TO BE ADVISED</i>	Sort code <i>12.20.26</i>
Bank name and address <i>Bank of Scotland No 1 Lochran SQUARE, 92-98 Fountainbridge</i>	
<i>Edinburgh</i>	Postcode <i>EH3 9QA</i>

**In specie details**

Please complete this section if your Pension Scheme can accept an in specie transfer of assets

How should assets be registered?	
First name assets should be registered to	
Address	
	Postcode
Second name assets should be registered to (If applicable)	
Address	
	Postcode

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## Important notes and Declaration

Please complete this form as fully as possible

Please return the completed form to the relevant Hornbuckle Mitchell address overleaf.

Hornbuckle Mitchell Group Ltd cannot be held responsible for delays in transferring the assets where an incomplete form is submitted.

As there are likely to be a number of parties involved in this transfer, Hornbuckle Mitchell Group Ltd is unable to provide a deadline for the completion of the transfer.

Hornbuckle Mitchell Group Ltd will prepare a valuation of the Pension Scheme assets prior to processing the transfer.

Details of the fees that Hornbuckle Mitchell Group Ltd will charge can be found on our Fee Schedule. If there are any outstanding fees on the Pension Scheme, these will need to be settled before the transfer can proceed.

Hornbuckle Mitchell Group Ltd is not responsible for any charges levied by other companies involved in the transfer and details of their fees should be sought directly from these companies.

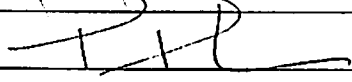
Any transferring of assets in specie will be carried out before the Pension Scheme bank account is closed.

Hornbuckle Mitchell Group Ltd will not proceed with the transfer until any cancellation notice periods have expired.

To the best of our knowledge and belief the statements included on this form are true and complete.

We understand 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 Hornbuckle Mitchell permission to approach HM Revenue & Customs for confirmation that this scheme is either a registered Pension Scheme, or a QROPS that complies with HM Revenue & Customs requirements

Signed 	Date 14 / 5 / 13
Print name PAUL DOLAN	
Address SUITE 349, CANTERBURY COURT, KENNINGTON BUSINESS CENTRE, 133 BRIXTON ROAD, LONDON	
Postcode SW9 6DE	

Please return the signed and dated form to the relevant address below

<b>Midlands (Head Office)</b> Tyman House 42 Regent Road Leicester LE1 6YJ Tel: 0845 345 2555 Fax: 0845 125 6700 E-mail: Midlands@Hornbuckle.co.uk	
<b>North West</b> Cotton Court Middlewich Road Holmes Chapel Cheshire, CW4 7ET Tel: 0845 345 7505 Fax: 0845 125 6700 E-mail: North@Hornbuckle.co.uk	<b>Scotland, Northern Ireland and the North East</b> 4 Albyn Place Edinburgh EH2 4NG Tel: 0131 220 0353 Fax: 0845 125 6700 E-mail: Scotland@Hornbuckle.co.uk

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