

## JPMC UK Retirement Plan Transfer Checklist

Please tick and enclose all the items on the checklist that are required for the transfer. If all the items are not received we will automatically assume that you are obtaining the remaining items, a chaser letter will not be issued. The transfer will not be settled until all the items have been received.

### Member requirements

- 1 Application to proceed with transfer of benefits completed and signed by the member ☐
- 2 The member's original Birth Certificate or Passport ☐  
*and marriage certificate*
- 3 Statement of Rights that was issued to the member when they left the Plan or a letter signed by the member confirming that this is no longer in their possession. ☐

### Receiving Scheme Requirements - All transfers

- 4 The Occupational/Personal Pension Scheme Transfer Declaration Form completed by the administrator of the receiving arrangement. ☐
- 5 Evidence of registration by HMRC ☐
- 6 Copy of the receiving arrangement's contracting out certificate / Appropriate scheme Certificate (*if the member's contracted out rights are to be transferred*) ☐
- 7 Confirmation on the receiving arrangement's headed paper of their bank account details, including account number, sort code, account name & receiving Bank (*BACS payment*) ☐

### IFA Requirements Personal Pension transfers

- 8 A letter from the IFA confirming their SIB/FSA number and that the transfer will be made on their agency (*if applicable details of the policy number and reference*) ☐

### Personal Pension transfers without an IFA

- 9 If the member is not using an IFA a disclaimer form (D1) signed by the receiving scheme ☐

I confirm that the required documents and information are attached

Signed..... Date.....

Members of the **Save & Prosper/Robert Fleming** section under the Plan are contracted out of the State Earnings Related Pension Scheme on a GMP basis for Pre97 Service and RST Basis for Post 97 Service.

PSTR 00298652RD

ECON E3803363W

SCON S0606513A

## Application to proceed with transfer of benefits

To: The Trustees of JPMC UK RETIREMENT PLAN (the pension scheme)

Name of member: MRS S BAXTER

I wish to transfer the value of all my benefits to \_\_\_\_\_ (the receiving arrangement) as an alternative to leaving those benefits, including any statutory right I may have to a guaranteed cash equivalent, in the pension scheme.

Please apply the transfer value\* of my benefits in the pension scheme to secure benefits in respect of me in the receiving arrangement. I acknowledge that on payment of the transfer in accordance with my request made by completing and returning this form, duly signed and dated, the trustees will be discharged from all liability to provide any benefits for or in respect of my membership of the pension scheme.

I understand that the benefits eventually payable from the receiving arrangement may be more or less than the benefits that would have been payable in respect of me in the pension scheme.

I acknowledge that the trustees will not be responsible for the amount or type of benefits to be provided by the receiving arrangement in return for the above transfer value\*.

*\* The transfer value in respect of your benefits in the pension scheme is calculated using methods and bases determined by the trustees, after taking advice from the scheme actuary. Part of it is guaranteed for three months from 18 June 2012 as set out in the enclosed statement. The non-guaranteed part of your transfer will be the value of the benefits to which it relates at the date the transfer payment is made. This may be more or less than the amount originally calculated. Your right to have a transfer is lost once three months has expired. It will not then be possible to apply for another transfer value until 07 June 2013.*

Signed S Baxter Date                     

Full name: SUSAN BAXTER.  
IN BLOCK CAPITALS PLEASE

## **OCCUPATIONAL PENSION SCHEME TRANSFER DECLARATION FORM**

**In respect of: MRS S BAXTER**

**NI Number: NH233423A**

**To: The Trustees of JPMC UK RETIREMENT PLAN**

c/o the address at the top of the covering letter.

In consideration of the transfer of the sum of £ 30850.78 in respect of the above named, the Trustees of \_\_\_\_\_ (hereinafter called "the Receiving Scheme") hereby confirm and undertake as follows:

[The Receiving Scheme is a registered pension scheme under section 153 of the Finance Act 2004]\*

Evidence of registration by Her Majesty's Revenue & Customs (HMRC) **must be attached.**

[The Receiving Scheme is an insured scheme]\*

The above named has been admitted to membership of the Receiving Scheme and in respect of the transfer payment will be entitled to such benefits as shall be agreed between the member and the Trustees of the Receiving Scheme.

[We undertake to treat part of the benefit provided under the Receiving Scheme (being not less than £0.00 per annum) as "equivalent pension benefits" for the purposes of the National Insurance Act 1965 in respect of contracted-out employment between 31 July 1989 and 27 January 1997. In the event of a subsequent transfer to another Scheme we undertake to obtain a similar undertaking from such Scheme's Trustees and agree to indemnify you and the employer concerned against any claims or demands in respect of such equivalent pension benefits.]\*

[We undertake to treat £325.00 per annum as "guaranteed minimum pension", for the purposes of the Pension Schemes Act 1993. The guaranteed minimum pension will be revalued [in line with section 148 orders] [at fixed rate] [at limited rate]\*. (We undertake to treat the sum of £ 24505.46 included in the transfer, as "protected rights", (for the purposes of Pension Schemes Act 1993) in respect of contracted-out employment between 31 July 1989 and 27 January 1997.]\*

We undertake that any transfer benefits provided in respect of contracted-out employment from 6 April 1997 will be in the same form as those provided for our scheme's own contracted-out members.\*

The member is/is not\* in contracted-out employment.

Receiving scheme ECON:

Receiving scheme SCON:\*

**A copy of the contracting-out certificate must be attached.**

We authorise HMRC to provide Mercer Limited, as the administrators of JPMC UK RETIREMENT PLAN, with any information they deem necessary in their investigation of the registration status of

\_\_\_\_\_.

The HMRC reference number of

\_\_\_\_\_ is

\_\_\_\_\_.

The name of the principal employer and company registration number is

\_\_\_\_\_.

Signature(s): \_\_\_\_\_ Date:

\_\_\_\_\_

Full name(s) of authorised signatory(s):

\_\_\_\_\_

Position of authorised signatory(s):

\_\_\_\_\_

\_\_\_\_\_

\*delete as appropriate

**Form D1:**

**To be signed by the receiving scheme if the member is not using an IFA**

In connection with this proposed transfer, please note that:

- Mercer is acting solely in its capacity as administrators of the JPMC UK Retirement Plan and is therefore not arranging any transactions in investments.
- Mercer is not involved in individual pension transfer business of any type. This transfer of pension benefits to the ..... must not be assigned to Mercer's agency.

Mercer is not acting as agent for the arrangement and will not receive any commission.

To enable me to pay the transfer value, please acknowledge receipt and acceptance of the terms set out by completing this form and returning it to:

Mercer  
Westgate House, 52 Westgate, Chichester, PO19 3HF

Transferring scheme name: JPMC UK Retirement Plan

Receiving scheme name.....

Transfer of benefits in respect of: (member's Name) .....

We, the undersigned, confirm that we understand and accept the terms and conditions as described above.

**Print Name:** .....

**Signed:** .....

**Position:** .....

**Address:** .....

.....

.....

**Date:** .....

## PERSONAL PENSION SCHEME TRANSFER DECLARATION FORM

### TRANSFERRING SCHEME DETAILS:

Name of Trustees: The Trustees of the JPMC UK RETIREMENT PLAN

Address of Trustees:  
c/o the address at the top of the covering letter.

Member's Full Name: MRS S BAXTER

National Insurance Number: NH233423A

Total Transfer Value not including AVCs to be paid to the Personal Pension Scheme: £ 30850.78

Amount included in Total Transfer Value to secure Protected Rights: £ 24505.46

### PERSONAL PENSION SCHEME DETAILS:

Full Name of Personal Pension Scheme Provider: .....

Name of Personal Pension Scheme: .....  
(hereinafter called "the Personal Pension Scheme".)

Address of Personal Pension Scheme: .....

.....

HMRC Reference No:..... ASCON No: .....

**Evidence of registration by Her Majesty's Revenue and Customs (HMRC) (and, if the Personal Pension Scheme is contracted-out, a copy of the appropriate scheme certificate) must be attached.**

Payee in respect of transfer value:.....  
(If the Personal Pension Scheme is underwritten by a Life Office the payment must be made to the Life Office.)

### DECLARATION BY PERSONAL PENSION SCHEME:

**TICK BOX**

1) The Personal Pension Scheme is a registered pension scheme under section 153 of the Finance Act 2004

☐

2) The Personal Pension Scheme is underwritten by a Life Office

☐

3) The Personal Pension Scheme is partly non-insured or no Life Office is involved.

☐

The Personal Pension Scheme is an appropriate personal pension scheme for the purposes of paragraph (5) of section 9 of the Pension Schemes Act 1993. It is not being used solely for the purpose of receiving minimum contributions from the National Insurance Contributions Office under section 43 of the Pension Schemes Act 1993.

☐

The Personal Pension Scheme is able and willing to accept the Total Transfer Value and will use it to provide money-purchase benefits (including, where appropriate, protected rights) for and in respect of the member.

☐

The transfer value is/is not\* the only payment to this scheme.

The Personal Pension Scheme does not fall within either 2 or 3 above and we therefore authorise HMRC to provide Mercer, as administrators of the JPMC UK RETIREMENT PLAN, with any information they deem necessary in their investigation of the registration status of the Personal Pension Scheme.\*

Signed:..... date .....

Full Name of Authorised Signatory: .....

Position of Authorised Signatory: .....

Personal Pension Provider's official Stamp:

\* delete as appropriate



<b>1. SUMMARY OF DETAILS IN RESPECT OF: MRS S BAXTER</b>	
<b>Name of Transferring Scheme: JPMC UK RETIREMENT PLAN</b>	
1.1 Quotation Date:	18 June 2012
1.2 Guarantee Expiry Date: <i>NB. No guarantee can be offered whilst you are still in Pensionable Service</i>	18 September 2012
1.3 Total Transfer Value of benefits detailed in Sections 3 and 4 not including AVCs  Of which: the portion guaranteed is: and the portion variable in line with market conditions is:  The trustees are allowed, under paragraph 15 of schedule 1A to the Occupational Pension Schemes (Transfer Values) Regulations 1996 (SI 1996/1847), to reduce your transfer value to reflect reasonable administrative costs (net of administrative savings) if you transfer out of the scheme. Therefore the amount quoted above will be reduced by £0.00 if your transfer proceeds	£30850.78 of which,  £10625.85  £20224.93
1.4 Member's normal contributions (including member's contractual contributions transferred to the Scheme) included in the Total Transfer Value:	£0.00
1.5 Member's voluntary contributions (including voluntary contributions transferred to the scheme) excluded from the Total Transfer Value: Total Additional Voluntary Contributions  ▪ AVCs that commenced Pre 8 April 1987 ▪ AVCs that commenced Post 7 April 1987	£0.00  £0.00 £0.00
1.6 Contracted -out rights included in Total Transfer Value: In respect of Pre 6 April 1997  In respect of Post 5 April 1997	£24505.46  £0.00
1.7 Amount of Transfer Value which is subject to increases at 5% or the rise in the cost of living in the UK if less.  Amount of Transfer Value which is subject to increases at 2.5% or the rise in the cost of living in the UK if less	£0.00  £0.00
1.8 Amount of LRP included in Transfer Value (which will be reclaimed, if appropriate)	£0.00
1.9 Details of the alternative benefits within the Scheme are as stated in Sections 3 and 4	
<b>1.10 PLEASE NOTE THAT MERCER IS ACTING PURELY IN ACCORDANCE WITH ITS DUTY AS ADMINISTRATOR OF THE TRANSFERRING SCHEME AND DOES NOT PROFESS TO OFFER ANY ADVICE IN RESPECT OF THE MEMBER'S PERSONAL CIRCUMSTANCES</b>	