Pension practitioner

Telephone: 0800 634 4862 Fax: 020 8711 2522 Email: info@pensionpractitioner.com www.pensionpractitioner.com
UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

Hornbuckle
Tyman House
42 Regent Road
Leicester
LE1 6YJ

25th October 2017

Dear Sirs

Scheme Name: Televideo SSAS
Your Reference: SCIPAU01
Member Name: Paul Scivill

The above-named member wishes to transfer their pension held with you into the above-named pension scheme that we administer.

Please find enclosed the completed Transfer Out Form and a copy of the schemes HMRC Registration Certificate. The PSTR number is 00836214RQ.

Please note that the Transfer is to be in-specie. Can you ensure that all assets are re-registered into the name of 'Paul Scivill and Vivien Scivill as Trustees of Televideo SSAS'.

The transfer value should be paid to the scheme bank account details provided below. I can confirm that we are happy to accept the transfer.

Metro Bank
Account Number 24766084
Sort Code 23-05-80
Account Name Televideo SSAS

If you have any additional requirements please notify me as soon as possible in order to prevent any delays on the transfer, alternatively I look forward to receiving confirmation that the transfer has completed.

Yours sincerely

Emma Dane
Senior Pensions Administrator

Transfer Out Form

Form reference H117

Complete this form if you want to transfer all or part of your Hornbuckle plan to a UK registered pension scheme.

You must complete sections 1 to 4 and the Appendix.

The administrator / provider of the receiving scheme must complete section 5.

If you are receiving a pension income from your Hornbuckle plan we will stop income payments as soon as possible once we receive this form.

Quick actions:

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1. Member details

Forename(s)

Paul

Surname

Scivill

Date of birth

1 0 0 6 5 2

Hornbuckle plan number

SCIPAU01

Email

2. Transfer details

2.1 Receiving Scheme Details

Plan/Member reference

TELEVIDEO SSAS

Scheme administrator/provider

Pension Practitioner

Postcode

~~NW7 4SD~~ BL1 4AP

Scheme name

Televideo SSAS

Address

~~Daws House~~ 48 CHORLEY NEW RD

~~33-35 Daws Lane~~ BOLTON

~~London~~ BL1 4AP

2.2 Transfer options

Are you making a full or partial transfer from your Hornbuckle plan?	Full	X	Partial	
Will the transfer be in cash only, or include the transfer of assets?	Cash only		Cash and assets	X
How would you like us to transfer any cash amount held in your Hornbuckle plan to the receiving scheme?	CHAPS		BACS	X

For Bank of Scotland accounts only, any payment will be made by Faster Payments Service (FPS). This is free of charge and takes one working day.

If you require us to sell any or all of the investments held in your Hornbuckle plan (to make a cash transfer), you will need to complete a copy of H114 Investment Sale Form.

If you require us to sell a property held in your Hornbuckle plan you will need to complete a copy of H303 Property Sale Form.

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3. Reason for transfer

Please tell us your primary reason for transferring your pension benefits to another pension provider

Simpler requirements		Require greater investment flexibility	X	Annuity purchase	
Cost	X	Service		None of the above	

4. Member declarations

Please accept this as my instruction to transfer the benefits of my Hornbuckle plan to the scheme detailed in section 2.1 of this form. I declare that the scheme named in section 2.1 of this form is a registered pension scheme for the purposes of Chapter 2 of Part 4 of the Finance Act 2004.

I agree to indemnify The Hornbuckle Mitchell Group Limited and Hornbuckle Mitchell Trustees Limited against any tax charge, penalty or other loss in the event that the scheme named in section 2.1 of this form is not a registered pension scheme.

I acknowledge that the administrator / provider of the receiving scheme has confirmed that they can accept the assets to be transferred to them as detailed in the Appendix to this form.

I acknowledge and agree that the transfer of the benefits of my Hornbuckle plan is subject to the deduction of the fees set out in the Fee Schedule for the plan.

I authorise The Hornbuckle Mitchell Group Limited to share any information about my Hornbuckle plan with the administrator / provider of the receiving scheme in relation to the transfer of my benefits.

I authorise Hornbuckle Mitchell Trustees Limited and the Bank of Scotland / Cater Allen Private Bank / Butterfield Private Bank to close my plan bank account and transfer the remaining cash balance to the account detailed in section 5.2 once so instructed by The Hornbuckle Mitchell Group Limited

Member signature

Print name

Paul Scivill

Date 17/05/2017

5. Receiving scheme details

5.1 Basic scheme details

Administrator/Provider name

Pension Practitioner

Address

~~Daws House~~ 48 CHORLEY NEW RD
~~33-35 Daws Lane~~ BOLTON
~~London~~

Postcode

~~NW7 4SD~~ BL1 4AP

Scheme name

Televideo SSAS

Plan/Member reference

TELEVIDEO SSAS

PSTR number

00836214RQ

Contact name

Emily McAlister

Telephone number

0800 634 4862

Email

emilym@pensionpractitioner.com

5. Receiving scheme details

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5.2 Bank account details

Bank

METRO BANK

Sort code

2 3 0 5 8 0

Account number

24766084

Account name

TELEVIDEO SSAS

5.3 Receiving scheme declaration

I declare that the scheme detailed in section 4.1 above is a registered pension scheme for the purposes of Chapter 2 of Part 4 of the Finance Act 2004.

I acknowledge that we can accept the assets to be transferred to the receiving scheme as detailed in the Appendix to this form.

Signature

Print name

EMMA DANE

Position

SENIOR ADMINISTRATOR

Date

2 5 1 0 1 7

Checklist

Before submitting this form please make sure:

/ You have completed all of the relevant sections of the form.

/ Completed the Appendix to this form with details of the assets in your Hornbuckle plan that you want us to retain, sell or transfer to the receiving scheme.

/ You have read and understood the guidance on completing the form contained in H117G Transfer Out Form guidance.

N/A You have attached a completed H114 Investment Sale form in relation to any investments you want us to sell in order to make a cash transfer.

N/A You have attached a completed H303 Property Sale Form if you want us to sell a property held in your Hornbuckle plan.

/ The administrator / provider of the receiving scheme has completed section 5 of the form.

Where to send

Hornbuckle, Tyman House, 42 Regent Road
Leicester LE1 6YJ

Get in touch

Tel: 0844 728 9090 Fax: 0845 125 6700
clientservicing@hornbuckle.co.uk
www.hornbuckle.co.uk

Appendix

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Please detail each of the assets / investments held in your Hornbuckle plan, and whether you want to:

- Retain the asset in your Hornbuckle plan (i.e. you are making only a partial transfer of your benefits).
- Sell the asset and transfer the cash proceeds to the receiving scheme.
- Transfer the asset to the receiving scheme.

Asset name	Retain	Sell	Transfer

HM Revenue & Customs

Notification of registration

245010:00000004:001

Registered Scheme Administrator
Limited
Vancouver House
111 Hagley Road
Edgbaston
Birmingham
B16 8LB

HM Revenue & Customs
Pension Schemes Services
FitzRoy House
Castle Meadow Road
NOTTINGHAM
NG2 1BD

73922000010000040101

Notification of registration for tax relief and exemptions

We have registered Televideo SSAS
on 24 07 2017. Tax relief and exemptions are due from this date.

This notification tells you that HM Revenue and Customs (HMRC) acknowledge your declaration of liability and registration of the above pension scheme for tax purposes only. It has no legal significance beyond advising you of that.

Your Pension Scheme Tax Reference (PSTR) is 00836214RQ. You should use this when you want to view the scheme details online and in all future communications with us.

Your pension scheme

On your application for registration you have indicated that the scheme is an occupational and investment-regulated pension scheme. If the scheme ceases to be investment-regulated and/or changes its pension scheme structure, then you must tell us about the change on an event report. If there are any other changes, to any factor regarding a declaration or confirmation you gave when applying to register the scheme, please tell us as soon as possible.

An occupational pension scheme is defined in Section 150(5) of the Finance Act 2004 as 'a pension scheme established by an employer or employers and having or capable of having effect so as to provide benefits to or in respect of any or all of the employees of:
- that employer or those employers
- any other employer

whether or not it also has or is capable of having effect so as to provide benefits to or in respect of other persons'.

As you have indicated that this is an occupational pension scheme, we expect a genuine employer to have established the scheme. If this is not the case, we may deregister the scheme.

Your responsibilities as the scheme administrator

As part of the registration process you declared that as the scheme administrator you are a fit and proper person to carry out the role and you will comply with Section 270(3) of the Finance Act 2004. This means that you:
- understand that you will be responsible for carrying out the functions conferred or imposed on the scheme administrator by and under this section
- intend to carry out those functions at all times, whether resident in the UK or another state which is a European Union member state or a non-member European Economic Area state

If you do not comply with Section 270(3), or it appears to HMRC that you are not a fit and proper person, we may deregister the pension scheme.

Authorised transfers

When you applied for registration you confirmed that:

- the pension scheme rules do not directly or indirectly entitle any person to unauthorised payments
- the pension scheme will not be administered in a way that knowingly entitles any person to unauthorised payments

You must make sure that any transfer of sums and assets out of the pension scheme is a recognised transfer in accordance with Section 169 of the Finance Act 2004. Any transfer that is not a recognised transfer would be deemed to be an unauthorised member payment.

An unauthorised member payment would be a scheme chargeable payment. As scheme administrator of the pension scheme you would be liable to a charge to Income Tax of up to 40% of the unauthorised payment, known as the scheme sanction charge.

You can get detailed guidance on pension liberation, which you may find useful in deciding if you should action a transfer request, from The Pensions Regulator. Go to **www.thepensionsregulator.gov.uk**

Deregistration

We may carry out checks to make sure that the pension scheme continues to meet the criteria to be a registered pension scheme for tax relief and exemptions.

If we identify that any of the criteria in Section 158 of the Finance Act 2004 apply then we may deregister the pension scheme. If that should happen, you will be liable to a deregistration tax charge of 40% of the total of:

- the amount of any sums held for the purposes of the pension scheme immediately before it ceased to be a registered pension scheme
- the market value at that time of any assets held for the purposes of the pension scheme

You can find more information about recognised transfers, unauthorised payments and deregistration in the Pensions Tax Manual. Go to **www.gov.uk** and search for 'Pensions Tax Manual'.