

Ms E McAlister  
Pension Practitioner  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

25 May 2017

Dear Ms McAlister

**RE: P & V Scivill**

Please find enclosed transfer out forms for the above clients Hornbuckle SIPPs.

Should you have any queries please don't hesitate to contact me.

Yours sincerely



Rhianna Noble  
Administration Apprentice

# 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:

[CLEAR](#)[PRINT](#)

## 1. Member details

Forename(s)

Hornbuckle plan number

Paul

SCIPAU01

Surname

Email

Scivill

Date of birth

1 0 0 6 5 2

## 2. Transfer details

### 2.1 Receiving Scheme Details

Plan/Member reference

Scheme name

Televideo SSAS

Scheme administrator/provider

Address

Pension Practitioner

Daws House

Postcode

33-35 Daws Lane

NW7 4SD

London

### 2.2 Transfer options

Are you making a full or partial transfer from your Hornbuckle plan?

Full

☒

Partial

Will the transfer be in cash only, or include the transfer of assets?

Cash only

Cash and assets

☒

How would you like us to transfer any cash amount held in your Hornbuckle plan to the receiving scheme?

CHAPS

BACS

☒

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.

### 3. Reason for transfer

[CLEAR](#)[PRINT](#)

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

Simpler requirements	Require greater investment flexibility	<input checked="" type="checkbox"/>	Annuity purchase
Cost	Service	<input checked="" type="checkbox"/>	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

Plan/Member reference

Pension Practitioner

Address

PSTR number

Daws House

33-35 Daws Lane

London

Contact name

Emily McAlister

Postcode

Telephone number

NW7 4SD

0800 634 4862

Scheme name

Email

Televideo SSAS

emilym@pensionpractitioner.com

## 5. Receiving scheme details

CLEAR

PRINT

### 5.2 Bank account details

Bank

Sort code

Account number

Account name

### 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

Position

Date

## 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.

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.

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

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## PRINT

- 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.

# Transfer Out Form

## Form reference H117

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[CLEAR](#)[PRINT](#)

## 1. Member details

Forename(s)

Hornbuckle plan number

Vivien

SCIVIV01

Surname

Email

Scivill

Date of birth

1 5 1 0 5 4

## 2. Transfer details

### 2.1 Receiving Scheme Details

Plan/Member reference

Scheme name

Televideo SSAS

Scheme administrator/provider

Address

Pension Practitioner

Daws House

Postcode

33-35 Daws Lane

NW7 4SD

London

### 2.2 Transfer options

Are you making a full or partial transfer from your Hornbuckle plan?

Full

☒

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[CLEAR](#)[PRINT](#)

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Simpler requirements

Require greater  
investment flexibility

X

Annuity purchase

Cost

X

Service

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Member signature



Print name

Date

17th May 2017

Vivien Scivill

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Administrator/Provider name

Plan/Member reference

Pension Practitioner

Address

PSTR number

Daws House

33-35 Daws Lane

London

Postcode

NW7 4SD

Scheme name

Televideo SSAS

Contact name

Emily McAlister

Telephone number

0800 634 4862

Email

emilym@pensionpractitioner.com

## 5. Receiving scheme details

CLEAR

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### 5.2 Bank account details

Bank

Sort code

Account number

Account name

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Signature

Print name

Position

Date

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clientservicing@hornbuckle.co.uk  
www.hornbuckle.co.uk

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CLEAR

PRINT

- 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