

Your ref:

Our ref: SIPP/clmrm/012847ATHR

Hw Financial Services  
7 Neptune Court  
Vanguard Way  
Cardiff  
CF24 5PJ

30 June 2011

Dear Sirs

**SIPP REFERENCE NUMBER: 012847ATHR**  
**Member Name: Mr D C Threlfall**

I thank you for your recent request to transfer the above plan to UK Registered Pension Scheme.

The current fund value is £103,553.59, this value is not guaranteed, and in the case of any self invested assets the values used will be those at the last annual valuation.

I'm enclosing the following forms to enable the transfer to proceed:

- **SIPP Transfer Request Form**
  - to be completed and signed by the member
- **Receiving Scheme/Policy Declaration**
  - to be completed and signed on behalf of the receiving scheme

To qualify as a recognised transfer, we can only pay the transfer value to another Registered Pension Scheme. We are therefore unable to proceed until we are in receipt of both documents.

As the SIPP holds 29.40% of the property Unit 3, Love Lane Ind Est, we are unable to transfer part of a property in specie to another provider. All members with a share in the property must transfer to the same provider, unless the value of the member's share is realised prior to transfer, by means of the property sale or ownership change.

If you have any queries, please contact the team on the details below.

Yours sincerely

**Richard Mason**  
**Pensions Team**  
**Namulas Pension Trustees Limited**

We're here to help on **0845 605 7891** from **9am to 5.30pm** Monday to Friday (excluding bank holidays). For textphone dial 18001 first. We may record and/or monitor your calls for training and audit purposes.

You can also contact us by email [inforce.claims@lv.com](mailto:inforce.claims@lv.com) or by fax on 0870 243 0092.

## **IMPORTANT INFORMATION ON TRANSFERS**

### **Cash Only Transfers**

On receipt of all our requirements we will instruct the surrender of all investments held in the plan. When all sale proceeds have cleared in the trustee bank account, we will aim to forward the transfer value to the receiving scheme within 5 working days.

### **In Specie Transfers**

On receipt of all our requirements we will surrender any investments you have instructed to go in cash, and arrange the in specie transfer of assets once it has been confirmed that the assets are capable of assignment and can be accepted by the receiving scheme. Any investment sale proceeds will remain in the trustee bank account until we receive written confirmation that the in specie transfer of all assets has been completed. At this point, we will aim to forward the cash value to the receiving scheme within 5 working days.

### **Property Transfers**

Property transfers are handled by our own dedicated Property Team who can be contacted on 01462 447014.

### **Partial Transfers of Large Cash Balances**

Depending on the type of assets you have chosen to hold under your policy, some assets may be ready to transfer quicker than others. If there is a large cash balance on your policy bank account, which you would like to transfer to your new provider before the other assets are sold or reassigned, we will require an additional written instruction to proceed. For SIPP cases, an additional charge will apply for this service.

**Please note; the length of time it will take to process the transfer will depend on how long it takes any external Investment Companies to process the investment sales and/or reassign the assets. In cases where a property transfer is requested it will depend on the time taken by the appointed solicitors to arrange the transfer.**

**It can take some time to complete an in specie transfer of assets as this is a complex process. If your new provider has set a deadline, we will aim to meet this but cannot guarantee to do so.**

### **Charges**

Please note:

- All work will be carried out in accordance with the current SIPP Fee Menu, for all Standard SIPPs (this does not apply to our Discretionary Managed Plans).
- External investment administrators may charge additional fees to re-register or sell assets.
- There will also be Legal Fees applicable for property transfers.

**IN SPECIE - RECEIVING SCHEME/POLICY DECLARATION**

Pension Transfer ☐ To be completed by the receiving scheme trustees or administrator

<b>Name of transferring scheme/arrangement:</b> National Mutual Personal Pension Scheme
<b>Scheme Registration Number:</b> 00605457RV
<b>Policy/Membership reference number:</b> 012847ATHR
<b>Member's name:</b> Mr D C Threlfall
<b>National Insurance Number:</b> NW226905A
<b>Member's date of birth:</b> 04/09/1970
<b>Non Protected Rights:</b> Yes
<b>Protected Rights:</b> No

<b>Name of receiving scheme/provider:</b>
<b>Address of receiving scheme:</b>
<b>Receiving Scheme Plan Number / Reference:</b>
<b>Scheme Registration Number (PSTR):</b>
<b>Please confirm bank details for cash transfer:</b>
Account Name:
Account Number:
Sort Code:
Bank Address:

**PENSION TRANSFER** (please do not complete if an open market option is required)

1. We undertake that the Receiving Scheme is: *please tick one only*

- A. UK Registered Defined Benefit Occupational Pension Scheme
- B. UK Registered Defined Contribution Occupational Pension Scheme
- C. Other UK Registered Pension Scheme
- D. Deferred Annuity Contract (to be registered with HMRC)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

2. We are/are not \* able to accept contracted out benefits.

3. Contracting out basis: Defined Benefit / Defined Contribution.....N/A

4. ASCN.....ECON.....SCON.....N/A

### ADDITIONAL INFORMATION REQUIRED FOR IN SPECIE TRANSFERS

We detail below the assets currently held in the plan. Please confirm below which assets are to be transferred in specie to yourselves by completing the right hand box with ✓ or ✗.

It is the responsibility of the receiving scheme to check that each asset is capable of assignment to the new scheme. If any asset cannot be transferred please advise the Financial Advisor / Member so that they can provide us with alternative instructions.

Investment Company	Investment Type	Fund Name	✓ or ✗
29.40% of Unit 3, Love Lane Ind Est	Property	N/A	<input type="checkbox"/>

Where a portfolio of investments is held with an Investment Manager we will attach a breakdown of assets held for your information.

#### **PLEASE PROVIDE US WITH THE RE-REGISTRATION DETAILS FOR EACH ASSET:**

**Property** – Our dedicated Property Team will contact you to arrange the transfer. They can be contacted on 01462 447014.

Please confirm details of the solicitor acting on the receiving schemes behalf:

Name & Address: .....

.....

.....

Contact Name: ..... Tel: .....

E-mail Address: .....

**Please confirm contact details for the person / team dealing with the in specie transfer on behalf of the receiving scheme:**

Contact Name: .....

Telephone No: .....

E-mail Address: .....

#### **Receiving scheme declaration (for a pension transfer)**

- (a) We declare that the information given above and overleaf is true and correct.
- (b) We confirm that the transfer value will be applied to provide benefits that are consistent with the legislation applicable to UK registered pension schemes.
- (c) If contracted-out benefits are being transferred, they will be applied to provide appropriate contracted-out benefits.

Signed: ..... for and on behalf of the  
Receiving Scheme

Name: .....

Position: .....

Date:

Please return this form to: LV=, Keynes House, Tilehouse Street, Hitchin, Herts SG5 2DX

### **OVERVIEW OF THE TRANSFER PROCESS FOR RECEIVING SCHEMES**

On receipt of all our requirements we will action any investment sales requested, value the fund and complete the documents necessary to transfer each asset in specie.

When all monies have been received and we have cleared funds, we will forward any cash transfer to the receiving scheme within 10 working days, together with a letter confirming the transfer details. We will also forward the paperwork to transfer each asset to the respective investment companies by recorded delivery, with copies to the receiving scheme.

After 5 working days we will contact each investment company to confirm receipt of the transfer documents. **Please note that it is then the responsibility of the receiving scheme to ensure that the transfer of each asset is completed.**

If you are unable to accept the cash transfer until confirmation has been received that each asset has been re-registered, please let us know.

#### **Property Transfers**

If we are instructed to arrange the in specie transfer of one or more properties, we will not be able to finalise the transfer and forward any cash until we have received confirmation that the property transfer has completed.



## FULL IN SPECIE TRANSFER REQUEST

Namulas Pension Trustees Limited  
Tilehouse Street  
Hitchin  
Herts  
SG5 2DX

**SIPP REFERENCE NUMBER: 012847ATHR**    **Member Name: Mr D C Threlfall**

I hereby authorise you to transfer all cash and self-invested assets held under the above arrangement to the following pension provider:

Pension Provider: PENSION PRACTITIONER . COM

Address: DAWS HOUSE, 33-35 DAWS LANE  
LONDON, NW7 4SD.

New Policy Number (if known) .....

I authorise you to transfer any non-cash assets as follows:

ASSET	Account Number	Please Tick As Appropriate IN CASH or IN SPECIE	
29.40% of Unit 3, Love Lane Ind Est		<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the case of commercial properties/land to be transferred in-specie, we will instruct our retained solicitor to transfer the title of the property. Should you wish to use your own choice of solicitor in addition please notify us.

We will not be able to complete the transfer until all outstanding fees have been paid.

I agree that your compliance with these requests shall discharge both LVFS and Namulas Pension Trustees Limited from liability in respect of the above account.

Signature of Member: [Signature]      Date: 20-7-11

Signature of Witness: [Signature]

Witness Name & Occupation: MICHAEL HITT - INDEPENDENT FINANCIAL ADVISER

Witness Address: 11 ST. STEPHEN AVE, PENTRE, R.C.T. C/PL 7DF

Witness must not be your spouse, civil partner, a relative or any member of your household.