

F.Y.I. This is the covering letter
I received in relation to the questionnaire
enclosed.

Please also find my latest payslip enclosed.
Many thanks, Craig Harrison

SFO C Harrison
Flat 10 Temple Court
Barton Road
BS2 0LF



Aviva

PO Box 2282, Salisbury, SP2 2HY

Helpline

0345 604 9915

Lines are open weekdays 8:00am to 5:30pm
Calls may be recorded for training purposes

Email us at

mymoney@aviva.com

Why not visit us at

www.avivamymoney.co.uk

06 November 2020

Scheme name: British Airways Pension Plan
Scheme number: N11687
Member number: GS2435184

Dear Craid,

Further to your request to transfer your pension to RC Administration, as this is a small self-administered scheme we need to do some extra due diligence checks before we proceed.

Please find enclosed a SSAS questionnaire we require you to complete and return to us.

If you have any questions, please do not hesitate to contact us using the details above.

Yours sincerely,

Paul Haddon

Paul Haddon
Customer Services Division

Company	Name	Staff no.	Period end	Wk/Mth	NI number	Tax code	NI Cat
British Airways PLC	Sfo Craig Harrison	155208	31/10/2020	07	JL805007D	1461L	A

Payments					
Date	Description	Units	Rate	Amount	*
	Basic Pay			5,660.00	*
	Mgr/Non Mgr salary adjustment			-1,018.80	*
	TAFB Taxable			185.27	*
	Medical Benefit BIK			61.33	*
	NOT LOL Ben			6.25	*
	Salary Sacrifice Pension			-331.29	*
	AVC & S/S			-331.29	*
30/09/20	Daily Overseas Allowance Non-Taxable			40.00	N
30/09/20	Flying Pay			209.81	*
01/10/20	Time Away From Base (N/T)			178.64	N
Total gross pay this period				4,592.34	

Deductions	
Description	Amount
Tax Paid	644.60
NI Contracted In	409.13
BA HOST	130.23

* denotes a taxable payment

Messages:

Your Basic Pay is 67920.00 PA.
Your Select Reference Pay is 66257.25 PA.
Your Review Date is 01/11/20.

BRITISH AIRWAYS

Tax Year Cumulatives	
Description	Amount
Total Gross	29,481.61
Taxable Gross	29,077.51
Tax Paid	4,109.80
Employees NI	2,633.06
Employers NI	3,240.29
Employees Pension	4,638.06
Employers Pension	6,261.36
Pay method: BACS	
NET PAY	3,408.38

Supplemental transfer form

In order to consider the transfer request the scheme administrator (who will be Aviva or the trustees of the transferring scheme) requires additional information and copies of documents relating to the receiving scheme.

Please ensure Part A is completed by the member and Part B is completed by the scheme administrator of the receiving scheme.

Name	CRAIG HARRISON
Plan/policy no	SCHEME NUMBER: N11687 MEMBER NUMBER: 952435184

Part A

For the member to complete where the receiving scheme is a non-insured Defined Contribution Occupational Pension Scheme (please tick or complete as appropriate)

1 About the sponsoring employer of the receiving scheme

- a) Full company name,
- b) address,
- c) nature of business (trade) and
- d) company registration number (where applicable)

CARE AND SUPPORT NORTH LTD
NORWICH HOUSE, SAVILE STREET,
KINGSTON UPON HULL, HU1 3ES
SUPPORTED LIVING COMPANY
12359925

2 Is the sponsoring employer

trading ☒

non-trading ☐

3 Are you employed by the sponsoring employer(s) of the receiving scheme?

If yes,

- a) In what capacity are you employed by the sponsoring employer(s)
- b) What are your day to day duties?
- c) At what address do you work for the sponsoring employer and how far is this from your home address?

Please provide evidence of earnings such as your most recent pay slip (within the last month). We will be unable to proceed with the transfer if this is not supplied

☐ Yes

☒ No (if No go to Q4)

4 About your other current employment

Please provide details of any other current employment (including self-employment)

- a) name of current employer,
- b) address,
- c) nature of business (trade) and
- d) company registration number (where applicable)

Please provide evidence of earnings such as your most recent pay slip (within the last month). We will be unable to proceed with the transfer if this is not supplied.

BRITISH AIRWAYS PLC
PO Box 365, HARMONDSWORTH, UB7 0GB
AIRLINE
—

5 About contributions to the receiving scheme

Are you or the sponsoring employer(s) paying ongoing contributions to the receiving scheme?

(If there is more than one employer participating employer in the scheme please provide the name of the employer paying contributions (if any))

- ☐ Member and employer are contributing
- ☐ Member contributions only
- ☐ Employer contributions only
- ☐ No employer or member contributions are being paid

6 About financial advice

Have you received financial advice in connection with this transfer request?

If yes please provide the advisors name (or firms name), address and Financial Conduct Authority reference number.

☐ Yes

☒ No

(NO FINANCIAL ADVICE
REQUIRED)

7 **Pension scam/liberation checklist for members**

Transfers to pension scam or liberation schemes are often encouraged by cash payments, promises of early release of pension savings, loans or unrealistic promises of high investment returns.

Your pension savings may be at risk or lost altogether.

Please refer to the Pension Regulators Pension Scams leaflet enclosed with this form and report any concerns to Action Fraud.

(Note: If things go wrong you may not be eligible for compensation from the Financial Services Compensation Scheme).

Please tick any of the statements below that apply to the transfer. If any do apply, please consider carefully whether your pension savings are at risk:

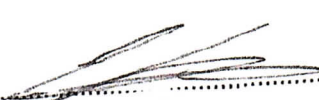
- ☐ You were contacted about making a transfer by telephone call, text, email or through a website.
- ☐ The agent organising the transfer is not authorised by the Financial Conduct Authority (check the financial services register at www.fca.org.uk) or the adviser/agent is based overseas.
- ☐ You have not received financial advice from a person who is authorised by the Financial Conduct Authority to provide advice on pensions transfer.
- ☐ You have been offered any form of incentive to proceed with the transfer or to speed up the transfer - this would include cash payments/loans/commission rebates/thank you payments etc.
- ☐ You have been invited to join an occupational pension scheme sponsored by a company that you do not work for or is not a genuine trading company.
- ☐ You have been offered a guaranteed or high return investment (often in overseas land/forestry/green/cape verde or eco investments).
- ☐ You have been offered access to your pension savings before age 55 or more than 25% as a lump sum before or after 55, or informed of a 'loophole' to avoid normal pension tax rules.
- ☐ You have not received scheme documentation such as key features documents, member booklet, scheme rules or investment information.
- ☐ A courier has collected transfer forms directly from you or you have been encouraged to act promptly without referring to the provider of your existing policy or a regulated adviser authorised by the Financial Conduct Authority.
- ☐ You are paying a fee in respect of the transfer or charges are being deducted from the transfer.

Lastly, do you know

- Where your money is being invested, who is managing the investment and what their credentials are?
- Whether your pension savings will be protected in the event the employer/trustee or scheme administrator commences winding up or cannot be contacted or if your pension investments fail?
- What the charges are in relation to the transfer and the ongoing administration of the receiving scheme?

Member Declarations

1. I confirm I have read and understood the Pensions Regulator leaflet on pension scams entitled 'Scammed out of his retirement' I have considered and understand the risks of transferring my pension benefits and still wish to proceed.
2. I acknowledge and agree that the scheme administrator (this will be Aviva or, where appropriate, the trustees of the scheme) may share information about the transfer/scheme/agents with Action Fraud, HMRC, the Pensions Regulator and/or the Financial Conduct Authority (as appropriate).
3. I promise to accept responsibility for any Scheme Sanction Charge that may become payable by the scheme administrator in the event that, at any time, the transfer is not regarded as a recognised transfer by HMRC. I also agree that the scheme administrator or Aviva can not be held responsible any other claims or losses arising as a result of the transfer.
4. I confirm the information supplied on this form is accurate, true and correct.


Signed by the member

16/11/2020
Date

Part B

Receiving Scheme Information Requirements and Declarations

1. I/We enclose a copy of the HMRC registration document* and confirm that the scheme has not subsequently been de-registered. (* Where the scheme was deemed registered from 6 April 2006, this will be the scheme's original approval letter. Where the scheme was established on or after 21 October 2013 this must be the letter showing the date registered pension scheme status is effective from and not an acknowledgement.)
2. If the receiving scheme is a non-insured Defined Contributions Occupational Pension Schemes I/we enclose copies of:
☐ the trust deed and scheme rules
☐ member's booklet and/or other promotional literature
(please tick all or provide an explanation of why they are not enclosed)
3. I/We confirm that the receiving scheme is willing and able to accept the transfer payment.
4. I/We consent to the scheme administrator of the transferring scheme (Aviva and/or the transferring scheme trustees) referring this proposed transfer to HMRC and for HMRC to provide information to the scheme administrator relating to the registration of the receiving scheme.
5. I/We understand that the scheme administrator may share information about the transfer/scheme/agents with Action Fraud, HMRC, the Pensions Regulator and/or the Financial Conduct Authority (as appropriate).

.....
Signed of behalf of the receiving scheme

.....
Date