

Retirement.Capital  
Venture Wales Building  
Merthyr Tydfil Industrial Business Park  
Merthyr Tydfil  
Wales  
CF48 4DR

01/09/2020

Dear R.C.,

**Re: Mansfield-Corbett Retirement Benefit Scheme**

Further to your recent correspondence, please find enclosed the signed declaration requested by the N Brown Group in respect of my wife's transfer of benefits to our SSAS.

The ceding scheme also requested sight of her employment contract and three month's pay slips. These will follow shortly. If you should have any queries, please just let me know.

Kind regards

A handwritten signature in blue ink that reads "Mike".

Michael Mansfield-Corbett

## Member information form

[MI]

<b>Scheme Name</b>	:N Brown Group Pension Fund
<b>Name</b>	:Mrs H E A Mansfield-Corbett
<b>National Insurance number</b>	:NR922195D

The Government is concerned about the number of people with pension benefits in the UK who have become victims of pension scams. Pension scams are damaging to individuals, pension schemes and their providers, and society. Scheme members who are taken in by these scams find themselves transferring their secure benefits to dubious and risky unregulated investments, many of which are based overseas. In most cases, commission or fees are deducted from the funds, and there may be tax penalties which people have not understood, leaving them with greatly reduced benefits for retirement. In some cases, the funds are simply stolen.

We have enclosed a leaflet from the Pensions Regulator on how you can avoid becoming a victim of a pension scam.

The Financial Conduct Authority's website at [www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart) has more information about avoiding pension scams and how accessing your pension savings early can affect the tax you pay.

The trustees of your pension scheme are keen to help you avoid becoming a victim of a pension scam and so have drawn up the questions below, following guidance from the Pensions Regulator and the publication of a Code of Good Practice on Combating Pension Scams by the Pensions Administration Standards Association.

**You must fill in, sign, date and return this form before the trustees can consider your application to transfer your pension benefits. Please answer all questions and provide as much information as you can.**

1. What prompted you to ask for a transfer value quotation?

- Did someone phone you, or were you sent an email or text?
- Were you promised a free pension review?
- Did your financial advisor suggest you get a quotation?
- Did you respond to an advert on social media?
- Did the receiving scheme or a representative of the receiving scheme contact you?

Please give full details including the name and location of any businesses involved.

My husband is an independent financial adviser with Elm Tree Financial Services FCA 511619. We have a SSAS, and I would like to transfer my N Brown entitlement into the SSAS

<p>2. How did you hear about the Mansfield-Corbett Employee Benefits Scheme (the 'receiving scheme')? This limited company belongs to my husband and I and it is the sponsoring company for the scheme</p>
<p>3. Have you received any promotional material or written information about how the receiving scheme will work? For example, details of how any pension benefits you receive when you retire would be calculated and details of any fees or charges that you would have to pay (including any charges that would be deducted from your transfer payment or benefits).</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - (Please provide copies)</p>
<p>4. Have you been promised any sort of guarantee on the rate of return you will receive on your transfer payment?</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Rate of return promised : _____</p>
<p>5. Do you know how the transfer payment will be invested?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>
<p>6. Have you been told about any unregulated, high-risk, overseas or other unusual investment opportunities related to your transfer?</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please give details</p>
<p>7. Do you understand the nature of the underlying investments that you are planning to transfer into and do you know the risks involved?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>

<p><b>8.</b> Have you checked if there are any penalties if you later transfer, or when you take your benefits from the receiving scheme?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>
<p><b>9.</b> Do you know what fees will be charged after you transfer to the new scheme and how these will affect the value of your investment over time? This applies to:</p> <ul style="list-style-type: none"> <li>• advisor fees;</li> <li>• fund manager fees; and</li> <li>• scheme provider fees.</li> </ul> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>
<p><b>10.</b> Do you know how the fees you will be charged compare with any fees that apply under your current scheme?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>
<p><b>11.</b> Have you been told that you will be able to take a higher tax-free cash sum from your pension benefits as a result of transferring them?</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>
<p><b>12.</b> Have you received any financial advice about transferring your pension benefits?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes - Please list each company name and address, their UK Financial Conduct Authority reference (if this applies) and the name of the person providing the advice.</p> <p>I have received advice on the SSAS from my husband Michael Mansfield-Corbett who is an IFA for Elm Tree Financial Services Ltd FCA 511619 2 Holes Lane, Woolston, Warrington, WA1 4LZ</p>
<p><b>13.</b> During the transfer process, has the receiving scheme (or its administrators) provided you with official documents or has all communication been by email or phone (or both) with no official documents being provided?</p> <p><input type="checkbox"/> No - only email and phone communication</p> <p><input checked="" type="checkbox"/> Yes - documents received</p>

**14.** Have you been pressured by anyone to make a quick decision about transferring your pension?

☒ No

☐ Yes

**15.** Has a courier been sent to your home or work address to collect signed documents in connection with your transfer request?

☒ No

☐ Yes

**16.** Will you be receiving any cash payment, bonus, commission or loan from the receiving scheme, its administrators or an advisor as a result of transferring your benefits?

☒ No

☐ Yes - please give details of the payment you will be receiving

**17.** Have you been told that you can access any part of your pension fund under the receiving scheme before the age of 55, other than on the grounds of ill-health?

☒ No

☐ Yes - please provide details of the circumstances in which you have been told that you can access any part of your benefits before age 55

**18.** By transferring your pension benefits, what do you want to achieve that you cannot achieve in your current scheme?

Transferring into my SSAS will allow me to purchase commercial property tax efficiently, which I cannot do as part of my current arrangement.

- 19.** *If the receiving scheme is an occupational pension scheme, including if it is a small self-administered scheme (SSAS), please ignore this question and go to question 20.*

If the receiving scheme is a contract-based arrangement, such as a personal pension or a self-invested personal pension (SIPP), does the scheme provider or operator show a registration number from the Financial Conduct Authority on their letterhead?

☐ No

☐ Yes – Give registration number : \_\_\_\_\_

*Now please fill in the declaration at the end. The remaining questions are for occupational schemes only.*

- 20.** If the receiving scheme is an occupational pension scheme, are you currently receiving earnings from any form of employment?

☐ No

☒ Yes

Give the name and address of your employer and the address of your usual place of work, and provide copies of your contract of employment and your last three payslips.

Name and address of employer:

Humphreys of Chester  
17-19 Lower Bridge Street  
Chester  
CH1 1RS

Address of your usual place of work:

As above.

☒ Copies of contract of employment and last three payslips attached

- 21.** If the receiving scheme is an occupational pension scheme, does your employer provide or take part in the receiving scheme?

☒ No - Please briefly explain why you want to transfer your benefits to this scheme

The SSAS I am transferring to is sponsored by a company set up by myself and my husband. We have other sources of income which we use to contribute to the SSAS, and we are experienced landlords who want to use the SSAS to purchase commercial property tax efficiently

☐ Yes

**22.** Will you or your employer (or both of you) be paying any contributions into the receiving scheme other than the transfer payment?

☒ No

☐ Yes

**23.** If you are transferring to a small self-administered scheme (SSAS), what is the name and address of the administrator of the receiving scheme?

Retirement Capital  
18 Soho Square,  
Soho,  
London W1D 3QL

The administrator will be the company responsible for giving you information about your pension savings, for example an annual statement.

**24.** If you are transferring to a SSAS, who are the trustees of the receiving scheme?

Myself and my husband

**25.** If you are transferring to a SSAS, have you recently been asked to set up your own company in order to make this transfer?

☒ No

☐ Yes - Please tell us about the company and your role in it.

**26.** If you are transferring to a SSAS, are you transferring to a newly established scheme?

☒ No

☐ Yes - Give the start date of the scheme:     /     /

## Declaration

I confirm that I have filled in this form myself and that the information I have given above is, as far as I know, accurate and complete.

I understand that the trustees of the scheme will take account of the information I have provided above when considering my application to transfer my pension benefits, and that they are entitled to assume that the information I have provided is accurate and complete.

Before signing up to any transfer, I understand that I can contact The Pensions Advisory Service (TPAS), which is part of the Money and Pensions Service, if I have any concerns, or think I'm being targeted as part of a pension scam, and to discuss any consequences (including tax implications) of HMRC not authorising the transfer. (You can contact TPAS on 0800 011 3797 or go to [www.pensionsadvisoryservice.org.uk/](http://www.pensionsadvisoryservice.org.uk/) or via the Money and Pensions Service at <https://www.moneyandpensionsservice.org.uk/>

I understand that I can withdraw my request to transfer my benefits at any time up until the transfer payment is made, by writing to the trustees to tell them that I want to cancel my transfer application.

I confirm that I have read and understood the Pensions Regulator's leaflet 'Don't let a scammer enjoy your retirement' and that I still want to go ahead with the transfer of my benefits.

I understand that the trustees of the scheme can report the payment of my transfer value to the Pensions Regulator or Action Fraud.

**Please print your name:** Helen Mansfield-Corbett

**Your signature:**

*Helen Mansfield-Corbett*

**Date of signature:** 31/08/2020