

Transfer form – new pension provider

Please make sure this form is filled in by **your new pension provider** using black ink and in BLOCK CAPITALS and send it back to us at this address: Aviva, PO Box 520, Norwich, NR1 3WG.

NOTE =>

Aviva scheme details

PARTIAL TRANSFER ONLY - 9900 SEGMENTS

Plan number

TK11732574

Plan holder name

Neil Harvey

New pension provider details

Scheme / contract name

WATERSIDE SSAS

Scheme / contract number

Bank details for new provider

Bank

METRO BANK

Account holder name

WATERSIDE SSAS

Account number

4484 6926

Sort code

23 05 80

BACS payment reference

AVIVA TRANSFER 1

Type of scheme – please tick one box only

☐

A registered personal pension (including stakeholder) scheme

☒

Small self-administered schemes (SSAS)

☐

Self-invested personal pension (SIPP)

☐

Occupational defined contribution

☐

Occupational defined benefit

For any of these schemes please fill in section 1 **and** section 3

☐

Overseas scheme
Please contact us for an overseas transfer quote on **0800 068 6800**

☐

Any other type of scheme
Please fill in section 2 **and** section 3

Transfer form – new pension provider

Section 1*PARTIAL TRANSFER ONLY - 9900 SEGMENT*New pension provider HMRC registration /
approval reference number

Date approved

Name and address of new provider

Please enclose a copy of your HMRC registration / approval letter

Section 2

Type of scheme

Receiving scheme approved by tax authority

Tax authority reference number

Please enclose a copy of your HMRC registration / approval letter

Section 3 – Declaration of new pension provider

Please sign the declaration below:

I confirm the above statements are true. When we receive and accept the transfer request we'll use it to provide benefits for, or in relation to, the member of the scheme. This is in accordance with the appropriate regulations made under the Finance Act 2004.

Signed

Position

Signing for and on behalf of
the trustees / administrators of

Date

Your advice and guidance

Getting guidance and advice

Pensions and retirement options are complicated things and deciding what to do with your pension can feel a bit like the flat-pack chair laid out before you in a hundred pieces. Now, where did those instructions go?

Good news! There is guidance to help you sort the left leg from the right, screw the seat on properly and sit comfortably into retirement.

That's why we encourage you to get some **free specialist guidance** from **Pension Wise** to help you make an informed decision about what to do with your pension savings.

Pension Wise is a government-backed service from MoneyHelper giving you **specialist and impartial guidance**, either face to face or over the phone.

With **Pension Wise**, you'll be speaking to an independent pension specialist, who will discuss your different pension options and help you understand what your overall financial situation will be when you retire.

So, if you haven't done so already, you can:

- Book your **free Pension Wise** appointment by calling **0800 100 166** or visiting **moneyhelper.org.uk/nudge-public**
- Or, give us a call on the number shown on your cover letter and we'll book an appointment for you.

FCA regulated financial advice

You can also obtain advice from an FCA regulated financial adviser who can provide advice suitable to your own personal circumstances. An adviser will charge for this service. If you don't have an adviser, you can find one in your local area at **unbiased.co.uk**

Your advice and guidance

About your transfer

PARTIAL TRANSFER ONLY 9900 Segment

There are many reasons for wanting to transfer your existing pension from Aviva.

Please tell us the reason from the two alternatives below. Choose the main reason that best fits your situation (only choose one box).



I'm consolidating my pension plans into one pot. Possibly because; easier to manage, lower charges, different investment choices, or more options at retirement, to mention just a few. (If you have ticked this box, you don't need to complete the rest of this form).

OR



I'm transferring with a view to taking my plan benefits* and I've already decided which retirement option I want (usually you must be over age 55 to take your benefits).

The guidance and advice you've received

If you've booked an appointment with Pension Wise or a financial adviser, please wait until after you've had your Pension Wise appointment or have received advice before returning your transfer application.

Please let us know what you've done below:

If you've received guidance or advice



I've received Pension Wise guidance



I've received advice from an FCA regulated financial adviser

If your circumstances or your policy details (for example the value of any of your pension plans) have changed significantly, you may benefit from further guidance or advice as different pension options or considerations could apply.

If you wish to proceed without taking guidance or advice

We encourage you to get help with your pension option before you proceed without taking any guidance. If you've not attended a Pension Wise appointment that had been previously booked; you can always make another appointment, or we can book one for you, or you can get financial advice.



I do not wish to receive any Pension Wise guidance or financial advice

Please let us know why you've decided not to take advice or guidance at this time:



I feel I already have a good understanding / knowledge



I don't see any benefit to me in getting guidance or advice



I don't have time to wait / I'm not willing to wait / inconvenient appointment time for Pension Wise guidance or financial advice.



I don't have time to wait / I'm not willing to wait / inconvenient appointment time for Pension Wise guidance or financial advice.



Other - please tell us your reason here: *I HAD ADVICE FOR A DB TRANSFER ELSEWHERE*

Transfer form

Please fill in this form using black ink and in BLOCK CAPITALS and send it back to us at this address:
Aviva, PO Box 520, Norwich, NR1 3WG.

For us to continue working through your transfer, we need you to fill in this form **completely**.

Aviva scheme details

PARTIAL TRANSFER ONLY - 9900 Segment

Plan number

TK11732574

Plan holder name

Neil Harvey

Details of new pension provider

New pension provider

RETIREMENT CAPITAL

Department

Address

Contact name, if known

New plan number,
if known

WATERSIDE SS15

I understand that:

- the values given to me, and any illustration of benefits I have received, are not guaranteed and may go up or down in the future. The amount Aviva transfers may differ from the amounts quoted.
- where the payment represents all of the benefits under the plan, then Aviva is discharged from its obligation to make any further payments under that plan.
- where the payment represents only part of the benefits under the plan, Aviva is discharged from its obligation to make any further payments in respect of that part of the plan represented by the payment.
- any payment does not discharge Aviva for any act/error in dealing with the plan.
- if the benefits are moved to another provider, Aviva cannot accept them back into this plan.

What this means to you:

- 1) The value we transfer may be different to the amount shown in any quote we may have given you.

Transfer form

- 2) When all the money in your pension plan is transferred to your new provider we won't be responsible for paying you any more money from that plan.
- 3) When part of the money in your pension plan is transferred to your new provider we'll only be responsible for the money that's been left in your Aviva plan. We won't be responsible for the amount we've transferred to your new provider.
- 4) Even if we transfer some or all of the money in your plan to a new provider, we'll still be responsible if we later find we've made a mistake with your plan.

Please only sign here if you have read all the information on this form and are sure you want to transfer your pension benefits to another provider. Doing so will mean you will lose any features or guarantees you may have with us.

Please pay the transfer value of the plan named on this form.

Plan holder's signature



Date

3/7/2022