

Hargreaves Lansdown is a trading name of Hargreaves Lansdown Asset Management Limited (a wholly-owned subsidiary of Hargreaves Lansdown plc), authorised and regulated by the Financial Conduct Authority. The company is registered in England and Wales with company number 01896481, with its registered office at the address shown.

**HARGREAVES  
LANSDOWN**

SIPP Transfers

One College Square South  
Anchor Road  
Bristol  
BS1 5HL

Telephone: 0117 980 9926  
www.hl.co.uk

Retirement Capital  
Pension Practitioner Venture Wales  
Merthyr Tydfil Industrial Park  
Pentrebach  
Merthyr Tydfil  
Mid Glamorgan  
CF48 4DR

26 July 2023  
Our Ref: 1997649

**URGENT**

**Pension Transfer: Request for Discharge Forms**

Dear Sir/Madam

**Existing Policy: Retirement Capital NB869307C [Partial Transfer]  
Member: Mrs M Baker, 4 Steadings Rise Knutsford Cheshire WA16 0WB  
Transferring into: HL SIPP (PSTR – 00616238RC)**

Please find attached a letter of authority to enable our client to transfer the above policy to the HL SIPP. I would be grateful if you could send the necessary transfer out details to enable this to proceed. **If you do not require discharge forms, please provide us with details of the above policy and what you require to proceed with the transfer.** If the transfer details can be provided in an electronic format please send this to the email address below.

We understand the above policy is part of a Small Self Administered Scheme. If the above client is the sole member of the SSAS and it is being wound up, we understand that the ceding scheme trustees and/or administrators will handle all aspects of the wind up.

**If the SSAS contains any property or there is a court order, loan or deficit attached to the plan, please contact us before proceeding.**

**If benefits have been crystallised or any tax free cash paid please also do not proceed with the transfer and contact us immediately.**

In the event the above policy is not a SSAS scheme I would be grateful if you could contact us as soon as possible, as the details we require differ with the type of scheme being transferred.

Please **DO NOT ISSUE A CHEQUE** at this point; we are unable to accept the transfer without this information.

If you have any further queries on this matter, or any other, please do not hesitate to contact me on 0117 9809926 or at [sipptransfers@hl.co.uk](mailto:sipptransfers@hl.co.uk)

Yours faithfully,

Jabbar Hussain  
Hargreaves Lansdown Asset Management Ltd

**Transfer to the HL SIPP.** Leave blank if you're not transferring a pension

- **Transfer your pension as cash** - your provider will sell your investments, then transfer the cash amount. You will not be invested during the transfer, so will not make gains or losses. Once your transfer is complete you'll be able to buy investments. This type of transfer usually takes 2-4 weeks depending on your provider.
- **Transfer your pension investments** - all your investments and cash will be transferred. You will be invested during the transfer, so you could make gains or losses. Usually you cannot trade until your transfer is complete.

This type of transfer usually takes 6-8 weeks, depending on your investments and provider. If you select this option we will convert any funds transferred to the lowest cost version we offer. We will never convert you into a fund that's more expensive than the one you already hold. There are no charges or tax to pay. Before transferring please read about converting funds at [www.hl.co.uk/convert](http://www.hl.co.uk/convert).

We'll contact you to cover your options if your provider cannot transfer your pension investments or you hold an investment we do not offer.

Your details										Surname: <b>BAKER</b>	
Title (Mr, Mrs, etc): <b>MRS</b>			First name(s): <b>MARCIA CAROLINA</b>								
Address: <b>4 STEDINGS RISE, MERE, CHESHIRE</b>								Postcode: <b>WA16 0WB</b>			
Date of birth:		<div>1</div> <div>8</div> <div>1</div> <div>0</div> <div>6</div> <div>3</div>		National Insurance No.		<div>N</div> <div>B</div> <div>8</div> <div>6</div> <div>9</div> <div>3</div> <div>0</div> <div>7</div> <div>C</div>		Tick here if you have no NI No. <input type="checkbox"/>			

**Pension details**

☒ Transfer your pension as cash ☐ Transfer your pension investments

Pension name: **PGB PENSION SCHEME** Policy number:

Approx. value of funds in drawdown £ **-** Approx. value of funds not in drawdown £ **60,000** ☒ Tick if partial transfer

Pension type: **SSAS** ☐ Tick if this is a drawdown policy  
e.g. Stakeholder

Name and address: **RETIREMENT CAPITAL OFFICE 12, VENTURE WAYS BUILDING PENTREBRACH, MERTHYR TYDFIL** Postcode: **CF48 4DR**

For financial advice if I am unsure transferring is right

**I confirm**

- I understand my pension will be transferred as cash if I haven't selected one of the transfer options above.
- I have read the Transfer Checklist, checked if I will lose benefits or incur penalties and wish to transfer the policy listed above.
- I have read, understood and agree to the Common Transfer Declaration.
- Hargreaves Lansdown has not given me advice; I am responsible for my decision to transfer.

**I confirm**

- I have read, agreed to and retained the Key (Investor) Information Document of my chosen investments (where available), including all costs and charges, provided to me at [www.hl.co.uk](http://www.hl.co.uk) or on paper.
- I authorise the current provider as listed above to give Hargreaves Lansdown any information they require about my membership of the above scheme.

Please  
sign here

Vantage SIPE

Date: 210725

7. Would you like to choose your investments now? – ignore this step if you'd like to choose your investments later

7. Would you like to choose your investments now? – ignore this step if you'd like to choose your investments later			
Investment choice Full fund/share name	Transfer (min. €100 per fund)	Lump sum (min. €100 per fund)	Monthly saving (min. €25 per investment)
	%	€	Vantage SIPP
	%	€	24 JUL 2023
	%	€	€
	%	€	€
	%	€	€
	100%	€	€

If you'd like to choose more investments please let us know on a separate sheet.

☐ Reinvest income automatically

☒ Hold income as cash in your SIPP

**Cash**

**Total**

**8. Declaration** – please remember to include your cheque (if applicable)

For your own benefit and protection you should read our Terms and Conditions carefully before committing to an investment. If you do not understand any point please ask us for further information. When you use our services we will take this as acceptance and agreement of our terms, and you will be bound by them.

I confirm I am applying to join the HL SIPP. I have read in full, agreed to and retained:

- The Terms and Conditions of the HL SIPP.
- The Key Features of the HL SIPP, Important Investment Notes and Contribution and Transfer Checklists.
- Key (Investor) Information Document of my chosen investments (where available), and all costs and charges, provided to me at [www.hl.co.uk](http://www.hl.co.uk) or on paper.

I agree to be bound by the Scheme Rules, and acknowledge that these have been made available to me by HL.

I confirm that I will be a relevant UK individual in any tax year in which personal contributions are paid. I declare

that the total contributions that I will make to the HL SIPP and any other Registered Pension Scheme where I am entitled to relief under Section 188 of the Finance Act 2004 will not exceed the higher of:

- The basic amount (currently £3,600) or
- 100% of my Relevant UK Earnings (within the meaning of section 189 of the Finance Act 2004) for that tax year.

This declaration and the particulars given in this application are, to the best of my knowledge and belief, correct and complete.

If an event occurs which means that I will no longer be entitled to tax relief under Section 188 of the Finance Act 2004, I will inform Hargreaves Lansdown Asset Management by 5th April of the tax year in which the event occurs or 30 days after the event if later.

If I make a contribution, of which part or all is not eligible for tax relief, I will notify you separately on or before the date of the contribution.

I will advise Hargreaves Lansdown Asset Management Ltd, in writing, within 30 days if I cease to be a UK resident.

I confirm that I have not received advice from HL regarding the merits of entering into, or the suitability of any aspect of, the HL SIPP unless that aspect has been covered under a separate agreement for individual advice from a Hargreaves Lansdown Financial Adviser. If I have any doubts I will seek personal advice, in particular regarding the merits of the various pension options I may have available to me now and in the future.

By signing this declaration I am allowing HL to process my application using the information that I have provided.

This declaration and any other declaration made by me in connection with this application shall be the basis of the contract between me and Hargreaves Lansdown Asset Management Ltd.

**False Statements** – It is a serious offence to make false statements; the penalties are severe and could lead to prosecution.