

**Royal Mail**  
Statutory Pension Scheme

**Private & Confidential**

Mr R Walch  
16 Trap Lane  
Bents Green  
Sheffield  
S11 7RD

Our Ref: 60965443/SQ/MV79

Date: 9 May 2024

Dear Mr Walch

**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme) – Transfer Out Enquiry**

I refer to your request for a possible transfer of your benefits from the Scheme.

Please note the information contained in this letter relates to your RMSPS benefits you accrued up to 31 March 2012. You will receive separate communications from Royal Mail's Pensions Service Centre (PSC) in relation to your RMPP benefits. Please remember to let both Capita and Royal Mail's Pensions Service Centre (PSC) know separately of any future changes in your personal circumstances, for example, if you change your name or address.

Please find the enclosed **Transfer Out Member Schedule** with details of the Cash Equivalent Transfer Value (CETV) for both your NRA 60 and NRA 65 benefits, together with notes that contain all the information necessary for the transfer to proceed. You may transfer either just your NRA 60 and NRA 65 benefits or both your NRA 60 and NRA 65 benefits to a new pension provider.

**The defined benefit transfer value quoted is guaranteed for three months from the date of calculation.**

Benefits accrued while in employment with Royal Mail Group Ltd or Post Office Ltd up to the 1st April 2012 are part of an unfunded public sector scheme, the RMSPS. Due to the rules laid out in the Pensions Act 2015, benefits in an unfunded public sector scheme such as the RMSPS can only be transferred to an occupational or personal pension scheme provided that the transfer value is not used to provide Flexible Benefits. Flexible Benefits are typically money purchase schemes or cash balance benefits.



### **GMP equalisation**

In October 2018 the High Court ruled that pension schemes are required to equalise pension benefits between men and women for the effect of Guaranteed Minimum Pensions (GMP) which were accrued on or after 17 May 1990. The transfer value includes a GMP all of which was accrued on or after this date.

The Scheme Managers are aware of this ruling and are currently considering how to proceed with this complicated area of legislation. Therefore, at the moment, it is unclear how equalisation will be achieved and the impact it may have on your pension benefits, if any.

As a result, it is important to note that the transfer value quoted has been produced before an assessment has been carried out to determine if an adjustment for the effect of GMP equalisation is required. If you are considering proceeding with the transfer payment, we want you to be aware that your options are:

- To accept the transfer value now, recognising that it has been produced before an assessment has been carried out to determine whether an adjustment for the effect of GMP equalisation is necessary.

If it is subsequently determined that an adjustment is required, a subsequent payment may be due. If you are impacted, the Scheme Managers would contact you in future to explain any rights and any options. You should note, at this stage, it is unclear what these may be as this could depend on future Government policy. In addition, these could be impacted by the receiving scheme's ability and willingness or otherwise to accept an additional payment.

- To wait until such time that the aforementioned assessment has been carried out and to re-request a transfer quotation. There is currently no agreed timescale for when this will be achieved.

Please note that the transfer value is based upon market factors and could therefore increase or decrease in the meantime.

Before deciding upon this option, you should note that under the rules of the Scheme members are only entitled to one free transfer quotation in a 12 month period, although a further quote is available for a fee of £240.00.

You should also note that you may not be entitled to a subsequent transfer quotation or payment:

- If any benefits have already come into payment
- If you are within 18 months of the earliest age at which benefits can be taken under the Scheme

Capita strongly recommends that you seek independent financial advice regarding this issue before deciding whether to proceed with the application for a transfer payment.



For information about any Additional Voluntary Contributions (AVC's) you may hold, please contact the Royal Mail Pension Plan's (RMPP) service centre on the details below:

Address - Pension Service Centre  
PO Box 5863  
Sheffield  
S98 6AB

Telephone - 0345 603 0043

Email - [pensions.helpline@royalmail.com](mailto:pensions.helpline@royalmail.com)

#### **Pension Wise guidance for your AVC benefits**

To enable us to process your transfer application, you either need to receive free, impartial guidance from Pension Wise, formally opt out of receiving guidance (which you can do as part of your application) or qualify for an exemption in respect of your AVC benefits.

You will be exempt from these requirements:

- if you are under age 50 (because the service is only available if you are 50 and over),
- if the purpose is not to receive flexible benefits as a result of the transfer,
- if you have already been referred to guidance by another scheme (regardless of whether you took up the offer or opted out), or
- if you are transferring to a FCA regulated scheme.

We cannot proceed with your application to transfer your AVC benefits unless you have **either**:

- received, and notified us of receipt of, Pension Wise guidance,
- notified us that you wish to opt out of receiving Pension Wise guidance by providing an opt-out notification, **or**
- notified us that you qualify for an exemption.

Pension Wise is part of MoneyHelper and its purpose is to help you understand your retirement and transfer options (<https://www.moneyhelper.org.uk/en/pensions-and-retirement/pension-wise/>).

The Pension Wise service:

- can be accessed online, over the telephone or face to face to explain what options are available and helps you think about how to make the best use of pension savings,
- provides information about the tax implications of different options, and
- has tips on getting the best deal, including how to shop around.

If you do intend to receive guidance from Pension Wise, then you have the option of:

- booking the guidance appointment yourself by calling 0800 100 166 or requesting an appointment online: <https://www.moneyhelper.org.uk/en/nudge-public>. If you book the appointment yourself, you need to complete the enclosed form entitled **Guidance Appointment Booking Form** to let us know when your appointment is.
- the Scheme Managers booking an appointment on your behalf. To do this, please either return the enclosed form entitled **Guidance Appointment Booking Form** and complete the relevant section to request the booking or call us using the contact details enclosed and we can arrange an appointment to be booked for you.



If you do not wish to seek guidance from Pension Wise and are not exempt, then you will be required to opt out of guidance. You can opt out of guidance or tell us you are exempt by:

- completing the relevant details in the **Member Discharge Form**.
- calling us, using the contact details enclosed, to tell us you wish to opt out of Pension Wise guidance or are exempt from guidance. In the case of the latter, you will need to advise which exemption applies.

Capita strongly recommends that you access the Pension Wise guidance service for your AVC benefits, and you consider taking independent financial advice to help decide which option is most suitable for you.

### **Pension Scams**

You should be aware that transfers should only be made on the basis that the transfer value is to be used for the purpose of providing you with pension benefits in retirement. Currently, these benefits cannot normally be taken before age 55 unless it is an ill health retirement.

You should also be aware that we may require further information from you and your employer, where applicable, as well as from the receiving scheme, should an application be made to transfer. We will call or write to you to explain what information we need and why.

Please ensure that you read the enclosed Pension Scams inserts carefully before returning the transfer discharge forms. It is strongly recommended that you visit the ScamSmart webpage ([www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)) because it has further information on how scammers operate. MoneyHelper (<https://www.moneyhelper.org.uk/en>) is on hand for anybody who has any concerns about pension scams.

#### **\*Insert where the member has a statutory right to a transfer payment\***

Please note that the Scheme will be required to assess whether the proposed transfer meets one of two sets of conditions in pensions legislation. These are referred to as the First Condition and the Second Condition. If neither of these conditions is met, then you will not have a right to transfer under this legislation and we will contact you following this assessment. Further information on these conditions and details about the process used to assess these conditions is available in the enclosure entitled **Transfer Conditions – Important Information**.

#### **\*Insert where the member has a non-statutory right to a transfer payment but trustees want to use the same criteria to assess whether or not make a payment\***

Please note that the Scheme will assess whether the proposed transfer meets one of two sets of conditions set out in pensions legislation before deciding whether to allow the transfer to proceed. These are referred to as the First Condition and the Second Condition. We will contact you following this assessment. Further information on these conditions and details about the process used to assess these conditions is available in the enclosure entitled **Transfer Conditions – Important Information**.

### **Transferring your pension – what you can expect**

Transferring your pension can, sometimes, be a lengthy process so we have provided a brief overview of what you can expect next should you wish to proceed with the transfer.

- Obtaining financial advice can take some time; if you need to obtain financial advice you should typically allow 6-8 weeks.
- If your transfer is to an occupational pension scheme then, with limited exceptions, we will usually require further information from you. Details of what we require are set out in the Occupational Pension Scheme Transfers - Additional Information Member Form.
- If you wish to proceed with transferring your pension, please complete all the relevant forms and return them along with any requested information. Once we have received all the required information and have completed our checks, payment will usually be made within 10 working days.

Even once the paperwork is complete, there are multiple reasons why there could be hold ups in the process and some of the most common ones are noted below:

- There are a variety of enquiries that a transferring scheme needs to make which can include checks with regulatory bodies (like HMRC), you (the member), the proposed receiving scheme and, where applicable, your employer. In some cases, you may need to take pension scams guidance from MoneyHelper before we are able to process a transfer. It may also be necessary to liaise with the manager of the Scheme. If these checks have not been completed, then it may not be possible to make a transfer payment within the deadlines mentioned above.
- Missing information or data mismatches – sometimes, there may be a discrepancy in the data that we hold for you which needs investigating perhaps with HMRC or a former employer.
- Awaiting payment of outstanding contributions.
- Awaiting dealing dates for disinvestment of funds.

This list is not exhaustive and if there are delays then we will contact you to keep you informed during the transfer process.

### **What happens next?**

If you wish to proceed with transferring your pension, you should check all the necessary forms have been completed before returning them to us. This will help prevent any delays to the process and we have included a checklist to help you complete your transfer forms.

You should complete and return the following form(s) where applicable:

- **Member Discharge Form**
- **Occupational Pension Scheme Transfers - Additional Information Member Form**
- **Guidance Appointment Booking Form**

The receiving scheme should complete and return the following form:

- **Receiving Scheme Information Form**

As well as one of the following forms as applicable:

- **Trust Based Occupational Scheme Form**
- **Personal/Stakeholder Pension Scheme Form**
- **Section 32 Buy Out / Annuity Policy Form**

Please also note the following:

- The charge for a further transfer value is £240.00 including VAT.
- If the receiving scheme is unable to accept the RMSPS Guaranteed Minimum Pension (GMP) and/or the post-05/04/1997 element of the transfer value, you will need to make alternative arrangements for this portion. You can either retain these benefits within the RMSPS or transfer them to another pension scheme.
- The Managers of RMSPS and Capita cannot complete questionnaires or application forms. Please ensure you read the scheme notes which are shown on the enclosed additional information document.
- If you have requested any additional information, this will be sent to you separately.



Once we have received the relevant forms, we will do a search to verify your age. This involves checking the details we hold against those held at credit reference agencies. They will supply us with information, including that from the Electoral Register and fraud prevention agencies. The search will not be seen or used by lenders to assess ability to obtain credit. If we suspect fraud, we will record this and may share this information with other organisations. Additionally, we may ask you to provide physical forms of identification. We will check the following details:

- Full name(s)
- All address(es) – previous and current
- Date of birth

We will be in contact in the unlikely event that an issue is identified.

**If an application to proceed is not received by 8 August 2024, a revised transfer value will not be available free of charge until 12 months from the date of the original request. For an application to be valid, all forms (including those requiring completion by the receiving scheme) and evidence of your date of birth must be received by the deadline noted above.**

I trust the above is satisfactory. If you have any questions regarding this letter, please contact us.

Yours sincerely



**Pension Operations**

**Enclosed:**

Pension Scams – Important Information  
Transfer Conditions – Important Information  
Transfer Out Member Schedule  
Transfer Forms Checklist  
Member Discharge Form  
Occupational Pension Scheme Transfers - Additional Information Member Form  
Guidance Appointment Booking Form  
Receiving Scheme Information Form  
Trust Based Occupational Scheme Form  
Personal/Stakeholder Pension Scheme Form  
Section 32 Buy Out/Annuity Policy Form  
Pension Scams member leaflet  
TPR/FCA/MaPS Transfer Letter  
*Your pension: your choices* Booklet



## Pension Scams – Important Information

### What is a pension scam?

You should be aware that transfers should only be made on the basis that the entire transfer value is to be used for the purpose of providing you with pension benefits in retirement. These benefits cannot normally be taken before age 55.

Scammers try to persuade pension savers to transfer their entire pension savings, or to release funds from it, by making attractive sounding promises they have no intention of keeping. The pension money is often invested in unusual, high risk investments or it can be simply stolen outright.

Sometimes they promise savers early access to their pension pot through loans or 'loopholes'. Savers could lose all their money and face a high tax bill from HM Revenue and Customs (HMRC) if they withdraw their pension savings before the age of 55.

You may be targeted through websites, social media, mass texting or through cold calls. You should be very wary about giving out information in response to a text or cold call and you should always make sure that you know who you are dealing with.

For further information on pension scams, you can visit the Pensions Regulator's pension scams campaign webpage: <http://www.thepensionsregulator.gov.uk/pension-scams.aspx>.

It is our responsibility as the transferring scheme to make the necessary enquiries and to determine that the receiving scheme is a bona fide pension arrangement. The scheme administrator of the proposed receiving scheme should provide evidence that it is registered with HMRC and its Pension Scheme Tax Reference Number (PSTR). Dependent upon the type of Receiving Scheme, we may also require further information from you. The Cabinet Office may also approach HMRC directly for confirmation of registration status.

### Important information on transfers and pension scams

Please ensure that you read the enclosed pension scams member leaflet before deciding to proceed with the transfer of your pension benefits. An electronic copy of this leaflet can be found here:

<http://www.thepensionsregulator.gov.uk/docs/pension-scams-booklet-members.pdf>.

You should also visit the FCA website 'Considering a pension transfer: defined benefit' which can be found here: <https://www.fca.org.uk/consumers/pension-transfer-defined-benefit>

### Pension scams campaign

A cross-governmental initiative was launched in February 2013 to tackle the issue of pension scams. This led to the publication of the above linked guidance that is intended to help protect pension scheme members from activity that may be fraudulent and/or may result in considerable loss of funds due to significant tax charges levied by HMRC. These tax charges could reduce the value of your pension savings by more than half.

If you suspect a scam, then further guidance is available on the MoneyHelper's and the Financial Conduct Authority's websites using the links below:

<https://www.moneyhelper.org.uk/en/money-troubles/scams/how-to-spot-a-pension-scam>

<http://scamsmart.fca.org.uk/>

If having read the guidance you have any questions then the member should consider seeking clarification from the Receiving Scheme and a regulated professional financial adviser. Please note that neither the Manager of the Scheme nor Capita can provide the member with any advice in connection with the transfer.



## Transfer Conditions – Important Information

### What the law says

To have a right to transfer your pension benefits to another scheme by law, one of two criteria (referred to as conditions in the legislation) must be met in relation to the receiving scheme.

### First Condition

The first condition is met where the transfer is to either an authorised master trust, a public service pension scheme or an authorised Collective Defined Contribution (CDC) scheme.

### Second Condition

The second condition requires the transferring scheme to check for whether there are any red or amber flags present, which are listed in the legislation. This is likely to require gathering further information from you. In addition, where the transfer is to an occupational pension scheme (which does not meet the first condition) or to a qualifying recognised overseas pension scheme (QROPS), further checks around the employment link to the occupational pension scheme and tax residency respectively are required.

### Amber flags include:

- For transfers to an occupational pension scheme; you haven't or can't show that you have an employment link with its sponsoring employer.
- There are high-risk or unregulated investments in the receiving scheme
- The receiving scheme charges are high or unclear
- The receiving scheme's investment structure is complex, unclear or unorthodox
- Certain overseas investments are included in the receiving scheme
- There has been a sharp, unusual rise in transfers involving the same scheme or adviser

### Red flags include:

- You have not provided the required information requested by the Scheme managers
- The Scheme managers have asked you to take MoneyHelper guidance but you have not provided satisfactory evidence of having received it
- Someone is carrying out (or attempting to carry out) a regulated activity without the right regulatory status
- You have requested the transfer after unsolicited contact, for example, having received a call, text or email from an unknown contact about pension transfers or a review of your pension
- You have been offered an incentive to make the transfer (this doesn't include an employer-sponsored transfer exercise under the Scheme)
- You have been pressured to make the transfer

### How this will affect your transfer request

On receipt of the completed transfer forms, an assessment will be made to determine whether either the first or second condition is met. This may require gathering further information from you for the second condition so we would be grateful if you can co-operate with such requests. In addition, if the transfer is to an occupational pension scheme, you will need to provide evidence to show that you have an employment link with the employer of the scheme. Further details on what we require are provided later in this transfer pack.

If there is reason to believe that a red flag is present, you will not have a right under pension legislation to transfer and we will be in touch to confirm this to you.

If there is reason to believe that an amber flag is present, the transfer may be able to proceed but you will be asked to contact MoneyHelper for a pension scams guidance appointment and you will need to provide evidence of your attendance. If this applies further instruction will be provided at the relevant time.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule

### Part A Member Details

Full Name:	Mr Russell Walch		
Reference Number:	60965443		
Date Joined Scheme:	25/03/1996	Date RMSPS Accrual Ceased:	31/03/2012
Transferred In Service:	N/A	Reckonable Service:	X Years X Days

**Please note:**

Part B has two sections and Part C has three sections, splitting out your benefits accrued up to and including 31 March 2010 with an NRA of 60 and from 1 April 2010 onwards with an NRA 65. This split is also reflected on the Member Discharge Form.

### Part B NRA 60 Preserved Benefits

<b>NRA 60 Benefits at Date RMSPS Accrual Ceased (31/03/2012)</b>	
Member's total Pension at 31/03/2012:	£6,664.16 per annum
Total Member Contributions at 31/03/2012:	£12,800.30
Pension Supplement at 31/03/2012:	£757.96 per annum
Spouse's Pension at 31/03/2012:	£3,332.09 per annum
<b>Guaranteed Minimum Pension (GMP):</b>	
Pre 6 April 1988 GMP at 31/03/2012:	£0.00 per annum
Post 6 April 1988 GMP at 31/03/2012:	£77.48 per annum
Post 17 May 1990 GMP at DOL: This value is included within the Post 6 April 1988 GMP at DOL	£77.48 per annum
Revaluation Method:	Section 148 Orders



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule (continued)

### Part B NRA 65 Preserved Benefits

#### NRA 65 Benefits at Date RMSPS Accrual Ceased (31/03/2012)

Member's total Pension at 31/03/2012: £1,059.05 per annum

Total Member Contributions at 31/03/2012: £3,720.18

Pension Supplement at 31/03/2012: £113.71 per annum

Spouse's Pension at 31/03/2012: £529.53 per annum

### Part C Just NRA 60 Transfer Details

#### NRA 60 Cash Equivalent Transfer Value (CETV) – Defined Benefit (DB)

The figures quoted below are based on the preserved benefits shown in Part B. They have been produced before an assessment has been carried out to determine if an adjustment for the effect of GMP equalisation is required.

Total Cash Equivalent Transfer Value: £179,618.72

Pre 6 April 1997 transfer value arising from GMP: £2,083.57

Pre 6 April 1997 Excess: £5,100.37

Post 5 April 1997 Transfer Value arising from post 1997 contracted out service (Section 9 (2B) Rights): £172,434.78

Date of calculation (Guarantee date): 9 May 2024

Guarantee expiry date: 8 August 2024

### Part C Just NRA 65 Transfer Details

#### NRA 65 Cash Equivalent Transfer Value (CETV) – Defined Benefit (DB)

Total DB Transfer Value: £28,710.97

Date of calculation (Guarantee date): 9 May 2024

Guarantee expiry date: 8 August 2024



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule (continued)

### Part C

#### Both NRA 60 & NRA 65 combined Transfer Details

##### Total Cash Equivalent Transfer Value (CETV) – Defined Benefit (DB)

The figures quoted below are based on the preserved benefits shown in Part B. They have been produced before an assessment has been carried out to determine if an adjustment for the effect of GMP equalisation is required.

Total DB Transfer Value:

£202,046.59

Pre 6 April 1997 transfer value arising from GMP:

£194,862.65

Pre 6 April 1997 Excess:

£5,100.37

Post 6 April 1997 Transfer Value arising from post 1997 contracted out service (Section 9 (2B) Rights):

£2,083.57

Date of calculation (Guarantee date):

9 May 2024

Guarantee expiry date:

8 August 2024

### Part D

#### Additional Information

The RMSPS is a defined benefit, occupational pension scheme, and is registered by HM Revenue & Customs (HMRC) under Chapter 2, Part 4 of the Finance Act 2004.

The Pension Scheme Tax Reference Number (PSTR) for the Scheme is 00782990RW.

The former Employer Contracted-Out Number in relation to the Scheme was E3003772T.

The former Scheme Contracted-Out Number in relation to the Scheme was S2670929C.

The RMSPS is not a member of the Public Sector Transfer Club.

The Scheme provides safeguarded benefits as defined under the Pension Schemes Act 2015.

The member also holds money purchase benefits, as defined under the Pension Schemes Act 1993.

The member's benefits are not subject to an Earmarking Order.

According to Capita's records, the member is not subject to the Money Purchase Annual Allowance.

Transfer Out Member Schedule (continued)

Part E Important Information

The transfer value quoted is guaranteed for three months from the date of calculation. Please note that 'guaranteed' refers to the actuarial assumptions behind the transfer value and assumes that the correct factors have been taken into account at the date of calculation.

If a formal written application for payment is made within three months of the guarantee date and evidence of appropriate advice is received within three months of the statement of entitlement being supplied, then the transfer value quoted will normally be paid within six months of the guarantee date, provided you are more than 12 months away from the Scheme's Normal Pension Age. The amount could be subject to a reduction in exceptional circumstances, in which case the member would be given the opportunity for the application to be withdrawn.

Your transfer value includes a Guaranteed Minimum Pension (GMP). GMP becomes payable at age 60 for a woman and age 65 for a man. If you are at or above the GMP payment age set out above, there are legislative restrictions on the types of schemes which can accept the transfer of the GMP part of your pension. It can only be transferred to a formerly contracted-out salary related pension scheme, which is able to pay the GMP and any increases to it. You may therefore wish to check with your proposed receiving scheme or your adviser whether the scheme is a formerly contracted-out salary related pension scheme, as otherwise this may prevent the transfer from proceeding.

In order for a formal written application to be made, we require receipt of both the Member Discharge Form and the Receiving Scheme Form.

**If an application to proceed is not received by 8 August 2024 a transfer will not be processed and a revised transfer value will not be available free of charge until 12 months from the date of the original request.**

Please note that the Manager of the Scheme or Capita cannot advise you whether it is in your interest to transfer your benefits to another registered pension scheme, and would suggest that you consider taking independent financial advice before taking this option. In most circumstances, as outlined in the covering letter, you will be required to take advice before the transfer can proceed.

The MoneyHelper website provides free and impartial information on choosing a financial adviser and links to details of financial advisers in your area. The website can be accessed at: <https://www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser>.

In addition, further information to help you with making your decision to transfer can be obtained from:

- The Financial Conduct Authority (FCA)
- MoneyHelper
- The Pensions Regulator (TPR)



Transfer Out Member Schedule (continued)

Contact details for these organisations are below.

**Financial Conduct Authority**

Website: <http://www.fca.org.uk/>

**MoneyHelper**

Website: <https://www.moneyhelper.org.uk/en>

**The Pensions Regulator**

Website: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

**The Pension Protection Fund (PPF)**

The PPF's function is to provide compensation to members of eligible pension schemes when there is a qualifying insolvency event in relation to an employer. This would happen if there were not enough assets in the pension scheme to cover the PPF level of compensation.

Members of the Scheme could be eligible to receive compensation from the PPF in the future. If benefits are transferred to another scheme that is not covered by the PPF, for example, a defined contribution scheme or an overseas pension scheme, then this protection of pension benefits will be lost.

## Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

### Transfer Forms Checklist

Please complete this checklist when returning your transfer forms to ensure all the necessary documentation is included for your transfer to proceed. Not all of the information can be supplied by you. Where we need another person to complete the forms, we have indicated on the checklist who this should be.

You or your financial adviser should arrange for the receiving scheme forms to be completed by your new pension provider.

Please note that we may need to request further details as part of the due diligence process which are not covered by this checklist. We will contact you once you have returned your completed forms if this is the case.

**If an application to proceed is not received by 8 August 2024, a revised transfer value will not be available free of charge until 12 months from the date of the original request.**

**For an application to be valid, all items listed below (including those to be provided by the receiving scheme) and if required, evidence of your date of birth must be received by the deadline noted above.**

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

1.	Member Discharge Form	You need to complete this form	<input type="checkbox"/>
2.	<b>For transfer to occupational pension schemes only</b> Occupational Pension Scheme Transfers - Additional Information Member Form	You need to complete this form and supply evidence requested	<input type="checkbox"/>
3.	Guidance Appointment Booking Form	You need to complete this form if applicable	<input type="checkbox"/>
4.	Receiving Scheme Information Form	Your new pension provider should complete this	<input type="checkbox"/>
5.	Either the: Trust Based Occupational Pension Scheme Form Personal/Stakeholder Pension Scheme Form Section 32 Buy Out/Annuity Policy Form	Your new pension provider should complete this	<input type="checkbox"/>
6.	Evidence of the receiving scheme's Pension Scheme Tax Reference (PSTR) number.	Your new pension provider should provide this	<input type="checkbox"/>



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Member Discharge Form

### TO BE COMPLETED BY THE MEMBER

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

#### Part A Member Details

Full Name:	Mr Russell Walch
Reference Number:	60965443

#### Part B Transfer Options

In exercise of my statutory right to a Cash Equivalent Transfer Value in accordance with Part 4ZA, Chapter I of the Pension Schemes Act 1993, I require the Scheme manager to (tick one box only):

☐

**Cancel my application**

I no longer wish to proceed with the transfer of my benefits.

☐

**Transfer just my NRA 60 pension rights to my nominated scheme**

I wish to transfer my NRA 60 pension rights in the Scheme to the following nominated pension arrangement:

☐

**Transfer just my NRA 65 pension rights to my nominated scheme**

I wish to transfer only my NRA 65 pension rights in the Scheme to the following nominated pension arrangement:

☐

**Transfer all of my pension rights to my nominated scheme**

I wish to transfer both my NRA 60 and NRA 65 pension rights in the Scheme to the following nominated pension arrangement:

Exact name of Receiving Scheme:

Address for Correspondence:

Evidence of date of birth enclosed\*:

Certified copy of passport or driving licence

\*Capita requires evidence of your date of birth and this must be provided with this form before the guarantee expiry date. Failure to give accurate information may lead to your benefits being calculated incorrectly. The Managers of the Scheme have a duty under trust law to check your age so your transfer will not be processed until you have provided evidence of your date of birth. If you do not have a passport or driving licence so are unable to obtain a certified copy, you may send Capita your original birth certificate with this form. The information will be recorded, and your certificate returned.



**Part C Declaration**

**IMPORTANT:** Please read the following declarations carefully and confirm your acceptance by completing the form:

- In exercise of my statutory right to a Cash Equivalent Transfer Value in accordance with Part 4ZA, Chapter I of the Pension Schemes Act 1993, I require the Manager to transfer my benefits to the Receiving Scheme nominated in Part B.
- I understand that the choice of the Receiving Scheme and the type of benefits to be provided under the Receiving Scheme is my own decision and that in connection with this scheme I am not relying on any statements made by or on behalf of the manager of the Scheme or by or on behalf of my former employer. I understand that the transfer payment will be paid directly to the Receiving Scheme and not via any third party.
- I have been given full details of the receiving scheme and I understand the nature of the benefits payable from it, including the benefits that the transfer payment will provide. I have also been made aware of any conditions on which the benefits provided in exchange for the transfer could be forfeited or withheld.
- I consent to the transfer of my contracted-out benefits. I confirm receipt of a statement from the Receiving Scheme showing the benefits to be awarded in respect of the transfer payment, and I accept that:
  - the benefits to be provided by the Receiving Scheme may be in a different form and of a different amount to those which would have been payable by the Scheme, and
  - there is no statutory requirement on the Receiving Scheme to provide for survivor's benefits out of the transfer payment.
- I have read the information in the cover letter relating to GMP equalisation and I understand that the Scheme has yet to equalise for the effect of GMPs accrued on or after 17 May 1990. I acknowledge that, as a result of GMP equalisation, the transfer payment may, or may not, be in full discharge of my benefits. I accept that the Scheme Managers will contact me, only where necessary and as required by law and the rules of the Scheme, once an assessment has been undertaken to determine if an adjustment for the effect of GMP equalisation is necessary. I also accept that the Scheme Managers will not be held liable for any loss incurred, which results from any subsequent necessary adjustment to the transfer payment, unless where required by law or the rules of the Scheme.
- I understand that it is my responsibility to check whether my receiving scheme can accept a subsequent adjustment payment (if payable). I also understand that even if my receiving scheme can accept such a payment, the Scheme Managers may, at their discretion, choose to pay any adjustment in a different way.
- I understand that it is my responsibility to check how a transfer (on an unadjusted basis) could impact on my personal tax position.
- I have read the information in the cover letter relating to GMP equalisation and I understand that the transfer value quoted has been calculated on a basis which corrects for the inequalities created by the presence of a GMP.
- I understand that the benefits to be awarded to me under the Receiving Scheme in respect of my Cash Equivalent Transfer Value will be different from those that would have been available from the Scheme. I also realise that the benefits at retirement may be more or less than those I would have received from the Scheme.
- I understand that if I have certain protections from the Lifetime Allowance (Enhanced Protection including lump sum protection under Enhanced Protection or Fixed Protection 2012, 2014 or 2016), that these could be lost on transfer and it is my responsibility to take appropriate advice in relation to this matter.
- I understand that when accessing any of the funds following transfer, the maximum that can normally be paid tax free is 25%.
- I confirm that this transfer value is to be used for the purposes of providing pension benefits in retirement.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Member Discharge Form (continued)

- I confirm that, where required by law, I have already taken, or will take, appropriate independent advice in relation to the transfer of my pension benefits and I am aware of the deadline for providing this information to the Scheme. Even where not required to by law, I confirm that I have considered taking independent financial advice in relation to the transfer of my pension benefits from the Scheme. I also understand that unless I am exempt, I need to receive Pension Wise guidance or opt out of receiving Pension Wise guidance in relation to my AVC benefits and my transfer will not be processed until I confirm I have received guidance or I confirm I wish to opt out of receiving guidance.
- I understand that neither the Scheme manager, my former employer nor Capita can give me any financial advice in relation to the transfer.
- I understand and acknowledge that if I access any of the transferred funds before the age of 55 (except in limited circumstances of ill-health) this will result in an unauthorised payment under tax legislation and I will be required to declare this to HMRC. I will be personally liable to pay tax and other charges, normally totalling 55% of any such unauthorised payment. I agree to settle such charges from my personal assets. If I fail to declare an unauthorised payment to HMRC, I may be charged further penalties.
- I have received and read the pension scams enclosures and understand the implications of pension scams.
- I confirm that:
  - (i) the transfer payment will not be part of a pension scam.  
(<http://www.thepensionsregulator.gov.uk/pension-scams.aspx>); and
  - (ii) I am aware that any such arrangement as referred to in (i) above would give rise to severe tax charges on me by HM Revenue & Customs (HMRC).
  - (iii) I have not been pressured to make the transfer.
  - (iv) I am not making the request to transfer after unsolicited contact, for example, having received a call, text or email from an unknown contact about pension transfers or a review of my pension.
  - (v) I have not been offered an incentive to make the transfer.
- I understand that the manager of the Scheme and my former employer will be relying on confirmations given by me in this form.
- I understand that if the Scheme is not satisfied that my nominated arrangement satisfies all the requirements under the relevant pensions legislation, the transfer will not take place.
- I realise that the payment of a transfer value will fully discharge the Scheme from any liability to pay benefits to me, my dependants, my beneficiaries or my estate in respect of the benefits quoted within this Cash Equivalent Transfer Value and that my decision is final and irreversible.
- I agree to indemnify the manager of the Scheme and my former employer against any claims, actions, demands, liabilities, damages, costs, losses or expenses arising as a result of this transfer. This includes any additional tax and/or sanction charges that may be levied upon the Manager in relation to this transfer.
- I confirm that all information provided to the Scheme manager by me in connection with my transfer application is factual and correct. I also confirm that any information provided about me by the receiving scheme and/or my adviser has been verified by me as factual and correct and that the manager of the Scheme is in no way responsible for any quotation or any literature issued by the receiving scheme and /or my adviser.
- I understand that if I transfer my benefits to another pension arrangement and subsequently die within two years of the transfer taking place, the transfer of benefits may become subject to an inheritance tax charge following my death. Such transfers must be notified to HMRC by the executor of the estate. I understand that it is my responsibility to take financial advice about this matter, particularly if I am in ill health.
- I understand that Capita will do a search to verify my age by checking the details we hold against those held at credit reference agencies.



## Pension Wise Guidance

Please answer the questions below before signing and dating the form. Please remember unless you are exempt, you need to attend a Pension Wise guidance appointment or opt out of receiving a Pension Wise appointment:

	Yes	No
1. Would you like to attend a Pension Wise guidance appointment? This service is only available if you are age 50 or over.	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you answer YES, please return the <b>Guidance Appointment Booking Form</b>. You do not need to complete questions 2 and 3.</p> <p>If you answer NO, you need to complete questions 2 or 3 within this section.</p>		
2. Please indicate if any of the exemptions listed below apply to you.		
A. I am currently below age 50	<input type="checkbox"/>	<input type="checkbox"/>
The Pension Wise service is not available for individuals under age 50 who are transferring but should be available at the point you come to access your benefits from the receiving scheme.		
B. I am <b>not</b> transferring for the purpose of accessing flexible benefits	<input type="checkbox"/>	<input type="checkbox"/>
Examples of B include where you are consolidating your arrangements but do not intend to draw them or where you are transferring to a scheme that provides defined benefits		
C. I have already been referred to guidance by another scheme	<input type="checkbox"/>	<input type="checkbox"/>
You can answer YES to C regardless of whether Pension Wise guidance was taken up or whether you opted out of Pension Wise guidance		
D. I am transferring to an FCA-regulated scheme	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you have answered YES to any of the above, then you are not required to attend a Pension Wise guidance appointment. You do not need to complete question 3.</p> <p>If you answered NO to all the above, you need to complete question 3.</p>		
3. Would you like to opt-out of receiving Pension Wise guidance?	<input type="checkbox"/>	<input type="checkbox"/>
You should note that the Scheme Managers recommend that individuals who are not otherwise exempt should take up the guidance service.		



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Member Discharge Form (continued)

Please answer the questions below before signing and dating the form:

	Yes	No
Have you been, or have you felt, pressured to make the transfer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you requesting the transfer after unsolicited contact, i.e. a call, text or emails about a transfer or pension review which came from an unknown contact out of the blue?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been offered an incentive to make the transfer? Examples include a bonus, loan or limited time investment offer	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told that you can access your pension before age 55 other than in ill health?	<input type="checkbox"/>	<input type="checkbox"/>

Upon payment of the Cash Equivalent Transfer Value as requested, neither I nor any other person will have any further rights within the Scheme to claim any of the benefits included within the Cash Equivalent Transfer Value.

Signed:

Date:

Name (printed):

E-mail address:

Contact  
number:

We may contact you using the contact number given above should we need further information from you as part of our checks.

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

**TO BE COMPLETED BY THE MEMBER ONLY IF THE TRANSFER IS TO AN OCCUPATIONAL PENSION SCHEME**

If you are unsure about the receiving scheme type, please check with your proposed receiving scheme or your adviser.

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

## Part A Member details

Full Name:	Mr Russell Walch
Reference Number:	0060965443

**Please note that the information in Part B (i) or (ii) must be sent directly by the member and not a third party.**

## Part B (i) Employment information for a transfer to a master trust or public service pension scheme

### Documents required

Please tick

#### Three months' payslips

Payslips or other evidence in writing advising of pay remittances, confirming your salary (including any commission, bonuses or other amounts paid) for the last three months preceding this transfer request.

☐

## Part B (ii) Employment information for all other occupational pension schemes

### Documents required

Please tick

#### Letter from your employer confirming continuous employment

This should include confirmation that you are employed, that your employer is a sponsoring employer of the receiving scheme and that pension contributions on the relevant schedule have been paid. It should include the date your employment began and the dates of the contribution payments.

☐

#### Schedule of pension contributions or payment schedule

This should show the pension contributions due to be paid by or on behalf of you and by your employer in the last three months preceding this transfer request and the due dates.

☐

#### Three months' payslips

Payslips or other evidence in writing advising of pay remittances, confirming your salary (including any commission, bonuses or other amounts paid) for the last three months preceding this transfer request.

☐

#### Three months' bank or building society statements or passbook

These should show the deposit of salary from the employer for the last three months preceding this transfer request.

☐



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Guidance Appointment Booking Form

**TO BE COMPLETED BY THE MEMBER WHEN PENSION WISE GUIDANCE IS BEING SOUGHT**

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

Full Name:	<input type="text" value="Mr Russell Walch"/>		
Reference Number:	<input type="text" value="0060965443"/>	Guarantee expiry Date:	<input type="text" value="24 May 2022"/>

**Please either complete Section A if you have booked yourself a Pension Wise appointment or Section B if you require the Scheme Managers to book an appointment on your behalf.**

### Section A – Confirmation of Pension Wise booking

I confirm I have booked a Pension Wise appointment, the date of which is noted below:

Date of Pension Wise appointment:

**Signature and declaration**

By signing below, you confirm that you understand that your retirement application cannot be processed until you have attended your Pension Wise appointment.

Signed:  Date:

### Section B – Request for Pension Wise booking

If you would like a Pension Wise appointment to be booked on your behalf, please tick the box below. We will try to book the next available appointment for you (unless this would give us insufficient time to confirm your appointment to you, in which case we would try to book one in the next two weeks to allow us time to confirm your appointment in writing). If certain dates and times would be inconvenient, you can call us, and we can book an appointment while you wait.

I would like you to book a Pension Wise appointment on my behalf ☐

Please confirm the best way to contact you if we need to get in touch with you about this:

E-mail address:  Telephone contact no:

**Signature and declaration**

By signing the below, you confirm that you understand that your application cannot be processed until you have attended your Pension Wise appointment.

Signed:  Date:

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Trust Deed & Rules and the applicable data protection legislation.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Receiving Scheme Information Form

### TO BE COMPLETED BY THE RECEIVING SCHEME (ALL SCHEMES)

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

Please confirm the type of arrangement your scheme may be classified as: (Please tick)

1.	A Registered Occupational Pension Scheme (complete <b>Trust Based Occupational Pension Scheme Form</b> )	<input type="checkbox"/>
2.	A Registered Personal Pension or Stakeholder Pension Scheme (complete <b>Personal/Stakeholder Pension Scheme Form</b> )	<input type="checkbox"/>
3.	A Relevant Statutory Scheme (complete <b>Trust Based Occupational Pension Scheme Form</b> )	<input type="checkbox"/>
4.	A Former Approved Superannuation Fund ("Old Code Scheme") (complete <b>Trust Based Occupational Pension Scheme Form</b> )	<input type="checkbox"/>
5.	Registered Retirement Annuity Contract (complete <b>Personal/Stakeholder Pension Scheme Form</b> )	<input type="checkbox"/>
6.	An Annuity Contract or Section 32 Buyout Policy (complete <b>Section 32 Buy Out/Annuity Policy Form</b> )	<input type="checkbox"/>

Please contact Capita immediately if the proposed transfer is a non-UK based pension arrangement as different requirements will apply.

	<b>Yes</b>	<b>No</b>
<b>Is the Scheme a Registered Pension Scheme?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If no, please provide details on a separate sheet. Please note that transfers to unregistered schemes are not permitted transfers under the Finance Act 2004.		
	<b>Yes</b>	<b>No</b>
<b>Does the Scheme offer Defined Contribution, Money Purchase, Cash balance, Flexible benefits or any other type of benefits that may breach the RMSPS's unfunded public service pension scheme restrictions?</b>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide the following documentation:

	<b>Enclosed?</b>
• A screen print of your Pension Scheme Tax Reference (PSTR) Number which includes the date it was taken	<input type="checkbox"/>
• Assurance that the transfer value is not payable through an independent broker	<input type="checkbox"/>



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Trust Based Occupational Pension Scheme Form

### TO BE COMPLETED ONLY BY TRUST BASED OCCUPATIONAL PENSION SCHEMES

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

#### Part A Member Details

Member Name:	Mr Russell Walch
Reference Number:	60965443

#### Part B Receiving Scheme Warranties

In respect of the above member's request to pay a Cash Equivalent Transfer Value to the Receiving Scheme, we warrant that:

- The receiving scheme is a registered pension scheme and a **screen print from the Pension Schemes Online page showing the Scheme Name, the Pension Scheme Tax Reference (PSTR) number and the date it was taken is attached.** Further, we authorise HM Revenue & Customs (HMRC) to give you confirmation or otherwise that the receiving scheme is a registered scheme.
- We are aware of and have read the Pension Regulator's webpage on pension scams and categorically confirm that the processing of the member's application to acquire transfer credits in the Receiving Scheme is not a pension scam exercise.
- We acknowledge that the payment of the transfer value will be in full and final settlement and will not be reversed should we accept a payment erroneously.
- We have received a **Transfer Out Member Schedule** in respect of the Scheme.

Type of receiving scheme, please indicate:

- Authorised Master Trust  
Public Service Pension Scheme  
Small self-administered scheme (SSAS)  
Authorised Collective Defined Contribution (CDC)  
Employer's occupational pension scheme (none of the above)  
Other (please describe in a covering letter)

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



**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**

**Trust Based Occupational Pension Scheme Form (continued)**

**Part C Receiving Scheme Details**

Exact name of  
Receiving Scheme:

PSTR Number\*:

Address of Scheme  
Administrator:

\* Please provide documentary evidence which includes the date it was taken.

**Part D Receiving Scheme Bank Details for BACS Transfer**

**Please make sure your account details are clear. If details are not completely clear, the form will be returned and could cause delays in payment.**

Name(s) of Account  
Holder(s):

Bank Name:

Bank Address:

Sort Code:

Account Number:

**Part E Declaration**

We confirm that:

- The information contained within this form is correct to the best of our knowledge.
- The receiving scheme is capable of accepting the transfer payment.
- The transfer payment will be applied to the above scheme for the benefit of the above member in accordance with the rules thereof.

Signed:

Date:

Name (printed):

On Behalf of:

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Personal/Stakeholder Pension Scheme Form

TO BE COMPLETED ONLY BY PERSONAL/STAKEHOLDER PENSION SCHEME PROVIDER

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

### Part A Member Details

Member Name: Mr Russell Walch

Reference Number: 60965443

### Part B Receiving Scheme Warranties

In respect of the above member's request to pay a Cash Equivalent Transfer Value to the Receiving Scheme, we warrant that:

- We are a provider satisfying the requirements of Section 154 of the Finance Act 2004, and are regulated by the Financial Conduct Authority (FCA).
- The member's Cash Equivalent Transfer Value will be applied to one or more policies under a Personal/Stakeholder Pension Scheme which is registered under Chapter 2 Part 4 of the Finance Act 2004. Please find enclosed a **screen print from the Pension Schemes Online page showing the Scheme Name, the Pension Scheme Tax Reference (PSTR) number and the date it was taken.** Further, we authorise HM Revenue & Customs (HMRC) to give you confirmation or otherwise that the receiving scheme is a registered pension scheme.
- We are aware of and have read the Pension Regulator's webpage on pension scams and categorically confirm that the processing of the member's application to acquire transfer credits in the Receiving Scheme is not a pension scam exercise.
- We acknowledge that the payment of the transfer value will be in full and final settlement and will not be reversed should we accept a payment erroneously.
- We have received a **Transfer Out Member Schedule** in respect of the Scheme.



**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**

**Personal/Stakeholder Pension Scheme Form (continued)**

**Part C Receiving Scheme Details**

Type of receiving scheme:	
Stakeholder pension scheme:	<input type="checkbox"/>
Personal pension (including group personal pension):	<input type="checkbox"/>
Self-invested personal pension (SIPP):	<input type="checkbox"/>
Exact name of Receiving Scheme:	<input type="text"/>
PSTR Number*:	<input type="text"/>
Address of Provider:	<input type="text"/>

\* Please provide documentary evidence which includes the date it was taken.

**Part D Receiving Scheme Bank Details for BACS Transfer**

Please make sure your account details are clear. If details are not completely clear, the form will be returned and could cause delays in payment

Name(s) of Account Holder(s):	<input type="text"/>		
Bank Name:	<input type="text"/>		
Bank Address:	<input type="text"/>		
Sort Code:	<input type="text"/>	Account Number:	<input type="text"/>

**Part E Declaration**

We confirm that:

- The information contained within this form is correct to the best of our knowledge.
- The receiving scheme is capable of accepting the transfer payment.
- The transfer payment will be applied to the above scheme for the benefit of the above member in accordance with the rules thereof.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Name (printed):	<input type="text"/>	On Behalf of:	<input type="text"/>

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Section 32 Buy Out/Annuity Policy Form

**TO BE COMPLETED ONLY BY THE INSURANCE COMPANY/PROVIDER**

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

### Part A Member Details

Member Name:	Mr Russell Walch
Reference Number:	60965443

### Part B Receiving Scheme Warranties

In respect of the above member's request to pay a Cash Equivalent Transfer Value to the Receiving Scheme, we warrant that:

- We are a provider satisfying the requirements of Section 154 of the Finance Act 2004, and are regulated by the Financial Conduct Authority (FCA).
- The member's Cash Equivalent Transfer Value will be applied by us to one or more policies which satisfy the requirements of Section 95 (2)(c) of the Pension Schemes Act 1993. Please find enclosed a **screen print from the Pension Schemes Online page showing the Scheme Name, the Pension Scheme Tax Reference (PSTR) number and the date it was taken.** Further, we authorise HM Revenue & Customs (HMRC) to give you confirmation or otherwise that the receiving scheme is a registered pension scheme.
- We are aware of and have read the Pension Regulator's webpage on pension scams and categorically confirm that the processing of the member's application to acquire transfer credits in the Receiving Scheme is not a pension scam exercise.
- We acknowledge that the payment of the transfer value will be in full and final settlement and will not be reversed should we accept a payment erroneously.
- We have received a **Transfer Out Member Schedule** in respect of the Scheme.



Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

Section 32 Buy Out/Annuity Policy Form (continued)

**Part C**      **Receiving Scheme Details**

Exact name of Receiving Scheme:	<input type="text"/>
PSTR Number*:	<input type="text"/>
Address of Insurance Company/Provider:	<input type="text"/>

\* Please provide documentary evidence which includes the date it was taken.

**Part D**      **Receiving Scheme Bank Details for BACS Transfer**

**Please make sure your account details are clear. If details are not completely clear, the form will be returned and could cause delays in payment**

Name(s) of Account Holder(s):	<input type="text"/>		
Bank Name:	<input type="text"/>		
Bank Address:	<input type="text"/>		
Sort Code:	<input type="text"/>	Account Number:	<input type="text"/>

**Part E**      **Declaration**

We confirm that:

- The information contained within this form is correct to the best of our knowledge.
- The receiving scheme is capable of accepting the transfer payment.
- The transfer payment will be applied to the above scheme for the benefit of the above member in accordance with the rules thereof.

Signature:	<input type="text"/>	Date:	<input type="text"/>
Name (printed):	<input type="text"/>	On Behalf of:	<input type="text"/>

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



# Don't let a scammer enjoy your retirement



Find out how pension scams work, how to avoid them and what to do if you suspect a scam.



Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scammers design attractive offers to persuade you to transfer your pension pot to them or to release funds from it. It is then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

## Scam tactics include:



- contact out of the blue



- promises of high / guaranteed returns



- free pension reviews



- access to your pension before age 55



- pressure to act quickly

## If you suspect a scam, report it

- Report to the Financial Conduct Authority (FCA)

by contacting their Consumer Helpline on 0800 111 6768 or using the reporting form at [www.fca.org.uk](http://www.fca.org.uk)

- Report to Action Fraud

on 0300 123 2040 or at [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

- If you're in the middle of a transfer, contact your provider immediately and then get in touch with The Pensions Advisory Service (TPAS) at [www.thepensionsadvisoryservice.org.uk](http://www.thepensionsadvisoryservice.org.uk)

[www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)



# Royal Mail

## Statutory Pension Scheme

### Private & Confidential

Mr R Walch  
16 Trap Lane  
Bents Green  
Sheffield  
S11 7RD

Our Ref: 60965443/SQ/MV79

Date: 9 May 2024

Dear Mr Walch

### Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme) – Transfer Out Enquiry

I refer to your request for a possible transfer of your benefits from the Scheme.

Please note the information contained in this letter relates to your RMSPS benefits you accrued up to 31 March 2012. You will receive separate communications from Royal Mail's Pensions Service Centre (PSC) in relation to your RMPP benefits. Please remember to let both Capita and Royal Mail's Pensions Service Centre (PSC) know separately of any future changes in your personal circumstances, for example, if you change your name or address.

Please find the enclosed **Transfer Out Member Schedule** with details of the Cash Equivalent Transfer Value (CETV) for both your NRA 60 and NRA 65 benefits, together with notes that contain all the information necessary for the transfer to proceed. You may transfer either just your NRA 60 and NRA 65 benefits or both your NRA 60 and NRA 65 benefits to a new pension provider.

**The defined benefit transfer value quoted is guaranteed for three months from the date of calculation.**

Benefits accrued while in employment with Royal Mail Group Ltd or Post Office Ltd up to the 1st April 2012 are part of an unfunded public sector scheme, the RMSPS. Due to the rules laid out in the Pensions Act 2015, benefits in an unfunded public sector scheme such as the RMSPS can only be transferred to an occupational or personal pension scheme provided that the transfer value is not used to provide Flexible Benefits. Flexible Benefits are typically money purchase schemes or cash balance benefits.





### GMP equalisation

In October 2018 the High Court ruled that pension schemes are required to equalise pension benefits between men and women for the effect of Guaranteed Minimum Pensions (GMP) which were accrued on or after 17 May 1990. The transfer value includes a GMP all of which was accrued on or after this date.

The Scheme Managers are aware of this ruling and are currently considering how to proceed with this complicated area of legislation. Therefore, at the moment, it is unclear how equalisation will be achieved and the impact it may have on your pension benefits, if any.

As a result, it is important to note that the transfer value quoted has been produced before an assessment has been carried out to determine if an adjustment for the effect of GMP equalisation is required. If you are considering proceeding with the transfer payment, we want you to be aware that your options are:

- To accept the transfer value now, recognising that it has been produced before an assessment has been carried out to determine whether an adjustment for the effect of GMP equalisation is necessary.

If it is subsequently determined that an adjustment is required, a subsequent payment may be due. If you are impacted, the Scheme Managers would contact you in future to explain any rights and any options. You should note, at this stage, it is unclear what these may be as this could depend on future Government policy. In addition, these could be impacted by the receiving scheme's ability and willingness or otherwise to accept an additional payment.

- To wait until such time that the aforementioned assessment has been carried out and to re-request a transfer quotation. There is currently no agreed timescale for when this will be achieved.

Please note that the transfer value is based upon market factors and could therefore increase or decrease in the meantime.

Before deciding upon this option, you should note that under the rules of the Scheme members are only entitled to one free transfer quotation in a 12 month period, although a further quote is available for a fee of £240.00.

You should also note that you may not be entitled to a subsequent transfer quotation or payment:

- If any benefits have already come into payment
- If you are within 18 months of the earliest age at which benefits can be taken under the Scheme

Capita strongly recommends that you seek independent financial advice regarding this issue before deciding whether to proceed with the application for a transfer payment.



For information about any Additional Voluntary Contributions (AVC's) you may hold, please contact the Royal Mail Pension Plan's (RMPP) service centre on the details below:

Address - Pension Service Centre  
PO Box 5863  
Sheffield  
S98 6AB

Telephone - 0345 603 0043

Email - [pensions.helpline@royalmail.com](mailto:pensions.helpline@royalmail.com)

### **Pension Wise guidance for your AVC benefits**

To enable us to process your transfer application, you either need to receive free, impartial guidance from Pension Wise, formally opt out of receiving guidance (which you can do as part of your application) or qualify for an exemption in respect of your AVC benefits.

You will be exempt from these requirements:

- if you are under age 50 (because the service is only available if you are 50 and over),
- if the purpose is not to receive flexible benefits as a result of the transfer,
- if you have already been referred to guidance by another scheme (regardless of whether you took up the offer or opted out), or
- if you are transferring to a FCA regulated scheme.

We cannot proceed with your application to transfer your AVC benefits unless you have **either**:

- received, and notified us of receipt of, Pension Wise guidance,
- notified us that you wish to opt out of receiving Pension Wise guidance by providing an opt-out notification, **or**
- notified us that you qualify for an exemption.

Pension Wise is part of MoneyHelper and its purpose is to help you understand your retirement and transfer options (<https://www.moneyhelper.org.uk/en/pensions-and-retirement/pension-wise/>).

The Pension Wise service:

- can be accessed online, over the telephone or face to face to explain what options are available and helps you think about how to make the best use of pension savings,
- provides information about the tax implications of different options, and
- has tips on getting the best deal, including how to shop around.

If you do intend to receive guidance from Pension Wise, then you have the option of:

- booking the guidance appointment yourself by calling 0800 100 166 or requesting an appointment online: <https://www.moneyhelper.org.uk/en/nudge-public>. If you book the appointment yourself, you need to complete the enclosed form entitled **Guidance Appointment Booking Form** to let us know when your appointment is.
- the Scheme Managers booking an appointment on your behalf. To do this, please either return the enclosed form entitled **Guidance Appointment Booking Form** and complete the relevant section to request the booking or call us using the contact details enclosed and we can arrange an appointment to be booked for you.



If you do not wish to seek guidance from Pension Wise and are not exempt, then you will be required to opt out of guidance. You can opt out of guidance or tell us you are exempt by:

- completing the relevant details in the **Member Discharge Form**.
- calling us, using the contact details enclosed, to tell us you wish to opt out of Pension Wise guidance or are exempt from guidance. In the case of the latter, you will need to advise which exemption applies.

Capita strongly recommends that you access the Pension Wise guidance service for your AVC benefits, and you consider taking independent financial advice to help decide which option is most suitable for you.

### **Pension Scams**

You should be aware that transfers should only be made on the basis that the transfer value is to be used for the purpose of providing you with pension benefits in retirement. Currently, these benefits cannot normally be taken before age 55 unless it is an ill health retirement.

You should also be aware that we may require further information from you and your employer, where applicable, as well as from the receiving scheme, should an application be made to transfer. We will call or write to you to explain what information we need and why.

Please ensure that you read the enclosed Pension Scams inserts carefully before returning the transfer discharge forms. It is strongly recommended that you visit the ScamSmart webpage ([www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)) because it has further information on how scammers operate. MoneyHelper (<https://www.moneyhelper.org.uk/en>) is on hand for anybody who has any concerns about pension scams.

#### **\*Insert where the member has a statutory right to a transfer payment\***

Please note that the Scheme will be required to assess whether the proposed transfer meets one of two sets of conditions in pensions legislation. These are referred to as the First Condition and the Second Condition. If neither of these conditions is met, then you will not have a right to transfer under this legislation and we will contact you following this assessment. Further information on these conditions and details about the process used to assess these conditions is available in the enclosure entitled **Transfer Conditions – Important Information**.

#### **\*Insert where the member has a non-statutory right to a transfer payment but trustees want to use the same criteria to assess whether or not make a payment\***

Please note that the Scheme will assess whether the proposed transfer meets one of two sets of conditions set out in pensions legislation before deciding whether to allow the transfer to proceed. These are referred to as the First Condition and the Second Condition. We will contact you following this assessment. Further information on these conditions and details about the process used to assess these conditions is available in the enclosure entitled **Transfer Conditions – Important Information**.

### **Transferring your pension – what you can expect**

Transferring your pension can, sometimes, be a lengthy process so we have provided a brief overview of what you can expect next should you wish to proceed with the transfer.

- Obtaining financial advice can take some time; if you need to obtain financial advice you should typically allow 6-8 weeks.
- If your transfer is to an occupational pension scheme then, with limited exceptions, we will usually require further information from you. Details of what we require are set out in the Occupational Pension Scheme Transfers - Additional Information Member Form.
- If you wish to proceed with transferring your pension, please complete all the relevant forms and return them along with any requested information. Once we have received all the required information and have completed our checks, payment will usually be made within 10 working days.



Even once the paperwork is complete, there are multiple reasons why there could be hold ups in the process and some of the most common ones are noted below:

- There are a variety of enquiries that a transferring scheme needs to make which can include checks with regulatory bodies (like HMRC), you (the member), the proposed receiving scheme and, where applicable, your employer. In some cases, you may need to take pension scams guidance from MoneyHelper before we are able to process a transfer. It may also be necessary to liaise with the manager of the Scheme. If these checks have not been completed, then it may not be possible to make a transfer payment within the deadlines mentioned above.
- Missing information or data mismatches – sometimes, there may be a discrepancy in the data that we hold for you which needs investigating perhaps with HMRC or a former employer.
- Awaiting payment of outstanding contributions.
- Awaiting dealing dates for disinvestment of funds.

This list is not exhaustive and if there are delays then we will contact you to keep you informed during the transfer process.

### **What happens next?**

If you wish to proceed with transferring your pension, you should check all the necessary forms have been completed before returning them to us. This will help prevent any delays to the process and we have included a checklist to help you complete your transfer forms.

You should complete and return the following form(s) where applicable:

- **Member Discharge Form**
- **Occupational Pension Scheme Transfers - Additional Information Member Form**
- **Guidance Appointment Booking Form**

The receiving scheme should complete and return the following form:

- **Receiving Scheme Information Form**

As well as one of the following forms as applicable:

- **Trust Based Occupational Scheme Form**
- **Personal/Stakeholder Pension Scheme Form**
- **Section 32 Buy Out / Annuity Policy Form**

Please also note the following:

- The charge for a further transfer value is £240.00 including VAT.
- If the receiving scheme is unable to accept the RMSPS Guaranteed Minimum Pension (GMP) and/or the post-05/04/1997 element of the transfer value, you will need to make alternative arrangements for this portion. You can either retain these benefits within the RMSPS or transfer them to another pension scheme.
- The Managers of RMSPS and Capita cannot complete questionnaires or application forms. Please ensure you read the scheme notes which are shown on the enclosed additional information document.
- If you have requested any additional information, this will be sent to you separately.



Once we have received the relevant forms, we will do a search to verify your age. This involves checking the details we hold against those held at credit reference agencies. They will supply us with information, including that from the Electoral Register and fraud prevention agencies. The search will not be seen or used by lenders to assess ability to obtain credit. If we suspect fraud, we will record this and may share this information with other organisations. Additionally, we may ask you to provide physical forms of identification. We will check the following details:

- Full name(s)
- All address(es) – previous and current
- Date of birth

We will be in contact in the unlikely event that an issue is identified.

**If an application to proceed is not received by 8 August 2024, a revised transfer value will not be available free of charge until 12 months from the date of the original request. For an application to be valid, all forms (including those requiring completion by the receiving scheme) and evidence of your date of birth must be received by the deadline noted above.**

I trust the above is satisfactory. If you have any questions regarding this letter, please contact us.

Yours sincerely



**Pension Operations**

**Enclosed:**

Pension Scams – Important Information  
Transfer Conditions – Important Information  
Transfer Out Member Schedule  
Transfer Forms Checklist  
Member Discharge Form  
Occupational Pension Scheme Transfers - Additional Information Member Form  
Guidance Appointment Booking Form  
Receiving Scheme Information Form  
Trust Based Occupational Scheme Form  
Personal/Stakeholder Pension Scheme Form  
Section 32 Buy Out/Annuity Policy Form  
Pension Scams member leaflet  
TPR/FCA/MaPS Transfer Letter  
*Your pension: your choices* Booklet



## Pension Scams – Important Information

### What is a pension scam?

You should be aware that transfers should only be made on the basis that the entire transfer value is to be used for the purpose of providing you with pension benefits in retirement. These benefits cannot normally be taken before age 55.

Scammers try to persuade pension savers to transfer their entire pension savings, or to release funds from it, by making attractive sounding promises they have no intention of keeping. The pension money is often invested in unusual, high risk investments or it can be simply stolen outright.

Sometimes they promise savers early access to their pension pot through loans or 'loopholes'. Savers could lose all their money and face a high tax bill from HM Revenue and Customs (HMRC) if they withdraw their pension savings before the age of 55.

You may be targeted through websites, social media, mass texting or through cold calls. You should be very wary about giving out information in response to a text or cold call and you should always make sure that you know who you are dealing with.

For further information on pension scams, you can visit the Pensions Regulator's pension scams campaign webpage: <http://www.thepensionsregulator.gov.uk/pension-scams.aspx>.

It is our responsibility as the transferring scheme to make the necessary enquiries and to determine that the receiving scheme is a bona fide pension arrangement. The scheme administrator of the proposed receiving scheme should provide evidence that it is registered with HMRC and its Pension Scheme Tax Reference Number (PSTR). Dependent upon the type of Receiving Scheme, we may also require further information from you. The Cabinet Office may also approach HMRC directly for confirmation of registration status.

### Important information on transfers and pension scams

Please ensure that you read the enclosed pension scams member leaflet before deciding to proceed with the transfer of your pension benefits. An electronic copy of this leaflet can be found here:

<http://www.thepensionsregulator.gov.uk/docs/pension-scams-booklet-members.pdf>.

You should also visit the FCA website 'Considering a pension transfer: defined benefit' which can be found here: <https://www.fca.org.uk/consumers/pension-transfer-defined-benefit>

### Pension scams campaign

A cross-governmental initiative was launched in February 2013 to tackle the issue of pension scams. This led to the publication of the above linked guidance that is intended to help protect pension scheme members from activity that may be fraudulent and/or may result in considerable loss of funds due to significant tax charges levied by HMRC. These tax charges could reduce the value of your pension savings by more than half.

If you suspect a scam, then further guidance is available on the MoneyHelper's and the Financial Conduct Authority's websites using the links below:

<https://www.moneyhelper.org.uk/en/money-troubles/scams/how-to-spot-a-pension-scam>

<http://scamsmart.fca.org.uk/>

If having read the guidance you have any questions then the member should consider seeking clarification from the Receiving Scheme and a regulated professional financial adviser. Please note that neither the Manager of the Scheme nor Capita can provide the member with any advice in connection with the transfer.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Conditions – Important Information

### What the law says

To have a right to transfer your pension benefits to another scheme by law, one of two criteria (referred to as conditions in the legislation) must be met in relation to the receiving scheme.

### First Condition

The first condition is met where the transfer is to either an authorised master trust, a public service pension scheme or an authorised Collective Defined Contribution (CDC) scheme.

### Second Condition

The second condition requires the transferring scheme to check for whether there are any red or amber flags present, which are listed in the legislation. This is likely to require gathering further information from you. In addition, where the transfer is to an occupational pension scheme (which does not meet the first condition) or to a qualifying recognised overseas pension scheme (QROPS), further checks around the employment link to the occupational pension scheme and tax residency respectively are required.

### Amber flags include:

- For transfers to an occupational pension scheme; you haven't or can't show that you have an employment link with its sponsoring employer.
- There are high-risk or unregulated investments in the receiving scheme
- The receiving scheme charges are high or unclear
- The receiving scheme's investment structure is complex, unclear or unorthodox
- Certain overseas investments are included in the receiving scheme
- There has been a sharp, unusual rise in transfers involving the same scheme or adviser

### Red flags include:

- You have not provided the required information requested by the Scheme managers
- The Scheme managers have asked you to take MoneyHelper guidance but you have not provided satisfactory evidence of having received it
- Someone is carrying out (or attempting to carry out) a regulated activity without the right regulatory status
- You have requested the transfer after unsolicited contact, for example, having received a call, text or email from an unknown contact about pension transfers or a review of your pension
- You have been offered an incentive to make the transfer (this doesn't include an employer-sponsored transfer exercise under the Scheme)
- You have been pressured to make the transfer

### How this will affect your transfer request

On receipt of the completed transfer forms, an assessment will be made to determine whether either the first or second condition is met. This may require gathering further information from you for the second condition so we would be grateful if you can co-operate with such requests. In addition, if the transfer is to an occupational pension scheme, you will need to provide evidence to show that you have an employment link with the employer of the scheme. Further details on what we require are provided later in this transfer pack.

If there is reason to believe that a red flag is present, you will not have a right under pension legislation to transfer and we will be in touch to confirm this to you.

If there is reason to believe that an amber flag is present, the transfer may be able to proceed but you will be asked to contact MoneyHelper for a pension scams guidance appointment and you will need to provide evidence of your attendance. If this applies further instruction will be provided at the relevant time.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule

### Part A

#### Member Details

Full Name:	Mr Russell Walch		
Reference Number:	60965443		
Date Joined Scheme:	25/03/1996	Date RMSPS Accrual Ceased:	31/03/2012
Transferred In Service:	N/A	Reckonable Service:	X Years X Days

Please note:

Part B has two sections and Part C has three sections, splitting out your benefits accrued up to and including 31 March 2010 with an NRA of 60 and from 1 April 2010 onwards with an NRA 65. This split is also reflected on the Member Discharge Form.

### Part B

#### NRA 60 Preserved Benefits

##### NRA 60 Benefits at Date RMSPS Accrual Ceased (31/03/2012)

Member's total Pension at 31/03/2012:	£6,664.16 per annum
Total Member Contributions at 31/03/2012:	£12,800.30
Pension Supplement at 31/03/2012:	£757.96 per annum
Spouse's Pension at 31/03/2012:	£3,332.09 per annum
<b>Guaranteed Minimum Pension (GMP):</b>	
Pre 6 April 1988 GMP at 31/03/2012:	£0.00 per annum
Post 6 April 1988 GMP at 31/03/2012:	£77.48 per annum
Post 17 May 1990 GMP at DOL: This value is included within the Post 6 April 1988 GMP at DOL	£77.48 per annum
Revaluation Method:	Section 148 Orders



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule (continued)

### Part B

#### NRA 65 Preserved Benefits

##### NRA 65 Benefits at Date RMSPS Accrual Ceased (31/03/2012)

Member's total Pension at 31/03/2012:

£1,059.05 per annum

Total Member Contributions at 31/03/2012:

£3,720.18

Pension Supplement at 31/03/2012:

£113.71 per annum

Spouse's Pension at 31/03/2012:

£529.53 per annum

### Part C

#### Just NRA 60 Transfer Details

##### NRA 60 Cash Equivalent Transfer Value (CETV) – Defined Benefit (DB)

The figures quoted below are based on the preserved benefits shown in Part B. They have been produced before an assessment has been carried out to determine if an adjustment for the effect of GMP equalisation is required.

Total Cash Equivalent Transfer Value:

£179,618.72

Pre 6 April 1997 transfer value arising from GMP:

£2,083.57

Pre 6 April 1997 Excess:

£5,100.37

Post 5 April 1997 Transfer Value arising from post 1997 contracted out service (Section 9 (2B) Rights):

£172,434.78

Date of calculation (Guarantee date):

9 May 2024

Guarantee expiry date:

8 August 2024

### Part C

#### Just NRA 65 Transfer Details

##### NRA 65 Cash Equivalent Transfer Value (CETV) – Defined Benefit (DB)

Total DB Transfer Value:

£28,710.97

Date of calculation (Guarantee date):

9 May 2024

Guarantee expiry date:

8 August 2024



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule (continued)

### Part C

#### Both NRA 60 & NRA 65 combined Transfer Details

##### Total Cash Equivalent Transfer Value (CETV) – Defined Benefit (DB)

The figures quoted below are based on the preserved benefits shown in Part B. They have been produced before an assessment has been carried out to determine if an adjustment for the effect of GMP equalisation is required.

Total DB Transfer Value:

£202,046.59

Pre 6 April 1997 transfer value arising from GMP:

£194,862.65

Pre 6 April 1997 Excess:

£5,100.37

Post 6 April 1997 Transfer Value arising from post 1997 contracted out service (Section 9 (2B) Rights):

£2,083.57

Date of calculation (Guarantee date):

9 May 2024

Guarantee expiry date:

8 August 2024

### Part D

#### Additional Information

The RMSPS is a defined benefit, occupational pension scheme, and is registered by HM Revenue & Customs (HMRC) under Chapter 2, Part 4 of the Finance Act 2004.

The Pension Scheme Tax Reference Number (PSTR) for the Scheme is 00782990RW.

The former Employer Contracted-Out Number in relation to the Scheme was E3003772T.

The former Scheme Contracted-Out Number in relation to the Scheme was S2670929C.

The RMSPS is not a member of the Public Sector Transfer Club.

The Scheme provides safeguarded benefits as defined under the Pension Schemes Act 2015.

The member also holds money purchase benefits, as defined under the Pension Schemes Act 1993.

The member's benefits are not subject to an Earmarking Order.

According to Capita's records, the member is not subject to the Money Purchase Annual Allowance.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule (continued)

### Part E Important Information

The transfer value quoted is guaranteed for three months from the date of calculation. Please note that 'guaranteed' refers to the actuarial assumptions behind the transfer value and assumes that the correct factors have been taken into account at the date of calculation.

If a formal written application for payment is made within three months of the guarantee date and evidence of appropriate advice is received within three months of the statement of entitlement being supplied, then the transfer value quoted will normally be paid within six months of the guarantee date, provided you are more than 12 months away from the Scheme's Normal Pension Age. The amount could be subject to a reduction in exceptional circumstances, in which case the member would be given the opportunity for the application to be withdrawn.

Your transfer value includes a Guaranteed Minimum Pension (GMP). GMP becomes payable at age 60 for a woman and age 65 for a man. If you are at or above the GMP payment age set out above, there are legislative restrictions on the types of schemes which can accept the transfer of the GMP part of your pension. It can only be transferred to a formerly contracted-out salary related pension scheme, which is able to pay the GMP and any increases to it. You may therefore wish to check with your proposed receiving scheme or your adviser whether the scheme is a formerly contracted-out salary related pension scheme, as otherwise this may prevent the transfer from proceeding.

In order for a formal written application to be made, we require receipt of both the Member Discharge Form and the Receiving Scheme Form.

**If an application to proceed is not received by 8 August 2024 a transfer will not be processed and a revised transfer value will not be available free of charge until 12 months from the date of the original request.**

Please note that the Manager of the Scheme or Capita cannot advise you whether it is in your interest to transfer your benefits to another registered pension scheme, and would suggest that you consider taking independent financial advice before taking this option. In most circumstances, as outlined in the covering letter, you will be required to take advice before the transfer can proceed.

The MoneyHelper website provides free and impartial information on choosing a financial adviser and links to details of financial advisers in your area. The website can be accessed at: <https://www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser>.

In addition, further information to help you with making your decision to transfer can be obtained from:

- The Financial Conduct Authority (FCA)
- MoneyHelper
- The Pensions Regulator (TPR)



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Out Member Schedule (continued)

Contact details for these organisations are below.

### **Financial Conduct Authority**

Website: <http://www.fca.org.uk/>

### **MoneyHelper**

Website: <https://www.moneyhelper.org.uk/en>

### **The Pensions Regulator**

Website: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

### **The Pension Protection Fund (PPF)**

The PPF's function is to provide compensation to members of eligible pension schemes when there is a qualifying insolvency event in relation to an employer. This would happen if there were not enough assets in the pension scheme to cover the PPF level of compensation.

Members of the Scheme could be eligible to receive compensation from the PPF in the future. If benefits are transferred to another scheme that is not covered by the PPF, for example, a defined contribution scheme or an overseas pension scheme, then this protection of pension benefits will be lost.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Transfer Forms Checklist

Please complete this checklist when returning your transfer forms to ensure all the necessary documentation is included for your transfer to proceed. Not all of the information can be supplied by you. Where we need another person to complete the forms, we have indicated on the checklist who this should be.

You or your financial adviser should arrange for the receiving scheme forms to be completed by your new pension provider.

Please note that we may need to request further details as part of the due diligence process which are not covered by this checklist. We will contact you once you have returned your completed forms if this is the case.

If an application to proceed is not received by 8 August 2024, a revised transfer value will not be available free of charge until 12 months from the date of the original request.

For an application to be valid, all items listed below (including those to be provided by the receiving scheme) and if required, evidence of your date of birth must be received by the deadline noted above.

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

1.	Member Discharge Form	You need to complete this form	<input type="checkbox"/>
2.	<b>For transfer to occupational pension schemes only</b> Occupational Pension Scheme Transfers - Additional Information Member Form	You need to complete this form and supply evidence requested	<input type="checkbox"/>
3.	Guidance Appointment Booking Form	You need to complete this form if applicable	<input type="checkbox"/>
4.	Receiving Scheme Information Form	Your new pension provider should complete this	<input type="checkbox"/>
5.	Either the: Trust Based Occupational Pension Scheme Form Personal/Stakeholder Pension Scheme Form Section 32 Buy Out/Annuity Policy Form	Your new pension provider should complete this	<input type="checkbox"/>
6.	Evidence of the receiving scheme's Pension Scheme Tax Reference (PSTR) number.	Your new pension provider should provide this	<input type="checkbox"/>



Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

Member Discharge Form

TO BE COMPLETED BY THE MEMBER

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

Part A Member Details

Full Name:	Mr Russell Walch
Reference Number:	60965443

Part B Transfer Options

In exercise of my statutory right to a Cash Equivalent Transfer Value in accordance with Part 4ZA, Chapter I of the Pension Schemes Act 1993, I require the Scheme manager to (tick one box only):

☐

**Cancel my application**

I no longer wish to proceed with the transfer of my benefits.

☐

**Transfer just my NRA 60 pension rights to my nominated scheme**

I wish to transfer my NRA 60 pension rights in the Scheme to the following nominated pension arrangement:

☐

**Transfer just my NRA 65 pension rights to my nominated scheme**

I wish to transfer only my NRA 65 pension rights in the Scheme to the following nominated pension arrangement:

☐

**Transfer all of my pension rights to my nominated scheme**

I wish to transfer both my NRA 60 and NRA 65 pension rights in the Scheme to the following nominated pension arrangement:

Exact name of Receiving Scheme:

Address for Correspondence:

Evidence of date of birth enclosed\*:

Certified copy of passport or driving licence

\*Capita requires evidence of your date of birth and this must be provided with this form before the guarantee expiry date. Failure to give accurate information may lead to your benefits being calculated incorrectly. The Managers of the Scheme have a duty under trust law to check your age so your transfer will not be processed until you have provided evidence of your date of birth. If you do not have a passport or driving licence so are unable to obtain a certified copy, you may send Capita your original birth certificate with this form. The information will be recorded, and your certificate returned.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Member Discharge Form (continued)

### Part C

### Declaration

**IMPORTANT:** Please read the following declarations carefully and confirm your acceptance by completing the form:

- In exercise of my statutory right to a Cash Equivalent Transfer Value in accordance with Part 4ZA, Chapter I of the Pension Schemes Act 1993, I require the Manager to transfer my benefits to the Receiving Scheme nominated in **Part B**.
- I understand that the choice of the Receiving Scheme and the type of benefits to be provided under the Receiving Scheme is my own decision and that in connection with this scheme I am not relying on any statements made by or on behalf of the manager of the Scheme or by or on behalf of my former employer. I understand that the transfer payment will be paid directly to the Receiving Scheme and not via any third party.
- I have been given full details of the receiving scheme and I understand the nature of the benefits payable from it, including the benefits that the transfer payment will provide. I have also been made aware of any conditions on which the benefits provided in exchange for the transfer could be forfeited or withheld.
- I consent to the transfer of my contracted-out benefits. I confirm receipt of a statement from the Receiving Scheme showing the benefits to be awarded in respect of the transfer payment, and I accept that:
  - the benefits to be provided by the Receiving Scheme may be in a different form and of a different amount to those which would have been payable by the Scheme, and
  - there is no statutory requirement on the Receiving Scheme to provide for survivor's benefits out of the transfer payment.
- I have read the information in the cover letter relating to GMP equalisation and I understand that the Scheme has yet to equalise for the effect of GMPs accrued on or after 17 May 1990. I acknowledge that, as a result of GMP equalisation, the transfer payment may, or may not, be in full discharge of my benefits. I accept that the Scheme Managers will contact me, only where necessary and as required by law and the rules of the Scheme, once an assessment has been undertaken to determine if an adjustment for the effect of GMP equalisation is necessary. I also accept that the Scheme Managers will not be held liable for any loss incurred, which results from any subsequent necessary adjustment to the transfer payment, unless where required by law or the rules of the Scheme.
- I understand that it is my responsibility to check whether my receiving scheme can accept a subsequent adjustment payment (if payable). I also understand that even if my receiving scheme can accept such a payment, the Scheme Managers may, at their discretion, choose to pay any adjustment in a different way.
- I understand that it is my responsibility to check how a transfer (on an unadjusted basis) could impact on my personal tax position.
- I have read the information in the cover letter relating to GMP equalisation and I understand that the transfer value quoted has been calculated on a basis which corrects for the inequalities created by the presence of a GMP.
- I understand that the benefits to be awarded to me under the Receiving Scheme in respect of my Cash Equivalent Transfer Value will be different from those that would have been available from the Scheme. I also realise that the benefits at retirement may be more or less than those I would have received from the Scheme.
- I understand that if I have certain protections from the Lifetime Allowance (Enhanced Protection including lump sum protection under Enhanced Protection or Fixed Protection 2012, 2014 or 2016), that these could be lost on transfer and it is my responsibility to take appropriate advice in relation to this matter.
- I understand that when accessing any of the funds following transfer, the maximum that can normally be paid tax free is 25%.
- I confirm that this transfer value is to be used for the purposes of providing pension benefits in retirement.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Member Discharge Form (continued)

- I confirm that, where required by law, I have already taken, or will take, appropriate independent advice in relation to the transfer of my pension benefits and I am aware of the deadline for providing this information to the Scheme. Even where not required to by law, I confirm that I have considered taking independent financial advice in relation to the transfer of my pension benefits from the Scheme. I also understand that unless I am exempt, I need to receive Pension Wise guidance or opt out of receiving Pension Wise guidance in relation to my AVC benefits and my transfer will not be processed until I confirm I have received guidance or I confirm I wish to opt out of receiving guidance.
- I understand that neither the Scheme manager, my former employer nor Capita can give me any financial advice in relation to the transfer.
- I understand and acknowledge that if I access any of the transferred funds before the age of 55 (except in limited circumstances of ill-health) this will result in an unauthorised payment under tax legislation and I will be required to declare this to HMRC. I will be personally liable to pay tax and other charges, normally totalling 55% of any such unauthorised payment. I agree to settle such charges from my personal assets. If I fail to declare an unauthorised payment to HMRC, I may be charged further penalties.
- I have received and read the pension scams enclosures and understand the implications of pension scams.
- I confirm that:
  - (i) the transfer payment will not be part of a pension scam.  
(<http://www.thepensionsregulator.gov.uk/pension-scams.aspx>); and
  - (i) I am aware that any such arrangement as referred to in (i) above would give rise to severe tax charges on me by HM Revenue & Customs (HMRC).
  - (ii) I have not been pressured to make the transfer.
  - (iii) I am not making the request to transfer after unsolicited contact, for example, having received a call, text or email from an unknown contact about pension transfers or a review of my pension.
  - (iv) I have not been offered an incentive to make the transfer.
- I understand that the manager of the Scheme and my former employer will be relying on confirmations given by me in this form.
- I understand that if the Scheme is not satisfied that my nominated arrangement satisfies all the requirements under the relevant pensions legislation, the transfer will not take place.
- I realise that the payment of a transfer value will fully discharge the Scheme from any liability to pay benefits to me, my dependants, my beneficiaries or my estate in respect of the benefits quoted within this Cash Equivalent Transfer Value and that my decision is final and irreversible.
- I agree to indemnify the manager of the Scheme and my former employer against any claims, actions, demands, liabilities, damages, costs, losses or expenses arising as a result of this transfer. This includes any additional tax and/or sanction charges that may be levied upon the Manager in relation to this transfer.
- I confirm that all information provided to the Scheme manager by me in connection with my transfer application is factual and correct. I also confirm that any information provided about me by the receiving scheme and/or my adviser has been verified by me as factual and correct and that the manager of the Scheme is in no way responsible for any quotation or any literature issued by the receiving scheme and /or my adviser.
- I understand that if I transfer my benefits to another pension arrangement and subsequently die within two years of the transfer taking place, the transfer of benefits may become subject to an inheritance tax charge following my death. Such transfers must be notified to HMRC by the executor of the estate. I understand that it is my responsibility to take financial advice about this matter, particularly if I am in ill health.
- I understand that Capita will do a search to verify my age by checking the details we hold against those held at credit reference agencies.



Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

Member Discharge Form (continued)

Pension Wise Guidance

Please answer the questions below before signing and dating the form. Please remember unless you are exempt, you need to attend a Pension Wise guidance appointment or opt out of receiving a Pension Wise appointment:

1. Would you like to attend a Pension Wise guidance appointment? This service is only available if you are age 50 or over.

Yes

No

☐☐

If you answer YES, please return the **Guidance Appointment Booking Form**. You do not need to complete questions 2 and 3.

If you answer NO, you need to complete questions 2 or 3 within this section.

2. Please indicate if any of the exemptions listed below apply to you.

- A. I am currently below age 50

The Pension Wise service is not available for individuals under age 50 who are transferring but should be available at the point you come to access your benefits from the receiving scheme.

☐☐

- B. I am not transferring for the purpose of accessing flexible benefits

Examples of B include where you are consolidating your arrangements but do not intend to draw them or where you are transferring to a scheme that provides defined benefits

☐☐

- C. I have already been referred to guidance by another scheme

You can answer YES to C regardless of whether Pension Wise guidance was taken up or whether you opted out of Pension Wise guidance

☐☐

- D. I am transferring to an FCA-regulated scheme

☐☐

If you have answered YES to any of the above, then you are not required to attend a Pension Wise guidance appointment. You do not need to complete question 3.

If you answered NO to all the above, you need to complete question 3.

3. Would you like to opt-out of receiving Pension Wise guidance?

You should note that the Scheme Managers recommend that individuals who are not otherwise exempt should take up the guidance service.

☐☐



**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**

**Member Discharge Form (continued)**

**Please answer the questions below before signing and dating the form:**

	Yes	No
Have you been, or have you felt, pressured to make the transfer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you requesting the transfer after unsolicited contact, i.e. a call, text or emails about a transfer or pension review which came from an unknown contact out of the blue?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been offered an incentive to make the transfer? Examples include a bonus, loan or limited time investment offer	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told that you can access your pension before age 55 other than in ill health?	<input type="checkbox"/>	<input type="checkbox"/>

Upon payment of the Cash Equivalent Transfer Value as requested, neither I nor any other person will have any further rights within the Scheme to claim any of the benefits included within the Cash Equivalent Transfer Value.

Signed:  Date:

Name (printed):

E-mail address:

Contact number:

We may contact you using the contact number given above should we need further information from you as part of our checks.

**The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.**



**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**  
**TO BE COMPLETED BY THE MEMBER ONLY IF THE TRANSFER IS TO AN OCCUPATIONAL PENSION SCHEME**

If you are unsure about the receiving scheme type, please check with your proposed receiving scheme or your adviser.

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

**Part A                      Member details**

Full Name:	<div style="border: 1px solid black; padding: 2px;">Mr Russell Walch</div>
Reference Number:	<div style="border: 1px solid black; padding: 2px;">0060965443</div>

Please note that the information in Part B (i) or (ii) must be sent directly by the member and not a third party.

**Part B (i)                      Employment information for a transfer to a master trust or public service pension scheme**

**Documents required**

Please tick

**Three months' payslips**

Payslips or other evidence in writing advising of pay remittances, confirming your salary (including any commission, bonuses or other amounts paid) for the last three months preceding this transfer request.

**Part B (ii)                      Employment information for all other occupational pension schemes**

**Documents required**

Please tick

**Letter from your employer confirming continuous employment**

This should include confirmation that you are employed, that your employer is a sponsoring employer of the receiving scheme and that pension contributions on the relevant schedule have been paid. It should include the date your employment began and the dates of the contribution payments.

**Schedule of pension contributions or payment schedule**

This should show the pension contributions due to be paid by or on behalf of you and by your employer in the last three months preceding this transfer request and the due dates.

**Three months' payslips**

Payslips or other evidence in writing advising of pay remittances, confirming your salary (including any commission, bonuses or other amounts paid) for the last three months preceding this transfer request.

**Three months' bank or building society statements or passbook**

These should show the deposit of salary from the employer for the last three months preceding this transfer request.



**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**

**Guidance Appointment Booking Form**

**TO BE COMPLETED BY THE MEMBER WHEN PENSION WISE GUIDANCE IS BEING SOUGHT**

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

Full Name:	Mr Russell Walch		
Reference Number:	0060965443	Guarantee expiry Date:	24 May 2022

**Please either complete Section A if you have booked yourself a Pension Wise appointment or Section B if you require the Scheme Managers to book an appointment on your behalf.**

**Section A – Confirmation of Pension Wise booking**

I confirm I have booked a Pension Wise appointment, the date of which is noted below:

Date of Pension Wise appointment:

**Signature and declaration**

By signing below, you confirm that you understand that your retirement application cannot be processed until you have attended your Pension Wise appointment.

Signed:  Date:

**Section B – Request for Pension Wise booking**

If you would like a Pension Wise appointment to be booked on your behalf, please tick the box below. We will try to book the next available appointment for you (unless this would give us insufficient time to confirm your appointment to you, in which case we would try to book one in the next two weeks to allow us time to confirm your appointment in writing). If certain dates and times would be inconvenient, you can call us, and we can book an appointment while you wait.

I would like you to book a Pension Wise appointment on my behalf ☐

Please confirm the best way to contact you if we need to get in touch with you about this:

E-mail address:  Telephone contact no:

**Signature and declaration**

By signing the below, you confirm that you understand that your application cannot be processed until you have attended your Pension Wise appointment.

Signed:  Date:

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Trust Deed & Rules and the applicable data protection legislation.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Receiving Scheme Information Form

### TO BE COMPLETED BY THE RECEIVING SCHEME (ALL SCHEMES)

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

Please confirm the type of arrangement your scheme may be classified as: (Please tick)

1.	A Registered Occupational Pension Scheme (complete <b>Trust Based Occupational Pension Scheme Form</b> )	<input type="checkbox"/>
2.	A Registered Personal Pension or Stakeholder Pension Scheme (complete <b>Personal/Stakeholder Pension Scheme Form</b> )	<input type="checkbox"/>
3.	A Relevant Statutory Scheme (complete <b>Trust Based Occupational Pension Scheme Form</b> )	<input type="checkbox"/>
4.	A Former Approved Superannuation Fund ("Old Code Scheme") (complete <b>Trust Based Occupational Pension Scheme Form</b> )	<input type="checkbox"/>
5.	Registered Retirement Annuity Contract (complete <b>Personal/Stakeholder Pension Scheme Form</b> )	<input type="checkbox"/>
6.	An Annuity Contract or Section 32 Buyout Policy (complete <b>Section 32 Buy Out/Annuity Policy Form</b> )	<input type="checkbox"/>

Please contact Capita immediately if the proposed transfer is a non-UK based pension arrangement as different requirements will apply.

<b>Is the Scheme a Registered Pension Scheme?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
If no, please provide details on a separate sheet. Please note that transfers to unregistered schemes are not permitted transfers under the Finance Act 2004.		
<b>Does the Scheme offer Defined Contribution, Money Purchase, Cash balance, Flexible benefits or any other type of benefits that may breach the RMSPS's unfunded public service pension scheme restrictions?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

Please provide the following documentation:

• A screen print of your Pension Scheme Tax Reference (PSTR) Number which includes the date it was taken	<b>Enclosed?</b> <input type="checkbox"/>
• Assurance that the transfer value is not payable through an independent broker	<input type="checkbox"/>



Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

Trust Based Occupational Pension Scheme Form

TO BE COMPLETED ONLY BY TRUST BASED OCCUPATIONAL PENSION SCHEMES

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

**Part A**      **Member Details**

Member Name:	Mr Russell Walch
Reference Number:	60965443

**Part B**      **Receiving Scheme Warranties**

In respect of the above member's request to pay a Cash Equivalent Transfer Value to the Receiving Scheme, we warrant that:

- The receiving scheme is a registered pension scheme and a **screen print from the Pension Schemes Online page showing the Scheme Name, the Pension Scheme Tax Reference (PSTR) number and the date it was taken is attached.** Further, we authorise HM Revenue & Customs (HMRC) to give you confirmation or otherwise that the receiving scheme is a registered scheme.
- We are aware of and have read the Pension Regulator's webpage on pension scams and categorically confirm that the processing of the member's application to acquire transfer credits in the Receiving Scheme is not a pension scam exercise.
- We acknowledge that the payment of the transfer value will be in full and final settlement and will not be reversed should we accept a payment erroneously.
- We have received a **Transfer Out Member Schedule** in respect of the Scheme.

Type of receiving scheme, please indicate:

- Authorised Master Trust  
Public Service Pension Scheme  
Small self-administered scheme (SSAS)  
Authorised Collective Defined Contribution (CDC)  
Employer's occupational pension scheme (none of the above)  
Other (please describe in a covering letter)




**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**  
**Trust Based Occupational Pension Scheme Form (continued)**

**Part C**      **Receiving Scheme Details**

Exact name of Receiving Scheme:	<div style="border: 1px solid black; height: 25px;"></div>
PSTR Number*:	<div style="border: 1px solid black; height: 25px;"></div>
Address of Scheme Administrator:	<div style="border: 1px solid black; height: 60px;"></div>

\* Please provide documentary evidence which includes the date it was taken.

**Part D**      **Receiving Scheme Bank Details for BACS Transfer**

Please make sure your account details are clear. If details are not completely clear, the form will be returned and could cause delays in payment.

Name(s) of Account Holder(s):	<div style="border: 1px solid black; height: 25px;"></div>
Bank Name:	<div style="border: 1px solid black; height: 25px;"></div>
Bank Address:	<div style="border: 1px solid black; height: 60px;"></div>
Sort Code:	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
Account Number:	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>

**Part E**      **Declaration**

We confirm that:

- The information contained within this form is correct to the best of our knowledge.
- The receiving scheme is capable of accepting the transfer payment.
- The transfer payment will be applied to the above scheme for the benefit of the above member in accordance with the rules thereof.

Signed: <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>	Date: <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>
Name (printed): <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>	On Behalf of: <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



# Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

## Personal/Stakeholder Pension Scheme Form

TO BE COMPLETED ONLY BY PERSONAL/STAKEHOLDER PENSION SCHEME PROVIDER

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

### Part A Member Details

Member Name:	Mr Russell Walch
Reference Number:	60965443

### Part B Receiving Scheme Warranties

In respect of the above member's request to pay a Cash Equivalent Transfer Value to the Receiving Scheme, we warrant that:

- We are a provider satisfying the requirements of Section 154 of the Finance Act 2004, and are regulated by the Financial Conduct Authority (FCA).
- The member's Cash Equivalent Transfer Value will be applied to one or more policies under a Personal/Stakeholder Pension Scheme which is registered under Chapter 2 Part 4 of the Finance Act 2004. Please find enclosed a **screen print from the Pension Schemes Online page showing the Scheme Name, the Pension Scheme Tax Reference (PSTR) number and the date it was taken.** Further, we authorise HM Revenue & Customs (HMRC) to give you confirmation or otherwise that the receiving scheme is a registered pension scheme.
- We are aware of and have read the Pension Regulator's webpage on pension scams and categorically confirm that the processing of the member's application to acquire transfer credits in the Receiving Scheme is not a pension scam exercise.
- We acknowledge that the payment of the transfer value will be in full and final settlement and will not be reversed should we accept a payment erroneously.
- We have received a **Transfer Out Member Schedule** in respect of the Scheme.



**Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)**

**Personal/Stakeholder Pension Scheme Form (continued)**

**Part C Receiving Scheme Details**

Type of receiving scheme:  
Stakeholder pension scheme: ☐  
Personal pension (including group personal pension): ☐  
Self-invested personal pension (SIPP): ☐

Exact name of Receiving Scheme:

PSTR Number\*:

Address of Provider:

\* Please provide documentary evidence which includes the date it was taken.

**Part D Receiving Scheme Bank Details for BACS Transfer**

**Please make sure your account details are clear. If details are not completely clear, the form will be returned and could cause delays in payment**

Name(s) of Account Holder(s):

Bank Name:

Bank Address:

Sort Code:  Account Number:

**Part E Declaration**

We confirm that:

- The information contained within this form is correct to the best of our knowledge.
- The receiving scheme is capable of accepting the transfer payment.
- The transfer payment will be applied to the above scheme for the benefit of the above member in accordance with the rules thereof.

Signed:  Date:

Name (printed):  On Behalf of:

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

Section 32 Buy Out/Annuity Policy Form

TO BE COMPLETED ONLY BY THE INSURANCE COMPANY/PROVIDER

Please return forms to: Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

**Part A Member Details**

Member Name:	Mr Russell Walch
Reference Number:	60965443

**Part B Receiving Scheme Warranties**

In respect of the above member's request to pay a Cash Equivalent Transfer Value to the Receiving Scheme, we warrant that:

- We are a provider satisfying the requirements of Section 154 of the Finance Act 2004, and are regulated by the Financial Conduct Authority (FCA).
- The member's Cash Equivalent Transfer Value will be applied by us to one or more policies which satisfy the requirements of Section 95 (2)(c) of the Pension Schemes Act 1993. Please find enclosed a **screen print from the Pension Schemes Online page showing the Scheme Name, the Pension Scheme Tax Reference (PSTR) number and the date it was taken.** Further, we authorise HM Revenue & Customs (HMRC) to give you confirmation or otherwise that the receiving scheme is a registered pension scheme.
- We are aware of and have read the Pension Regulator's webpage on pension scams and categorically confirm that the processing of the member's application to acquire transfer credits in the Receiving Scheme is not a pension scam exercise.
- We acknowledge that the payment of the transfer value will be in full and final settlement and will not be reversed should we accept a payment erroneously.
- We have received a **Transfer Out Member Schedule** in respect of the Scheme.



Royal Mail Statutory Pension Scheme (RMSPS) - (the Scheme)

Section 32 Buy Out/Annuity Policy Form (continued)

**Part C**      **Receiving Scheme Details**

Exact name of  
Receiving Scheme:

PSTR Number\*:

Address of Insurance  
Company/Provider:

\* Please provide documentary evidence which includes the date it was taken.

**Part D**      **Receiving Scheme Bank Details for BACS Transfer**

**Please make sure your account details are clear. If details are not completely clear, the form will be returned and could cause delays in payment**

Name(s) of Account  
Holder(s):

Bank Name:

Bank Address:

Sort Code:

Account Number:

**Part E**      **Declaration**

We confirm that:

- The information contained within this form is correct to the best of our knowledge.
- The receiving scheme is capable of accepting the transfer payment.
- The transfer payment will be applied to the above scheme for the benefit of the above member in accordance with the rules thereof.

Signature:

Date:

Name (printed):

On Behalf of:

The information provided will be processed by Capita for purposes only associated with Royal Mail Statutory Pension Scheme and will be used in accordance with its policies and the Statutory Rules and the applicable data protection legislation.



# Don't let a scammer enjoy your retirement



Find out how pension scams work, how to avoid them and what to do if you suspect a scam.



Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scammers design attractive offers to persuade you to transfer your pension pot to them or to release funds from it. It is then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

## Scam tactics include:



- contact out of the blue



- promises of high / guaranteed returns



- free pension reviews



- access to your pension before age 55



- pressure to act quickly

## If you suspect a scam, report it

- Report to the Financial Conduct Authority (FCA)

by contacting their Consumer Helpline on 0800 111 6768 or using the reporting form at [www.fca.org.uk](http://www.fca.org.uk)

- Report to Action Fraud

on 0300 123 2040 or at [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

- If you're in the middle of a transfer, contact your provider immediately and then get in touch with The Pensions Advisory Service (TPAS) at [www.thepensionsadvisoryservice.org.uk](http://www.thepensionsadvisoryservice.org.uk)

[www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)



# Four simple steps to protect yourself from pension scams

## Reject unexpected offers

1

If you're contacted out of the blue about your pension, chances are it's high risk or a scam. Be wary of free pension review offers. A free offer out of the blue from a company you have not dealt with before is probably a scam. Fortunately, research shows that 95% of unexpected pension offers are rejected.\*

## Check who you're dealing with

2

Check the Financial Services Register ([www.register.fca.org.uk](http://www.register.fca.org.uk)) to make sure that anyone offering you advice or other financial services is FCA-authorized.

If you don't use an FCA-authorized firm, you also won't have access to the Financial Ombudsman Service or the Financial Services Compensation Scheme. So you're unlikely to get your money back if things go wrong. If the firm is on the FCA Register, you should call the Consumer Helpline on 0800 111 6768 to check the firm is permitted to give pension advice.

Beware of fraudsters pretending to be from a firm authorized by the FCA, as it could be what we call a 'clone firm'. Use the contact details provided on the FCA Register, not the details they give you.

## Don't be rushed or pressured

3

Take your time to make all the checks you need – even if this means turning down an 'amazing deal'. Be wary of promised returns that sound too good to be true and don't be rushed or pressured into making a decision.

## Get impartial information and advice

4

The Pensions Advisory Service ([www.thepensionsadvisoryservice.org.uk](http://www.thepensionsadvisoryservice.org.uk)) – Provides free independent and impartial information and guidance.

Pension Wise ([www.pensionwise.gov.uk](http://www.pensionwise.gov.uk)) – If you're over 50 and have a defined contribution (DC) pension, Pension Wise offers pre-booked appointments to talk through your retirement options.

Financial advisers – It's important you make the best decision for your own personal circumstances, so you should seriously consider using the services of a financial adviser. If you do opt for an adviser, be sure to use one that is regulated by the FCA and never take investment advice from the company that contacted you or an adviser they suggest, as this may be part of the scam.

Be Scam Smart with your pension. Check who you are dealing with.

[www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)

\*FCA Financial Lives

FCA

FINANCIAL  
CONDUCT  
AUTHORITY



The  
Pensions  
Regulator