

TRANSFER PAYMENT FORM

1 YOUR DETAILS

1 Policy number

2 Employers/Scheme Name

3 Member's Full name

4 Member's Address and postcode

5 Country of residence

6 Nationality

7 Email

8 Phone no

9 Date of birth

d	d	m	m	y	y	y	y
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10 National Insurance Number

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11 Occupation

12 Date of leaving service of the employer (if applicable)

2 IMPORTANT INFORMATION FOR MEMBER TO CONSIDER IF THEY ARE OVER 50 AND RETIREMENT PLANNING

Before completing the rest of this form, please ensure that you have read "**Your pension: your choices**", a booklet from MoneyHelper.

The decision to access pension savings is an important one. Before making a decision, you should either take a guidance session with Pension Wise or regulated advice. Pension Wise is a free and impartial service from MoneyHelper that helps you understand what you can do with your pension. You could also take regulated advice to understand your options at retirement. If you choose not to do this, please be aware that:

- Pension Wise is designed to be a key part of protecting yourself and your family when making some important and irreversible decisions about your retirement
- Guidance sessions, which can be carried out over the phone or face-to-face, are available by calling Pension Wise between 8am and 10pm, Monday to Sunday. Alternatively, you can contact us and we can help book an appointment for you
- You will have to make your own judgement from the information available about the most appropriate way to provide yourself with an income in retirement
- A financial adviser may be able to recommend a more favourable course of action for your circumstances.
- We set out the risks associated with transferring your policy to another provider in section 8

3 NEW PROVIDER DETAILS

Name of the company the member is transferring to: _____

You need to contact that company and ask them to send us:

- written confirmation they can accept the transfer;
- confirmation of the type of scheme and the scheme administrator;
- their bank account details for payment; and
- a copy of their HMRC registration certificate

Written confirmation enclosed

Written confirmation to follow – we will not process your transfer until this is received

4 COMPLETE THIS SECTION IF YOUR MEMBER IS TRANSFERRING TO A COMPANY PENSION SCHEME THAT IS NOT A MASTER TRUST OR PUBLIC SERVICE SCHEME *If not applicable, go to section 5*

If the company pension scheme is not a Master Trust or Public Service scheme, is the member an employee of the employer who runs the company scheme?

- Yes The member's employer will need to provide a Schedule of Contributions demonstrating contributions have been paid by them into the scheme the member is transferring to and they will also need to provide a letter confirming;
- they are the sponsoring employer under the occupational scheme
 - the date the member became continuously employed by them
 - a schedule of pension contributions that were due and the dates of payment

The member will need to provide us with copies of their payslips (minimum the last 3 months) and copies of their bank or building society statements showing receipt of this salary.

No

Please state the member's connection to this scheme and their reasons for transferring?

5 PROTECTING YOUR MONEY FROM INVESTMENT SCAMS – TO BE COMPLETED BY THE MEMBER

There are certain disreputable organisations who seek to persuade you into moving your money into high risk or bogus investments. These are known as investment scams. Would you know what to look out for if you were approached by one of these organisations?

Yes No

If you have ticked no, then read this warning:

Read the important leaflet from the FCA and The Pensions Regulator about Pension Scams. You can check the FCA's list of known scams on www.fca.org.uk/scamsmart.



6 HOW IS THE MEMBER TAKING THEIR SAVINGS

Set up an Income Drawdown which offers flexible income?
* complete Confirmation of Guidance or Advice form

Set up an annuity to provide a regular income?
* complete Confirmation of Guidance or Advice form

Transfer to reinvest (not taking income)?

7 THIS SECTION MUST BE COMPLETED BY THE FINANCIAL ADVISER If not applicable as the member has not seen an IFA, go to section 8

I have advised the member to transfer their retirement savings with Utmost Life & Pensions to another company. The member is aware of and understands the risks associated with this decision.

Name and address		
Your role in the transfer		
FCA Reference		
Signed		Date

8 RISK WARNINGS TO BE COMPLETED BY MEMBER – n/a is section 7 is complete

Here at Utmost we'd like to make sure that you understand the risks of transferring your policy to another provider before you apply.

Please note that we are unable to advise you on what you should do with your pension savings and the information included in this section should not be taken as advice.

This section must be fully completed.

Please answer the following questions - yes or no as appropriate – and then read carefully, the risk warnings that apply based upon your answers.

I. INVESTMENT RISK AND CHARGES

Do you understand the risks and charges associated with the investment you will be making with the new company? Yes No

If you have ticked no, then read this warning:

Some investments will be more risky than others. It is important you understand the level of risk that applies to your investment with the new company. The level of costs and charges also varies in different investments and policies. Ask the new company to explain the level of risk you are taking on and seek independent guidance or advice if you are unsure. The new company can also explain the charging structure and rates. You need to ensure that you are comfortable with the level of risk and charges before proceeding with your transfer.



II. FINDING THE BEST PRODUCT FOR YOU

Have you shopped around with different companies to establish the best product to transfer your retirement savings to? Yes No

If you have ticked no, then read this warning:

Before transferring your policy, we recommend that you shop around with different companies. Charges and investment options vary from company to company and by shopping around, you will more likely find the best deal for you. For information on shopping around, visit www.moneyhelper.org.uk.



III. MAKING YOUR MONEY LAST

If you are transferring your savings to a product that will provide an income, do you understand how long this income will last? Yes No

If you have ticked no, or you are unsure, then read this warning:

You should consider whether you will have enough income to cover your basic needs for the rest of your life. For more information on making your money last, visit www.moneyhelper.org.uk.



9

LEGAL CLAIMS AGAINST PENSION FUNDS - TO BE COMPLETED BY THE MEMBER

Are you aware of any other party, for example an ex-spouse or trustee in bankruptcy, who may have a legal claim against your pension fund?

Yes

No

Please provide details below and a copy of any court orders or bankruptcy orders.

10 DECLARATION

- i. I elect for the payment of the transfer value under the policy to be paid as instructed in section 5 in accordance with the following statements.
- ii. I agree that once payment is made, Utmost Life and Pensions will have no remaining payment obligations under the policy. However, that won't stop me bringing any other claims against Utmost Life and Pensions.
- iii. For the avoidance of doubt, this release shall not act so as to prohibit me from bringing any claim for any act or omission by you.
- iv. I consent to Utmost Life and Pensions providing information to HM Revenue and Customs to allow them to comply with their obligations. I consent to Utmost Life and Pensions providing information to any other pension providers I may have, as is required by annual allowance reporting requirements.
- v. I agree to indemnify Utmost Life and Pensions for any claims or losses, including third party claims or losses, resulting from Utmost Life and Pensions following these payment instructions.
- vi. I will notify any third party who has an interest in this policy that the pension savings are now invested with my new provider.
- vii. The instructions given in this form shall be irrevocable.

Signature of member	
Print Full Name	
Date	

Signature of Trustee	
Print Full Name	
Date	

IMPORTANT NOTE

Please ensure the member has completed the enclosed 'Confirmation of Guidance or Advice' form and return it with this payment form. We will not be able to process your claim without this form.

Please note that if the member is attending a Pension Wise appointment, the form should not be sent to us until after this meeting, as we will not be able to process the claim until then.

REST ASSURED

Calls may be recorded for training or monitoring purposes.

Contact us at: Walton Street, Aylesbury, Bucks, HP21 7QW Tel : 0330 159 1530 Fax : 0845 835 5765 : www.utmost.co.uk

Utmost Life and Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 775704. Registered in England and Wales number 10559664. Utmost Life and Pensions Services Limited is registered in England and Wales number 10559966.

Both have their registered office at: Walton Street, Aylesbury, Bucks, HP21 7QW.