For customers

For full functionality, please download and complete this form as a PDF.

Our new platform

nucleus platform

SIPP in-specie transfer in form

Please complete this form in BLOCK CAPITALS and return it by:

- **post** to Nucleus, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB, or
- **secure message** via your online account with us. You can also sign this form with an electronic signature using one of our approved providers.

If you need any help, please call your Customer Support Team or our general enquiry number 03455 212 414.

Using this form

Please complete this form if you wish to transfer assets from another registered pension scheme to your SIPP with Nucleus. Please complete a separate form for each transfer of this type.

Please note that you can request a transfer directly through your online account with Nucleus, or your adviser can do so on your behalf.

The James Hay Personal Pension Plan (including Nucleus SIPP products) is a registered pension scheme for the purposes of Part 4 of the Finance Act 2004, under Pension Scheme Tax Reference 00616231RE.

How it works

Details of the funds to be transferred can be listed in Section 5 of this form. Alternatively, we can accept a valuation from the current fund manager(s)/ provider(s) if it contains all of the details requested in the tables below.

On receipt of these forms/the valuation, we will check whether the assets listed can be transferred and confirm if the transfer can proceed. Please do not attempt to re-register any assets until you have received this confirmation.

If you wish for the assets to be sold and for the proceeds to be transferred to your Nucleus SIPP as cash, please instead complete the **SIPP Cash Transfer In Form**, available at literature.nucleusfinancial.com.

Important notes

- As we're reliant on third parties for part of this process, we're unable to guarantee that any transfer will be completed by a set deadline.
- We require all asset transfers to be completed before we are able to pay pension benefits. If you transfer in a mixture of funds in capped drawdown and flexi-access drawdown, we will convert all funds to flexi-access drawdown upon receipt.
- If you're transferring beneficiary pension rights in to a SIPP that holds non-beneficiary pension rights, we'll need to open a separate SIPP. Please contact us for further information before proceeding.
- If you would like to speak to a financial adviser but do not have one, please visit MoneyHelper or call them on 0800 011 3797 to obtain a list of financial advisers in your local area.
- Have you considered investment pathways? You can find details of our investment pathway funds here nucleusfinancial.com/customers/investments/investment-pathways.
- When completing this form you will be asked to consider your investment pathways options.

NU183
07/2026

Section 1 - Personal details

Title

Forename

Surname

Address

Postcode

Telephone

Email

National Insurance number

SIPP number

Section 2 - Reason for transfer

Are you requesting this transfer with the intention of making withdrawals from your pension in the next three months?

Yes ☐ No ☐

If **Yes**, and this form is not being submitted by your adviser, following their provision of advice to you, please read and complete the rest of Sections 2a and 3.

If **No**, please continue to Section 4.

Section 2a - Pension Wise and financial advice

Pension Wise is a Government-backed service provided by MoneyHelper that offers people free, impartial guidance about their pension choices. You can receive Pension Wise guidance online, over the phone or in person.

Pension Wise provides tailored guidance to explain what options you have and help you think about how to make best use of your pension savings. It offers information about the tax implications of different options, as well as tips on how to get the best deal by shopping around.

You can access Pension Wise on the MoneyHelper website or call either 0800 138 3944 or 0300 330 1003 (from outside the UK +44 20 3733 3495) if you wish to use this service. If you prefer, we can arrange this appointment for you. Please note that we are unable to arrange appointments with MoneyHelper for anyone below the age of 50 so these appointments would need to be arranged by you directly

Please note that you must answer every question in this section before we can proceed with your request.

i. Have you received guidance from Pension Wise in relation to your intention to take money from your pension?

Yes ☐ No ☐

If you have answered **No**, we strongly suggest that before proceeding you seek appropriate advice from a regulated financial adviser, and/or guidance from Pension Wise, to understand your options at retirement. This may be appropriate even if you have received advice or guidance in respect of a previous withdrawal.

ii. Would you like us to arrange a Pension Wise appointment for you?

Yes ☐ No ☐

If **Yes**, please confirm your phone number and the best time to contact you, within business hours (8.30am to 5.30pm):

Phone number

Availability

If you are due to attend a Pension Wise appointment, or if you have answered Yes above and we have not been able to contact you, please note that we will not continue to process your request until you have confirmed that you have received this guidance.

iii. Do you wish to proceed without guidance from Pension Wise?

Yes ☐ No ☐

iv. Has Nucleus provided you with clear and adequate information on how to find an adviser?

Yes ☐ No ☐

Section 3 - Important information and risks you must consider before proceeding

Our regulator, the Financial Conduct Authority (FCA), requires us to ask you questions regarding matters you should have considered before transferring with the intention of immediately accessing pension benefits.

Depending on your answers, we will either:

- write to you with tailored risk warnings, giving you 14 days to consider them before proceeding with processing your request, or
- proceed with your request, as you appear to have considered the risks outlined here.

Please answer all of the following questions

1. Have you considered your health and lifestyle when deciding the amount to take from your pension?

   Yes ☐ No ☐

2. If you have a spouse, civil partner or dependants, have you considered how your pension fund could help provide for them after your death?

   Yes ☐ No ☐

3. Have you considered the effect of inflation on any money you take out of your pension?

   Yes ☐ No ☐

4. Have you considered what other pension companies can offer you, to ensure you are happy with the available options and the applicable charges from Nucleus?

   Yes ☐ No ☐

5. Have you considered other ways of taking money from your pension other than income drawdown, such as an uncrystallised funds pension lump sum or an annuity?

   Yes ☐ No ☐

6. Do you have income from other sources (outside of the money you intend to take from your pension) that is sufficient to currently provide you with your desired standard of living?

   Yes ☐ No ☐

7. Will the money you are taking from your pension fund be your sole or main source of income in retirement?

   Yes ☐ No ☐

8. Do you know that your pension income will be paid after deduction of income tax, and that it may affect your personal tax allowance (the amount you can receive each year before paying income tax)?

   Yes ☐ No ☐

9. Are you aware that if you put the money you take out of your pension in a bank, or buy other investments with it, you may have to pay tax on any growth?

   Yes ☐ No ☐

10. Are you aware that once money has been taken out of your pension it becomes part of your estate for inheritance tax purposes?

    Yes ☐ No ☐

11. Do you receive any means tested benefits from the government?

    Yes ☐ No ☐

12. Are you taking money out of your pension through flexi-access drawdown and intending to pay more money into your pension in the future?

    Yes ☐ No ☐

13. Do you know that if you owe money to a creditor (e.g. via a personal loan) and you take money out of your pension, the creditor may have a call on this money?

    Yes ☐ No ☐

14. Are you aware that pension and investment scams exist and what to look out for?

    Yes ☐ No ☐

15. Are you aware that the amount of money you can take from your pension via income drawdown is not guaranteed?

    Yes ☐ No ☐

Section 4 - Transferring scheme details

I wish to transfer the following to my SIPP with Nucleus:

Scheme name

Scheme provider

Contact name

Scheme address

Postcode

Policy number(s)

Scheme type

- Occupational defined contribution
- Occupational defined benefits
- Other registered pension scheme
- Qualifying recognised overseas pension scheme (QROPS)

If you're transferring an occupational defined benefits scheme, we'll need written confirmation from your FCA-authorised adviser that they have advised you and recommended that you proceed with the transfer. If applicable, they will also need to complete and sign Section 6.

If you wish to transfer an occupational defined contribution scheme, we can accept the transfer if you provide either written confirmation from your adviser that they have recommended you proceed with the transfer, or written confirmation from the transferring scheme that the transfer contains no safeguarded benefits.

Guaranteed transfer value expiry date (if applicable)

Estimated value

£

Do you wish to transfer the full value of this scheme?

Yes No

If there is a cash element to be transferred, please indicate the amount.

£

Pension fund status:

- Uncrystallised
- Crystallised
- Phased drawdown

Does the transfer contain any safeguarded benefits?

Yes No

If **Yes**, please detail any guarantees or protections

Do you have a right to a protected tax free lump sum or protected pension age in the transferring scheme?

Yes No

If **Yes**, please provide details and evidence.

Have you received financial advice in relation to this transfer?

Yes ☐ No ☐

If **Yes**, your adviser will need to complete Section 6.

Is Nucleus already the administrator of this scheme?

Yes ☐ No ☐

Have you already instructed the transferring scheme that you wish to transfer?

Yes ☐ No ☐

Does Nucleus need to complete the transferring scheme's transfer discharge form?

Yes ☐ No ☐

If **Yes**, please enclose the form with this document.

If **No**, we will request the transfer using the Origo Transfer Service.Have you taken income through flexi-access drawdown, or an uncrystalised funds pension lump sum, from any pension you hold with other providers?

Yes ☐ No ☐

Is the transfer amount subject to an earmarking or pension sharing order or any other type of attachment order?

Yes ☐ No ☐

If **Yes**, please supply a certified copy of the order.

Is the transfer amount in respect of a pension credit?

Yes ☐ No ☐

If **Yes**, please supply a certified copy of the court order, final order of divorce and pension sharing annex.

Is this request part of a block transfer?

Yes ☐ No ☐

If **Yes**, please provide names of the other individual(s)

Does the transfer amount include beneficiary pension rights (i.e. rights given to a person following the death of pension scheme member)?

Yes ☐ No ☐

If **Yes**, please complete the following:

Is the income from the beneficiary pension rights taxable?

Yes ☐ No ☐

Deceased's personal details

Full name

Date of birth (DD/MM/YYYY)

Date of death (DD/MM/YYYY)

National Insurance number

Section 5 - Assets to be transferred in-specie

Please obtain a current valuation from the relevant fund manager(s)/provider(s) for any funds to be transferred, and submit it with this document.

Alternatively, you can provide details of the assets by fully completing the table(s) below. Please continue on a separate sheet if required.

Information on which types of asset your SIPP can hold can be found on the product's Permitted Investments List, available from literature.nucleusfinancial.com.

Funds (Unit Trusts/OEICs)

Full name of fund	Reference number (if applicable)	Name in which asset is currently registered	ISIN or Sedol code	Number of shares/units held	Current value (£)	Date valued (DD/MM/YYYY)	Name and address of fund manager

Please enclose all original policy documents, such as share certificates, for the assets listed on this page.

Stocks and shares

Name and type of share	Ref number (if applicable)	Name in which asset is currently registered	ISIN or Sedol code	Number of shares held	Current value (£)	Date valued (DD/MM/YYYY)	Name and address of investment manager or stockbroker (if applicable)

Trustee Investment Plans (TIPs)

Product name and provider	Policy number (if applicable)	Name in which asset is currently registered	ISIN or Sedol code	Current unit holding	Current value (£)	Date valued (DD/MM/YYYY)	Address of product provider

Section 6 - Investment strategy when accessing your pension

When taking money out of your SIPP, you should give consideration to the types of investments you currently hold, and how you intend to use them to fund your withdrawals, both now and in the future.

Please confirm your investment choices by selecting one of the following 3 Options:

☐ **1 - I wish to continue with my current investments**

☐ **2 - I wish to select investments without using investment pathways**

Please confirm which assets you would like to sell

Name of Investment Provider	Fund Name	Fund Code e.g. Sedol/ISIN	Policy/Plan number	Amount in £ sterling or %

Please confirm which assets you would like to buy

Name of Investment Provider	Fund Name	Fund Code e.g. Sedol/ISIN	Amount in £ sterling or %

☐ **3 - I wish to use investment pathways**

The Investment Pathways initiative from the FCA is designed to ensure that anyone with a Pension Drawdown account should have access to simple, good-value investments that broadly match their retirement income goals. Our Investment Pathway options can be viewed below. Full details of our Investment Pathways offering can be viewed at nucleusfinancial.com/customers/investments/investment-pathways. If you're a Life Office customer, or if you'd like to discuss your Investment Pathway options please contact us on 03455 212 414.

Please select one Investment Pathway option which corresponds most closely to your current investment intentions:

Investment Pathway Option	Investment Pathway Description	Our Investment Pathway Asset	
1	I have no plans to touch my money in the next five years	CT Universal Multi-Asset Portfolio Balanced C Acc	☐
2	I plan to use my money to set up a guaranteed income (annuity) within the next five years	AXA Sterling Credit Short Duration Bond Z Inc	☐
3	I plan to start taking my money as a long-term income within the next five years	Waverton Multi-Asset Income Fund P Inc	☐
4	I plan to take out all my money within the next five years	Legal & General Cash I Acc	☐

How do you wish to proceed with your Investment Pathway choice?

☐ **I would like to sell all SIPP assets I currently hold and invest the remaining proceeds (After PCLS is paid out) in the Investment Pathway option selected above.**

☐ If you would you like your existing cash holding to be invested into the above Investment Pathway, please tick this box.

☐ **I would like to move only the amount being crystallised into the Investment Pathway option selected above.**

☐ **I do not wish to proceed with an Investment Pathway option (please refer to options 1 and 2 above).**

If you have selected 'I would like to move only the amount being crystallised into the Investment Pathway option selected above', please confirm the assets you would like to sell for this crystallisation, with the proceeds being invested in your chosen investment pathway option.

☐ Proportionate sale across all tradeable funds

☐ Cash in the SIPP bank account

☐ Specific investments in the table below

Name of Investment Provider	Fund Name	Fund Code e.g. Sedol/ISIN	Policy/Plan number	Amount in £ sterling or %

Section 7 - Important information

Platform Funds

Upon receipt of a valuation, or full details of the Funds to be transferred, we will check and review the permissibility of them before sending our acceptance and registration details to the transferring scheme.

The transferring scheme will instruct the individual fund managers accordingly, who will provide us with confirmation of the transfer of each Fund.

Once all Funds have been transferred as instructed, we will provide you with confirmation that the in-specie transfer is complete, and will also acknowledge to you any cash received following the transfer.

Stocks and shares

All stocks and shares must be re-registered into the nominee name of an FCA authorised investment manager or stockbroker, where your product allows. Once in receipt of your instructions to appoint an investment manager or stockbroker, we will complete any account opening documents that have been supplied to us.

Once the account has been set up, we will advise you of their nominee's details. In some circumstances, it may be possible to transfer electronically held shares between nominees without the need for Crest/Stock Transfer Forms. Otherwise, the asset holders will need to complete Stock/ Crest Transfer Forms and send them with the current share certificates to the new nominee.

Please note that stamp duty of 0.5% of the value of the stock, rounded up to the nearest £5, may be payable. If the value is under £1,000 then no stamp duty is payable.

If you wish to keep the existing investment manager or stockbroker appointed, and your product allows this, they must be acceptable to us and we will still need to enter into our standard terms of business with them. Once the account is opened, the trustees of the transferring scheme will need to instruct the investment manager or stockbroker to move the assets into the new account in Nucleus's name.

Trustee Investment Plans (TIP)

To transfer a TIP, a Deed of Assignment will need to be completed by both the trustees of the transferring pension scheme and the trustees of your SIPP with us. Once executed, the Deed of Assignment will be sent to the insurance company providing the TIP to advise that there has been a change of legal ownership.

In some cases the transferring pension scheme company may only allow cash transfers for these types of assets.

Other assets

For other permissible assets, transfer may be subject to the completion and acceptance of relevant transfer of title documentation.

Section 8 - Your right to cancel

You have a right to cancel this transfer in.

Once you have submitted this transfer form, we will send you a cancellation notice, which confirms that you will have 30 days from receipt of the transfer in to let us know that you have changed your mind and therefore wish to cancel the transfer. **Please note:** If, on transfer, you have taken an Uncrystallised Funds Pension Lump Sum or a Pension Commencement Lump Sum (combined with a designation of funds for drawdown), HMRC have confirmed that cancellation rights to not apply to these lump sums, meaning they cannot be cancelled and returned and that the tax consequences flowing from this cannot be reversed.

For members who have received financial advice to proceed with the transfer

During the 30 day cancellation period you can give us investment instructions. If you choose to cancel the transfer under the terms of the cancellation rights, we'll transfer the money and assets that have been received in respect of the transfer to another pension provider chosen by you, where possible.

Please note that if you have made investments in the cancellation period and the value of your assets has fallen in the period between them being transferred and the time your cancellation instruction is received by us, you will not receive back the full amount that you invested. This is explained in the cancellation notice that we will send to you.

For members who have not received financial advice to proceed with the transfer

As you have not received any financial advice before applying for this transfer, we will not permit any investments using the cash transferred during your 30 day cancellation period, in case you decide to cancel.

However, you have the option to waive your right to the 30 day cancellation period. If you choose to do this, we will apply any transfer money to the SIPP, and it will be available for immediate investment upon receipt of your instructions.

If you do wish to waive your right to the cancellation period, please read the following confirmation and then tick the box to confirm your acceptance:

☐ I confirm my decision to waive my right to a cancellation period for this transfer in. I accept that once I have waived my right to this cancellation period, I will no longer be able to cancel the transfer in and have the money and assets received into the SIPP returned. I also accept that my SIPP will be subject to the applicable charges as detailed in the product's Charges Schedule.

Section 9 - Adviser declaration (if applicable)

In respect of the proposed transfer from the transferring scheme named above, I confirm that:

- this transfer contains safeguarded benefits, as defined by the FCA.
  Yes ☐ No ☐
- I have provided the above individual with advice in respect of this transfer in accordance with Chapter 19 of the FCA Conduct of Business Sourcebook.
  Yes ☐ No ☐
- I have given a personal recommendation that the pension transfer is suitable for the applicant and they should proceed.
  Yes ☐ No ☐
- the personal recommendation has been given/ checked by a pension transfer specialist as defined by the FCA, and includes an appropriate pension transfer analysis and transfer value comparator as applicable.
  Yes ☐ No ☐
- I am qualified to provide financial advice in respect of pension transfers, as defined by the FCA, and my firm has the appropriate FCA permissions to provide advice on pension transfers and opt-outs.
  Yes ☐ No ☐

Adviser's signature

Print name

Date (DD/MM/YYYY)

Firm name

FCA firm reference

Section 10 - Customer declaration

I authorise and instruct the provider of the transferring scheme named in Section 4 to transfer assets from the plans listed to my SIPP with Nucleus.

I authorise the transferring scheme to release all necessary information to Nucleus and/or my adviser in order to enable the transfer.

If an employer is paying contributions to the plans stated in Section 4, I authorise the provider of the scheme to release to that employer any relevant information in connection with the transfer of funds.

Until the instructed transfer is complete, Nucleus's responsibility is limited to the return of the total payments received to the provider of the transferring scheme.

I accept responsibility in respect of any claims, losses and expenses that Nucleus may incur as a result of any incorrect information provided by me, or as a result of any failure on my part to comply with any aspect of this form.

I accept that any enhanced or fixed protection will be lost if the transfer is not a permitted transfer as defined by HM Revenue & Customs (HMRC) legislation. I accept that certain guarantees, entitlements and protections may only be retained if the transfer is part of a block transfer, as defined by HMRC.

I accept that Nucleus can't pay any benefits or invest the cash that is transferred until all relevant transfer information has been received.

Signature

Print name

Date (DD/MM/YYYY)

03455 212 414 ask@nucleusfinancial.com nucleusfinancial.com

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 03455 212 414, or via the Relay UK service on 18001 03455 212 414.

"Nucleus" is the trading name for Nucleus Financial Platforms Limited (NFPL) (registered in England, number 06033126), Nucleus Group Services Limited (NGSL) (registered in England, number 02538532); James Hay Services Limited (JHS) (registered in Jersey, number 77318); James Hay Administration Company Limited (JHAC) (registered in England, number 04068398); James Hay Pension Trustees Limited (JHPT) (registered in England, number 01435887); James Hay Wrap Managers Limited (JHWM) (registered in England, number 04773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England, number 07259308); Nucleus Financial Services Limited (NFS) (registered in England, number 05629686). NFPL, NFS, NGSL, JHAC, JHPT, JHWM, JHWNC have their registered office at Suite B & C, First Floor, Milford House, 43 55 Milford Street, Salisbury, SP1 2BP. JHS has its registered office at Aztec Group House, IFC6, The Esplanade, St Helier, Jersey, JE4 0QH. JHAC, JHWM and NFS are authorised and regulated by the Financial Conduct Authority. NFPL, NGSL, NFS, JHWM, JHPT, JHAC and JHS are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of NFPL. Further details of the Nucleus Group can be found at nucleusfinancial.com (12/25)