



nucleus^o platform

SIPP in-specie transfer in form

Please complete this form in BLOCK CAPITALS and return it to:
Nucleus, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB.

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 re-register any assets until you have received this confirmation.

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

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 immediate withdrawals from your pension?

Yes

No

If **Yes**, and we do not have evidence that you are following the advice of your adviser, 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 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 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	Guaranteed transfer value expiry date (if applicable)
Scheme provider	Estimated value £
Contact name	Do you wish to transfer the full value of this scheme? Yes No
Scheme address	If there is a cash element to be transferred, please indicate the amount. £
Postcode	Pension fund status: Uncrystallised Crystallised Phased drawdown
Policy number(s)	Does the transfer contain any safeguarded benefits? Yes No If Yes , please detail any guarantees or protections
Scheme type	
Occupational defined contribution	
Occupational defined benefits	
Other registered pension scheme	
Qualifying recognised overseas pension scheme (QROPS)	Have you received financial advice in relation to this transfer? Yes No
If you're transferring an occupational defined benefits scheme, we'll need written confirmation from your FCA-authorized 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 Yes , your adviser will need to complete 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.	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 uncrystallised 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

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 - 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 Financial Conduct Authority (FCA) authorised investment manager or stockbroker, where your product allows.

We will advise you of their nominee's details. If shares are held by an existing nominee, they can be transferred electronically to the new nominee. 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, 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.

Section 7 - 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.

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 8 - 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 signature

Print name

Date (DD/MM/YYYY)

Firm name

FCA firm reference

Section 9 - 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 any relevant information in connection with the transfer of funds.

Until this transfer application is complete, Nucleus's responsibility is limited to the return of the total payments 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 Typetalk service on 18001 03455 212 414.

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