

Transfer in form

Use this form to make additional transfers in to your existing Self-Invested Personal Pensions (SIPP).

We are only able to accept a pension transfer payment if this has been recommended by an FCA regulated financial adviser.

1 Personal details

Guidance notes

Existing plan
reference number

Title

Surname

Forename/s (in full)

Marital Status

Spouse's/partner's
date of birth

Permanent residential
address including
postcode

Date moved to this address

If you have lived there
for less than three years,
please provide your
previous permanent
residential address

Please note: work or 'care of' addresses
contravene HM Revenue & Customs
requirements)

This information must be completed fully and
will be used to perform an electronic identity
check for anti-money laundering purposes.
We will never perform a credit check in the
course of processing your application.

Contact Numbers: Home

Office

Mobile

Email address

Accessing Our Services

If your personal circumstances make it challenging to access our services, please provide us with some information so we can explore any reasonable adjustments that may help.

In order to provide additional support, we will need to gather some information about your needs, which can involve sensitive personal information. Due to the nature of this information, we require your express consent to process it for the purpose of providing the relevant support. We may also need to share this data with trusted third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs.

Your consent to share this more sensitive personal information is entirely voluntary and you may withdraw your consent at any time.

If you wish to consent to us processing your personal information for the purposes of support, please tick below.

I agree to my information being processed by Talbot and Muir Ltd, to include being shared and gathered between relevant third parties.

If you have chosen to consent to this processing, please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you to improve how we work and communicate with you.

Should you have any questions about this process, or wish to withdraw your consent please contact our administration teams in either Nottingham on 0115 841 5000 or Leeds on 0113 200 2980 or via email at customer.support@talbotmuir.co.uk.

2 Receiving guidance or advice

The FCA requires us to tell you about a service called MoneyHelper.

MoneyHelper guidance.

MoneyHelper is a free, impartial service from the Government, which offers guidance to help you make an informed decision about what to do with your pension savings. This includes providing the different options available to you, in order to access your pension savings. Pensions guidance is delivered at an appointment with an independent pensions specialist, which you can choose to book yourself, or alternatively Talbot and Muir can arrange this on your behalf. You can also receive advice from a regulated financial adviser. Advisers may charge you for their services.

Please ensure you have read the MoneyHelper privacy policy, which is available on their website, moneyhelper.org.uk/en/about-us/privacy-notice.

You can book online at moneyhelper.org.uk/pension-wise or call MoneyHelper on 0800 138 3944. Alternatively call us using the contact details on the last page and we'll book an 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.

Regulated financial advice.

Before making a decision about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit moneyhelper.org.uk/choosing-a-financial-adviser to find one.

The regulations require you to confirm the following options before we can proceed with your application.

If you plan to take guidance and/or advice you should do this before completing this form.

Have you received guidance from MoneyHelper relating to this transaction in the last 12 months?	Yes	No	Date guidance received
---	-----	----	------------------------

If you do not want to use MoneyHelper you need to opt-out. Please tick the relevant option below.

I've received regulated financial advice related to this transaction within the last 12 months	Date advice received
--	----------------------

I don't want guidance from MoneyHelper or regulated financial advice from an adviser.	If you've already received guidance or regulated financial advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.
---	--

3 Details of transferring schemes

Guidance notes

Please complete the following details in relation to each transferring scheme:

Company/Scheme name

Policy number(s)/
Scheme Reference

Type of Scheme,
(tick one)

Personal Pension

Defined benefit occupational

Defined contribution
occupational

Section 32 buyout

Other

If 'Other', please
complete details

Transfer value (or estimate)

Does this comprise the
full plan value?

Yes

No

Are the funds crystallised?

Yes

No

Partially

Please Note: Crystallised arrangements can only be
transferred in full

Are there any
Safeguarded Benefits?

Yes

No

Do you intend to transfer
this plan in-specie?

Yes

No

Does this transfer have
protected pension age?

Yes

No

Is this transfer as a result
of a Pension Sharing Order?

Yes

No

Is this transfer in respect
of death benefits?

Yes

No

Is this transfer part of
a block transfer?

Yes

No

Where possible we will complete the transfer using the Origo Transfer Service. If the transferring scheme doesn't subscribe to this service, please provide us with any transfer discharge forms that are required by the administrator of each transferring scheme. If required, a copy of the forms will be available from the current administrators of each scheme. As the scheme member you may be required to complete the discharge forms in part, before the forms are completed by us as the administrator of the receiving scheme. Please check that you have completed any relevant sections of the discharge forms where necessary before sending them to us.

We may be able to contact current pension administrators to arrange for transfer discharge forms to be sent to you, but depending on the preference of the current administrators we may require your written authority to do so.

If you are currently taking benefits from your plan in the transferring scheme, then please confirm if you have designated all of your plan for the provision of benefits (fully), or only part of your plan (partially). If you haven't taken benefits then please tick, No.

In-specie transfers are where assets are transferred rather than cash and are subject to the assets being pre-approved by Talbot and Muir, please contact Advisor Support for details. We will require paper forms for in-specie transfers.

If these boxes are left blank we will assume the answer is no.

If yes, please provide details of any protected tax-free lump sum entitlement, minimum pension age etc which is being preserved by the block transfer

Company/Scheme name		
Policy number(s)/ Scheme Reference		
Type of Scheme, (tick one)	Personal Pension Defined benefit occupational Defined contribution occupational Section 32 buyout Other	
If 'Other', please complete details		
Transfer value (or estimate)		
Does this comprise the full plan value?	Yes	No
Are the funds crystallised?	Yes	No
	Partially	
Please Note: Crystallised arrangements can only be transferred in full		
Are there any Safeguarded Benefits?	Yes	No
Do you intend to transfer this plan in-specie?	Yes	No
Does this transfer have protected pension age?	Yes	No
Is this transfer as a result of a Pension Sharing Order?	Yes	No
Is this transfer in respect of death benefits?	Yes	No
Is this transfer part of a block transfer?	Yes	No

If yes, please provide details of any protected tax-free lump sum entitlement, minimum pension age etc which is being preserved by the block transfer

If you have taken any benefits from another pension scheme, please confirm the date you first accessed benefits "flexibly".

This includes taking income as Flexi-Access Drawdown or taking an Uncrystallised Funds Pension Lump Sum, for example.

You **must** inform us if you do this with another provider.

If you are making additional transfers in, please complete our SIPP Additional Transfer Form.

By accessing your benefits "flexibly" your annual allowance will be limited to £10,000 for money purchase contributions in total each year, thereafter.

4 Investments intentions

Please provide separate details of any investment instructions, and if necessary the appropriate application forms. Pending receipt of these instructions any funds received as cash will be held in the pension scheme's designated current account.

We reserve the right to refuse to place an investment we feel will contravene HMRC rules for investment regulated pension schemes, or which would otherwise contravene the firm's Investment Policy. If in doubt as to whether a particular investment is allowable please seek approval from us.

5 Financial adviser section

By completing and signing the below I confirm that I have advised the client as to the suitability of any transfers into this SIPP.

Name of adviser

Name of adviser firm

Address

Postcode

Company FCA
Reference Number

Preferred contact number

Email address

Are you to receive remuneration in the form of payments deducted from your clients pension schemes designated current account?	Yes	No
--	-----	----

If **Yes**, please complete the following

Initial adviser charge

Is an adviser charge to be paid?	Yes	No
----------------------------------	-----	----

If Yes, please choose ONE of the following	Fixed amount	£
	Fund based	%

If the adviser charge is to be FUND BASED, please state how the amount should be calculated and based on	Value on contributions only	Value of transfers only
	Value of both contributions and transfers	Other

If other, (please specify)

Is an initial adviser charge subject to VAT?	Yes	No
--	-----	----

Ongoing adviser charge (If requested this will be paid in line with the annual valuation produced on the scheme)

Is an adviser charge to be paid?	Yes	No
If Yes, please choose ONE of the following	Fixed amount	£
	Fund based	%
Frequency of payments required	Monthly in arrears	Annually in arrears
Other (please specify)		

Any additional instructions

Is the adviser charge subject to VAT?	Yes	No
---------------------------------------	-----	----

VAT

Under VAT general principles, fees or commission for advice only services are always taxable. Remuneration for an intermediary service may benefit from VAT exemption if the adviser acts as an intermediary by bringing parties to an exempt financial service – as confirmed in the HMRC 6 steps advice process.

Please complete the below declaration for all crystallised transfers.

Did you advise your client specifically to transfer crystallised benefits to Talbot and Muir?	Yes	No
Have you provided your client with a personal recommendation in relation to how to invest the funds in their pension?	Yes	No

Please complete the below declaration for ALL transfers.

- I understand that you will hold my title, full name, business email address, contact details and Financial Services Register reference number and all communications to and from me on your systems for your legitimate interest in the effective administration of my client's SIPP (you should also read our Group Privacy Notice. This can be found at nucleusfinancial.com/privacy-notice).
- I agree to receive details of my client's SIPP by post, fax and/or by email.
- I confirm that I have provided all relevant literature including this application to my client and I have verified that each is the latest available version. To check, please visit talbotmuir.co.uk/tools/forms.
- I confirm that I have the appropriate authorisation to sign this declaration for the organisation detailed in section 5.
- The organisation detailed in 5 accepts responsibility to ensure that instructions they or any of their employees or agents give to any appointed investment manager to purchase investments will be in accordance with the latest available Permitted Investments List. This includes the requirement not to purchase investments that would give rise to a tax charge or liability as taxable property as defined under Part 2 Schedule 29A of the Finance Act 2004. If a non-allowable investment is purchased, the organisation agrees to indemnify Curtis Banks for any loss or liability, including any tax charge or penalty levied by HM Revenue & Customs on Talbot and Muir, as a direct result of the plan holding such an investment.
- Where an initial adviser charge is to be paid, the organisation detailed in section 5 ("we/ us") agrees in the event of any overpayment of any adviser charge in error, to inform Talbot and Muir and repay the sum promptly in any event no later than two working days. Until the sum has been repaid in full, it shall be due and payable as a debt. Talbot and Muir are entitled to off set any sums owed to them by us against any other sum payable to us.

Name

Signature

Position in organisation

Date

6 Cancellation rights

You can cancel a transfer payment into your SIPP within 30 days of us receiving your transfer payment.

During the 30 day period, your money will be invested as instructed by you and your adviser. If you decide to cancel the transfer, we will return the transfer payment, less any fall in the investments' market value. We will try to return the transfer payment to the pension provider from which it came. However, the provider does not have to accept the transfer back. If the provider refuses to accept the transfer back, we will arrange for the transfer to be sent to another pension provider of your choice.

7 Declarations

I declare that I will provide such information as is required by the Scheme Administrator from time to time. Such information will be provided within the time frames and in the form specified by the Scheme Administrator.

I hereby confirm that I have read and understood the Privacy Notice and that I understand that Talbot and Muir and the corporate trustee will obtain, record, process and hold my information and other such personal data as may be required to administer my Talbot and Muir SIPP in accordance with General Data Protection Regulation (GDPR). **Personal data we collect from you or that you have provided to us, will be processed in accordance with our Group Privacy Notice found here nucleusfinancial.com.**

I also understand that Talbot and Muir may disclose to a third party such information about me as may be required by that third party to enable them to trace my whereabouts in the future, should Talbot and Muir be unable to do so.

I declare that to the best of my knowledge and belief the statements made in all sections of this form (whether in my handwriting or not) are correct and complete. I understand that you may undertake a search with a reference agency for the purposes of verifying my identity, age, and bank account where applicable. To do so, the reference agency may check the details I supply against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained as an identity search.

Where applicable, I authorise Talbot and Muir to provide the details in section 2 to MoneyHelper.

Declarations to the Administrator of the transferring scheme(s)

- I authorise and instruct you to transfer funds from the plan(s) listed in section 3 of this application form directly to Talbot and Muir. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.
- I authorise you to release all necessary information to Talbot and Muir to enable the transfer of funds to Talbot and Muir.

- I authorise you to obtain from and release to the financial adviser named in this application any additional information that may be required to enable the transfer of funds.
- If an employer is paying contributions to any of the plans listed in section 3 of this application form, I authorise you release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
- Until this application is accepted and complete, Talbot and Muir's responsibility is limited to the return of the total payment(s) to the Administrator(s) of the transferring scheme(s).
- Where the payment(s) made to Talbot and Muir represent(s) all of the funds under the plan(s) listed in section 3 of this application form, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.
- Where the payment(s) made to Talbot and Muir represent(s) part of the funds under the plan(s) listed in section 3 of this application form, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

Declarations to Talbot and Muir and the Administrator of the transferring scheme(s)

- I promise to accept responsibility in respect of any claims, losses and expenses that Talbot and Muir and Administrator(s) of the transferring scheme(s) may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.
- I authorise Talbot and Muir, the current provider, any contributing employer and any financial adviser or intermediary named in this application to obtain from each other, and to release to each other, any information that may be required to enable the transfer of sums and assets to Talbot and Muir.

Declarations to Talbot and Muir

- I wish for the pension scheme benefits detailed in this form to be transferred to my Talbot and Muir SIPP.
- While Talbot and Muir will request transfers in a timely manner, I understand that Talbot and Muir is not responsible for the timely completion of the transfer.
- I understand that, in accordance with the Terms and Conditions, a fee may be charged in respect of the transfer of the above scheme (please refer to the relevant Schedule of Fees and Services for further details).
- I understand that a crystallised arrangement can only be transferred in full and not in part.
- I accept that an additional arrangement under my plan is set up to allow the continuation of drawdown income.
- Each separate crystallised arrangement transferred in must be maintained separately and may incur its own set of drawdown fees, as stated in the Schedule of Fees and Services.
- I understand that if I hold Enhanced or Fixed Protection and make a single or regular contribution, or transfer funds into a newly opened pension, there are circumstances under which this protection will be lost and the standard Lump Sum Allowance (LSA), Lump Sum and Death Benefit Allowance (LSDBA) and Overseas Transfer Allowance (OTA) will apply to my pension benefits.

- I understand that if I am transferring a capped drawdown arrangement(s) to a flexi-access drawdown arrangement(s), I will be subject to the Money Purchase Annual Allowance (MPAA) from the date of my first flexi-access payment.
- If I have taken benefits from any pension arrangement, with the current or any other pension provider, in a way which means I am subject to the Money Purchase Annual Allowance (MPAA), I have supplied the date the MPAA first applied to me in section 3 of this application form.
- I confirm that, to the best of my knowledge and belief, the details given on this Transfer Form and on the other documentation accompanying this application are correct and complete.
- I agree to be bound by the Trust Deed and Rules of the Scheme and by the terms and conditions provided to me by Talbot and Muir, including the Schedule of Permitted Investments and Schedule of Fees, in each case as may be amended from time to time. I have had an opportunity to consider these documents and ask questions about their meaning and effect and I have read the Key Features document in relation to the Scheme.

Signed

Date

Member name

Office use only

Smartsearch check
complete?

Processed by

Date

Checked by

Date

For literature in alternative formats, such as Braille, large print, audio or E-Text, please call us on 0115 841 5000 (or via Relay UK on 18001 0115 841 5000).

55 Maid Marian Way, Nottingham, NG1 6GE | t. 0115 841 5000 | f. 0115 841 5027 | e. enquiries@talbotmuir.co.uk | talbotmuir.co.uk

"Talbot and Muir" is the trading name for Talbot and Muir Limited (TML) (registered in England, number 02869547), MYSSAS Trustees Limited (MYSSAS) (registered in England, number 06536701), MYSIPP Trustees Limited (registered in England, 05960426) (MYSIPP), MYSIPP Trustees (Property) Limited (MYSIPP(P)) (registered in England, number 05342981), Pension Partnership SSAS Trustees Limited (PPSSAS) (registered in England, number 05762695), Pension Partnership SIPP Trustees Limited (PPSIPP) (registered in England, number 05635197), Pensions Partnership SIPP Trustees No 2 Limited (PPSIPP2) (registered in England number 08677314), Oval Trustees Limited (OTL) (registered in England, number 02711042), T M Trustees Limited (TMTL) (registered in England, number 03094287), The Ward Mitchell Trustees Limited (registered in England, 03006247) (TWMTL). TML, MYSASS, MYSIPP, MYSIPP(P), PPSSAS, PPSIPP, PPSIPP2, OTL, TWMTL, TMTL, have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. TML (in respect of its operation of self-invested personal pensions) is authorised and regulated by the Financial Conduct Authority. TML and TMTL are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at nucleusfinancial.com. (12/25)