For customers

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

Our new platform

nucleus platform

Transfer out request 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.

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

Using this form

Please complete Sections 1 to 4 of this form if you wish to transfer your SIPP out to another pension provider.

If you wish to transfer your SIPP to a qualifying recognised overseas pension scheme (QROPS) please also complete Sections 5 to 9. Otherwise, please leave those sections blank.

Once you have completed the relevant sections, please forward to your new pension provider to complete Section A, and Section B if applicable.

Section 1 - Personal details

Title

First name(s)

Surname

Customer number

Date of birth (DD/MM/YYYY)

National Insurance number

Address

Postcode

Telephone/mobile

Email

NU180
7/2026

Section 1a - Financial advice

If you have received advice from a Financial Conduct Authority (FCA) authorised firm in connection with this transfer, please provide details of your adviser:

Adviser contact name

Adviser contact number

Adviser firm name

Adviser firm address

Postcode

Should we liaise with your adviser in respect of the transfer?

Yes No

Adviser to complete

If your adviser is not submitting this form on your behalf with a covering letter, they must sign this section to confirm that advice to proceed was given.

I confirm in respect of the proposed transfer that:

- I have provided the above named applicant with advice in respect of this transfer in accordance with FCA rules, in particular Chapter 19 of the Conduct of Business Sourcebook.
- I have given a personal recommendation that the pension transfer is suitable for the applicant and that the applicant should proceed with this transfer.
- 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.
- 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.

Financial adviser's signature

Print name

Date (DD/MM/YYYY)

FCA firm reference

Investment Pathways

If you have not taken financial advice in relation to this request, you may not be fully aware of the options available to you when looking to taking money out of your pension. The FCA's 'Investment Pathways' framework seeks to provide you with general investment strategies that align with how you intend to access your pension over the next five years.

To learn more about how Investment Pathways could work for you, you can use the Investment Pathways Comparison Tool hosted by **MoneyHelper** at moneyhelper.org.uk. This guidance aims to make you aware of the drawdown choices you can make, and how your investment decisions can be tailored to fit with your financial goals You can also find more information on Investment Pathways on our website.

Please note that Nucleus does not provide financial advice, we would always suggest that you seek advice from a regulated financial adviser.

Section 1b - Reason for transfer

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

Yes ☐ No ☐

If **Yes**, and we do not have evidence that you are following the advice of your adviser and they are submitting this form on your behalf, please read and complete Sections 1c and 1d. Otherwise, please continue to Section 2.

Section 1c - Pension Wise guidance and risks to consider

Pension Wise is a Government-backed service provided by MoneyHelper that offers people who are invested in defined contribution pension schemes and are approaching retirement free, impartial guidance about their choices. You can receive Pension Wise guidance online, over the phone or face to face.

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.

Have you received impartial guidance from the Pension Wise service, provided by MoneyHelper, in respect of this transfer?

Yes ☐ No ☐

If **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. This may be appropriate even if you have received advice or guidance previously.

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.

Do you wish to proceed without guidance from Pension Wise?

Yes ☐ No ☐

Section 1d - Risks to consider before proceeding

Please complete this section if you are submitting this form directly to us and are transferring with the intention of making withdrawals from your pension within the next three months.

Our regulator, the FCA, requires that we ask you questions regarding matters you should have considered before accessing benefits from your pension.

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 transfer request; or
- proceed with your transfer request where you appear to have considered the relevant risks.

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 the pension company you intend to transfer to?

   Yes ☐ No ☐

5. Have you considered the different ways to take money out of your pension, such as income drawdown, an uncrystallised funds pension lump sum or an annuity purchase?

   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 2 - Details of the transfer request

Please confirm if you are requesting a full or partial transfer:

Full transfer

Partial transfer

Please be aware that partial transfers cannot be made if your plan is already in income drawdown.

Are you requesting this transfer as a result of an unsolicited cold call, letter, message or email, or an offer of a free pension review?

Yes No

Are you requesting this transfer as a result of an incentive, such as early pension access or a cash advance?

Yes No

Do you feel that you have been pressured into requesting this transfer, or encouraged to do so urgently?

Yes No

If you have answered **Yes** to any of these questions, please provide details of the person encouraging you to transfer your pension:

Contact name

Company name

Contact telephone

Contact email

Does the scheme to which you are transferring use investment structures that seem unusual, complex or unclear?

Yes No

Does the scheme to which you are transferring apply high or unclear charges?

Yes No

Does the scheme to which you are transferring involve high risk, overseas or unregulated investments?

Yes No

If you have answered **Yes** to any of the above questions, or you are not sure about how to answer them, you should speak to your regulated financial adviser or Pension Wise before taking any action.

Is this request part of a block transfer (i.e. a transfer of the pension funds of more than one person)?

Yes No

If **Yes**, please provide us with any information we may need to know regarding the block transfer:

Section 2a - Details of receiving scheme

Please confirm the type of scheme you are transferring to:

- SIPP
- SSAS
- QROPS
- Occupational scheme (other than SSAS)
- Stakeholder/Personal pension

Section 2b - Status of funds

How much would you like to transfer out?

- Full value of SIPP
- Full crystallised fund only
- Full uncrystallised fund only

or

Uncrystallised amount: £

Receiving scheme name

Address

Postcode

Telephone

Email

Section 3 - Instructions for the sale and/or transfer of assets and cash

Please tick one of the following boxes to confirm how your current investments are to be moved:

- I have already instructed disinvestments or there is a cash balance available for the transfer out
- Please sell all my investments prior to transfer (full transfers out only)
- Please transfer all my investments in-specie (full transfers out only)
- Please use the table on the following page for details of the assets to be sold or transferred. (Please complete the table on the following page for this option. If the details of the holdings given do not match our systems, this may result in a delay).

Important notes

- Any disinvestments will be made in accordance with our **Order Execution Policy**; a copy of which can be obtained from our website at literaure.nucleusfinancial.com or on request.
- On receipt of the sale proceeds, we will forward any remaining cash balance to the new provider, after outstanding charges have been deducted. Your SIPP will then be closed (where applicable).
- Charges may be levied by the underlying fund providers when selling or transferring your investments. Please contact your adviser or the fund provider directly for further information.
- If cash is to be transferred to a new pension scheme with a value of up to £250,000, the payment will be made through the Faster Payments service. For cash values greater than £250,000, the payment will be made by CHAPS.
- Any in-specie transfer is subject to the agreement of the receiving pension scheme provider. If they refuse to accept a transfer of any of the investments on an in-specie basis this may result in delay to the transfer or the transfer not proceeding.

Section 3 - Instructions for the sale and/or transfer of assets and cash (continued)

Description of asset	Unit/shares held	Current value (£)	ISIN code	Amount to be sold or transferred in £ or %	Transfer in-specie	or	Sell to cash and transfer
Individual holdings							
Cash deposit accounts							
Stockbroking account holdings							

Should the table above not be sufficient to detail all of your holdings, please attach an additional page signed by yourself/your adviser.

Section 4 - Property (if applicable)

Please only complete this section if there is a property held within your Nucleus Modular iSIPP.

Please note: We will not commence the transfer of any other investments or cash until the property has been successfully transferred.

We will appoint a solicitor from our approved panel of solicitors to act for the Trustees on the transfer of the property. Please refer to our Commercial Property Purchase and Maintenance Guide, which is avaliable on our website for further information.

For all costs relating to property transactions, please refer to the charges schedule for your Nucleus Modular iSIPP product.

Required information

Solicitors

Please provide the details of the solicitor who is to act on behalf of the receiving scheme.

Please note there must be separate legal representation for Nucleus and the receiving scheme.

Solicitor's name

Solicitor's address

Postcode

Mortgage

If there is an outstanding mortgage, please confirm whether it is to be:

- ☐ paid off from the Nucleus Moduar iSIPP
- ☐ redeemed by the new scheme taking out a new mortgage.

Market valuation report

Please confirm whether the receiving scheme will:

- ☐ be obtaining a new report
- ☐ rely on the report which we currently hold.

Section 5 - Declaration

I request and consent to the transfer set out in this application form.

I confirm and agree that:

- to the best of my knowledge and belief, the details given on this form are correct and complete.
- by signing this declaration, I authorise Nucleus to release details about the transfer from my SIPP and the subsequent application of benefits to the receiving scheme.
- after my SIPP is closed, any accumulation units, further money received from an investment or investment manager, dividends paid as shares or corporate events leading to a new asset holding, will be encashed and transferred to the receiving scheme, subject to the applicable charge for standard payments received after SIPP closure.
- the payment I have requested discharges Nucleus' liability in respect of the transferred funds in full.
- any entitlement to benefits under this SIPP will cease in respect of any transferred rights and Nucleus will be fully discharged from any obligation to provide benefits.

I understand it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

Signature

Print name

Date (DD/MM/YYYY)

Please now forward this form to your new pension provider to complete Section A, and Section B if applicable.

If you are requesting a transfer to a qualifying recognised overseas pension scheme (QROPS), please first complete Sections 6-10 and sign the additional declaration before forwarding this form to your new pension provider to complete.

Scam awareness



- There are companies that claim they can help you 'cash in' your pension early. If you agree to this, you could face a tax bill of more than half your pension savings.
- Please be extremely wary of any unsolicited approach offering upfront cash incentives or loans from your pension. Cold-calling is illegal, and is very likely to be part of a scam.
- It is not possible to access pension funds before the age of 55 (except in rare circumstances). To do so is likely to result in serious tax consequences.
- Never be rushed into agreeing to a pension transfer. If you are in any doubt, take advice from an adviser who is authorised by the FCA.
- Before proceeding, please ensure you have also read our **Guide to transferring your SIPP away from Nucleus**, including the related scam awareness content.
- **Do not sign this Transfer Out Request Form unless you are certain that you fully understand the consequences of making the transfer.**

Sections 6-10 are only to be completed for transfers to a qualifying recognised overseas pension scheme (QROPS)

Section 6 - Additional details - QROPS transfers only

If your address given in Section 1 is not in the UK, please provide your last principal address in the UK

Postcode

If you are no longer a UK resident, please state the date you ceased to be resident in the UK

If you do not have a previous UK address, please tick this box ☐

Section 7 - Protection - QROPS transfers only

If you have applied to HMRC for any of the following types of protection, please provide details below and enclose a copy of the relevant HMRC certificate(s) with this form:

☐ **Enhanced Protection**

Certificate reference number

☐ **Primary Protection**

Certificate reference number

☐ **Fixed Protection 2012**

Certificate reference number

☐ **Fixed Protection 2014**

Certificate reference number

☐ **Fixed Protection 2016**

Certificate reference number

☐ **Individual Protection 2014**

Certificate reference number

☐ **Individual Protection 2016**

Certificate reference number

☐ **Pension Credit Rights**

Certificate reference number

☐ **International**

Certificate reference number

Section 8 - Lump sum allowance - QROPS transfers only

For a transfer to a QROPS, the amount of money leaving your SIPP must be tested against your lump sum allowance before it can be transferred.

Please complete the following sections to help us determine any tax liabilities.

Is this the first time you have elected to take benefits from any pension fund since 6 April 2006?

Yes ☐ No ☐

If **Yes**, please go to Section 8a.

If **No**, please go to Section 8b.

Section 7a - Pre 6 April 2006 benefits - QROPS transfers only

At 5 April 2006, were you taking any pension income (for example income withdrawal/scheme pension/ annuity)?

Yes ☐ No ☐

If **Yes**, please provide details below.

If **No**, please continue to Section 9.

If you are receiving any pension income, please provide the total current maximum annual pension income you could receive from all your income withdrawal, scheme pension or annuity incomes. If you have converted any of these pensions to flexi-access drawdown, you should include the maximum income available immediately before conversion.

Total gross maximum annual income from all your pension funds

£ _____ p.a.

Section 8b - Post 6 April 2006 benefits - QROPS transfers only

As you have elected to take benefits since 6 April 2006, please provide the total amount of lump sum allowance used to date

£ _____

If you were taking income benefits prior to 6 April 2006, we will assume that the lump sum allowance used in respect of these is included in this amount.

Section 9 - Details of receiving QROPS - QROPS transfers only

Please provide the QROPS reference number, allocated to the scheme by HMRC.

HMRC reference number

Name of QROPS

Address of QROPS

Country

Country in which QROPS is established and regulated

Scheme manager name

Contact telephone number

Please note that some transfers to a QROPS can attract a charge, known as the Overseas Transfer Charge. If certain conditions are met, your transfer may be exempt from this charge. For more information, please visit gov.uk/transferring-your-pension/transferring-to-an-overseas-pension-scheme.

Section 10 - Additional declaration - QROPS transfers only

I request and consent to the transfer set out in this application form. I accept and agree that:

- in some circumstances a transfer of funds or any future payments might not be a recognised transfer and may be treated as an unauthorised payment, giving rise to a liability to pay tax in the UK
- some transfers can attract the Overseas Transfer Charge, as outlined in Section 9
- in either of the above circumstances, I shall be liable to HMRC for any personal tax liabilities incurred, and I shall be liable to Nucleus for any tax liabilities they may incur as scheme administrator
- by signing this declaration, Nucleus is authorised to release details about my SIPP to the receiving QROPS
- if applicable, Nucleus has my authority to check with HMRC the details of any certificate which I supply relating to any enhanced allowance
- the payment I have requested discharges Nucleus' liability in respect of the transferred funds
- any entitlement to benefits under this plan will cease in respect of any transferred rights, and Nucleus will be discharged from any obligation to provide benefits in respect of those rights.

I declare that to the best of my knowledge and belief, the particulars given on this form are correct and complete.

I accept it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

Signature

Print name

Date (DD/MM/YYYY)

Please now forward this form to your new pension provider to complete Section A, and Section B if applicable.

This section is to be completed by the receiving pension provider

Please **tick** if you are accepting a transfer of uncrystallised funds. ☐

Please **tick** if you are accepting a transfer of crystallised funds. ☐

Please complete **Section B in addition to Section A** if the customer has requested an in-specie transfer.

Section A1 - Transfer of funds

Customer name

Your plan reference

Name of scheme

PSTR number

Scheme email address

Type of scheme

☐ Public service pension scheme

☐ Authorised master trust scheme

☐ Authorised collective money purchase scheme

As the administrator of the scheme:
(please tick the statement that applies)

☐ We confirm that our scheme is a registered pension scheme under Chapter 4 of the Finance Act 2004, and is capable of accepting transfers of crystallised funds (if applicable).

☐ We confirm that our scheme is a qualifying recognised overseas pension scheme (QROPS) as defined by HM Revenue & Customs (HMRC) under Chapter 4 of the Finance Act 2004, and has satisfied HMRC's requirement in this respect. Our scheme is capable of accepting transfers of crystallised funds (if applicable).

If the receiving scheme is a QROPS, please also enclose a copy of the letter from HMRC confirming the recognised status of the scheme.

Section A2 - Electronic transfer payment details

Bank name and address, including postcode

Sort code

Account number

Payment reference

Account name

Section A3 - Receiving scheme declaration

We confirm that the above statements are true, and that upon receipt and acceptance of the transfer value, it will be applied to provide benefits for the customer under the receiving scheme.

We give Nucleus permission to approach HMRC for confirmation that this scheme is either a registered pension scheme, or a QROPS that complies with HMRC requirements.

Signature

Print name

Date (DD/MM/YYYY)

Address

Postcode

For cash transfers, please forward this form to Nucleus on completion of Section A.

For in-specie transfers, please continue to Section B.

Section B1 - In-specie transfer details

Please review the assets included in the proposed transfer and confirm one of the following:

- [ ] The receiving scheme can accept and hold all of the assets that are included in the proposed transfer.
- [ ] The receiving scheme cannot accept any of the assets that are included in the proposed transfer.
- [ ] The receiving scheme can accept and hold all of the assets that are included in the proposed transfer, other than those listed below.

Should the receiving scheme be unable to accept some or all of the assets that are to be transferred from the SIPP, please contact the customer or their adviser to discuss alternative arrangements.

Section B2 - Re-registration of assets

Please provide the transferee's/holder's details in the table below. Please make this as clear as possible as any ambiguity will lead to potential delays in processing the transfer. Please copy this table should you require more space for re-registration details.

Individual holdings	Registered holder / transferee name and address	2nd Registered holder / transferee name and address	Account number(s)	Designation(s)

Investment manager/ stockbroking accounts	New investment manager/ stockbroker name and address	New investment manager/ stockbroker account number	Registered holder / transferee name and address - if the assets currently held within an existing investment manager account are to be held within your plan directly

Please forward this completed form and any required enclosures to Nucleus, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB.

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.

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