

Transfer out discharge form.

Client name

Scheme name/reference

Are you making the transfer for the following reasons:

Consolidation Yes ☐ No ☐

To draw benefits Yes ☐ No ☐

Please explain why you are making the transfer.

Please confirm whether the transfer will be a partial or a full transfer.

Full ☐ Partial ☐

Please confirm if the transfer will be a cash transfer or an in-specie transfer.

Cash ☐ In-specie ☐

If a partial transfer, please state the value of your fund you wish to transfer.

If an in-specie transfer, please provide a list of assets you wish to transfer.

- > If you select a cash transfer, we will contact your Investment Manager(s) and/or asset provider(s) to arrange for the necessary assets to be sold and transferred as required.
- > If you subsequently wish to change the basis of the transfer from the option you select in this section, you must send us a signed letter or email to confirm your wishes.
- > If you choose to transfer investments in-specie, please be aware that some investment managers or fund providers may treat this as a trigger for a change in asset share class.

For an in-specie transfer of commercial property a solicitor must be appointed to act on behalf of the Scheme trustees. Please provide details below.

Firm

Office address

Postcode

Solicitor name (if known)

Telephone

Email address

Please note:

For in-specie transfers, please confirm you have checked with the receiving scheme that they are able to hold all transferring assets.

Please note:

We are unable to process partial transfers of crystallised funds. Crystallised arrangements must be transferred in full, however if your Scheme contains more than one crystallised arrangement, you may select which arrangements are to be transferred and which are to remain.

Did you receive financial advice in relation to this pension transfer?
☐ **NO**
☐ **YES:** I confirm that regulated financial advice has been provided in connection with this transfer. Please confirm the adviser details below:
Name of Company

FCA Company reference number

Registered address

Name of Financial Adviser

FCA Individual reference number

Email address

Contact number

Transfer out declaration

- > I have read and I understand the information in this form and I now formally request a transfer value to be made from the Scheme administered by Dentons (less any outstanding fees) to the chosen receiving Scheme.
- > I understand that in the event of a cash transfer, my allocation of/all Scheme assets will be disinvested and transferred as cash, except for those assets that cannot be sold or those that I have specifically nominated for a transfer in-specie. Any assets I elect to be transferred in-specie, I understand that it is my responsibility to check they can be held by the chosen receiving investment firm and pension provider.
- > I agree that, should I require for my allocation of the assets in my Scheme to be sold at a specific time or for a specific value, I will notify Dentons using this form and will contact my Investment Manager to arrange the disinvestment myself.
- > I understand that the ability to sell or transfer some assets, such as those held in fixed term bank accounts, may be limited and as a result the transfer of these assets may be delayed.
- > I understand that selling my holdings prior to transfer will incur transaction fees as stated in our Fee Schedule and transferring my holdings in-specie is likely to incur re-registration fees for each holding.
- > I agree the transfer shall be sufficient to end any of my claims to pension benefits from the portion of the Scheme that is transferred and that the transfer will only be completed once the receiving Scheme confirms they are capable of accepting the transfer and they have properly completed this form.
- > I declare that to the best of my knowledge and belief, the statements made on this form and its attachments (whether in my handwriting or not) are correct and complete.
- > I promise to take responsibility for any losses or expense that result from any untrue, misleading or inaccurate information that is given by me or on my behalf, on this form, or in respect of the transfer.
- > If my Scheme is to be fully closed, I understand that if any further values are received by my Scheme after the transfer to my chosen receiving Scheme has been made, these will be collected in a non-interest bearing account and transferred separately. I accept that, should such a payment be required, Dentons will take a charge from the value to be transferred to the receiving Scheme.
- > If any genuine costs are incurred by my Scheme after my transfer out has been completed I give Dentons permission to request monies back from the receiving Scheme to cover these costs.
- > I have read and understood the Pensions Regulator's leaflet about pension liberation supplied with this discharge form and I am happy to proceed with the transfer.

Transfer out declaration continued

For a SIPP, please sign as the Member below and for SSAS, all trustees must sign on the next page.

I agree and acknowledge that:

- Dentons will undertake appropriateness of the checks on the receiving scheme, however, I am not permitted to rely in any way on this and understand I am responsible for undertaking my own checks on the receiving scheme.
- I understand that, if the receiving scheme provides access to my pension benefits earlier than permitted (normally before age 55), there will be significant tax charges and there may also be a risk that the receiving scheme charges significant fees. I will be responsible for all tax charges and penalties applied. This includes authority for Dentons to recover any charges or penalties applied to them, from me. I will have no recourse to Dentons for these charges or penalties.

Dentons may delay to make the transfer until it has satisfied itself that:

- The receiving scheme is registered with HMRC; and
- The transfer would be a recognised transfer for the purposes of the Finance Act 2004.

Dentons is entitled to reject and cancel the transfer in the event that it is unable to satisfy itself of the above.

- Once such payment has been effected, I release the trustees and their respective estates and effects from all claims and demands that I may have against them in respect of my pension rights under the scheme.

Member name

Member signature

Date (DD/MM/YYYY)

Transfer out declaration continued

For a SSAS, all trustees must sign below.

Trustee name 1	Date (DD/MM/YYYY)
Trustee signature	

Trustee name 2	Date (DD/MM/YYYY)
Trustee signature	

Trustee name 3	Date (DD/MM/YYYY)
Trustee signature	

Trustee name 4	Date (DD/MM/YYYY)
Trustee signature	

Trustee name 5	Date (DD/MM/YYYY)
Trustee signature	

Trustee name 6	Date (DD/MM/YYYY)
Trustee signature	

Receiving Scheme information

Please provide the details of the insurer, life office or personal pension operator.

Receiving scheme name

Firm register number

Scheme reference/policy number

Scheme type

Contact name (if known)

Correspondence address

Contact telephone number

Contact email address

Is the receiving scheme capable of receiving funds that are designated to flexi-access drawdown?

Yes ☐ No ☐

Is the receiving scheme capable of receiving interim cash payments before the transfer is fully completed?

Yes ☐ No ☐

Please note:

This section is to be completed by the receiving scheme provider or administrator. We require all of the following information to be completed, before the transfer out can be initiated. The transfer will be delayed if all requirements are not met or the supporting enclosures are not sent.

Receiving Scheme information

Please provide payment details for the receiving Scheme.

Payee or account name

Bank name

Account number

Sort code

International bank account number

Swift code (If applicable)

- Payments can only be made to the life office or trustee of the Scheme
- All cash payments will be made by BACS, unless Faster Payments or CHAPS is requested.

If assets within the Scheme are to be transferred in-specie, please provide details of the receiving Investment Manager.

Receiving Investment
Manager or Broker name

Investment Manager or Broker
Address for all correspondence

Telephone number

Account number

If any of the assets to be transferred must be held at an alternative location, please confirm which assets and where they are to be held.

Receiving Scheme declaration

- I confirm that the receiving Scheme is a UK registered pension Scheme, capable of receiving the transfer payment proposed above. I confirm that the receiving Scheme shall only use the transferred pension benefits to provide pension benefits and will not take any action or omit to take any action which would result in an unauthorised payment.
- I authorise Dentons to contact HMRC to obtain confirmation of the status of the receiving Scheme and acknowledge that there may be a delay with the transfer until Dentons are satisfied that the transfer can proceed.
- I confirm the above statements are true and that upon receipt of the transfer value it will be applied to provide benefits for or in respect of the member under the receiving Scheme.
- Should any of these statements turn out to be false, the receiving Scheme administrator will be responsible to Dentons for any losses associated with having made the transfer, including but not limited to any unauthorised member payment charges and Scheme sanction charges, to the extent that it has been unable to recoup these from the member.
- By signing this form, I acknowledge that the client has authorised Dentons to request money back to cover any genuine costs that may be incurred by the Scheme after the transfer has completed.

Name

For, or on behalf of

Signature

Capacity in which signed

Date (DD/MM/YYYY)



Dentons Pension Management Limited
Sutton House, Weyside Park
Catteshall Lane, Godalming
Surrey GU7 1XE

T 01483 521 521
F 01483 521 515
E enquiries@dentonspensions.co.uk
W www.dentonspensions.co.uk

Dentons Pension Management Limited, Denton & Co. Trustees Limited, NTS Trustees Limited, TP Trustees Limited, Sippchoice Trustees Limited, Fairmount Trustee Services Limited and M.A.B. Trustee Company Limited are registered in England & Wales under numbers 02352951, 01939029, 01407848, 02604059, 06869793, 01909678 and 01604556 respectively. Registered office at Sutton House, Weyside Park, Catteshall Lane, Godalming, Surrey, GU7 1XE.

Dentons Pension Management Limited is authorised and regulated by the Financial Conduct Authority, register number 461094.

VAT number for Dentons Pension Management Limited is 863 1639 14.