

Transfer Out Application

Use this form to fully transfer your benefits in cash from a Standard Life pension scheme to another UK registered pension scheme.

Guidance notes for filling in this form

References to ‘Standard Life’ mean Standard Life Assurance Limited or Standard Life Master Trust Co Ltd. Parts 1, 2 and 4 of the form should be completed by you as the Planholder, and Part 3 by the Trustee/Scheme Administrator of the receiving pension scheme (Receiving Scheme). You should check the details completed by the Receiving Scheme before signing and dating the form at the end.

Standard Life will not be able to proceed with your transfer request unless this form is completed fully. Complete one form for each Standard Life plan that you wish to transfer.

UK tax laws mean that tax is charged on ‘unauthorised payments’ that are made from UK registered pension schemes. The Pensions Advisory Service (TPAS) can help to explain the potential tax consequences for you of an unauthorised payment.

Where the value of your pension fund is greater than £30,000 and contains safeguarded benefits, legislation requires you to take advice from an independent financial adviser. Safeguarded benefits are defined as a benefit that has a promise, such as a guaranteed annuity rate or level of pension income, but does not include guaranteed investment returns such as those from with profits.

Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.

Along with this form, you should also provide the following if you are intending to transfer to an occupational pension scheme or a Small Self-Administered Scheme:

- Evidence you are in receipt of earnings. If you are employed, please provide copies of your last 3 months’ payslips and a copy of your latest P60. If you are self-employed, please provide a letter from a certified accountant evidencing your last 3 months’ income (excluding dividends as these do not constitute taxable earnings) and a copy of your latest tax return. This is needed to help us establish whether you have a statutory right to a Cash Equivalent Transfer Value.
- A copy of correspondence from HMRC confirming the Receiving Scheme’s Pension Scheme Tax Reference (PSTR) number. The Receiving Scheme Trustee/Scheme Administrator will be able to provide you with this.
- The Scheme’s Trust Deed and Rules from inception of the Scheme to date, and any other Deeds e.g. Deed of Participation (workplace), Appointment and Retiral of Trustees.
- A letter from the bank providing the Pension Schemes Trustee/Administrators Account. This letter must be, on letter headed paper, confirming the full name of the account, the account sort code, the account number, the date the account was established, and the names of the accounts authorised signatories.

Upon receipt of the complete requirements we will assess your request with a view to completing the transfer. However, we do reserve the right to ask for additional information where it is deemed necessary.

Pension Scams

Your pension savings are in safe hands with us but pension scams are on the increase.

We are working hard to help our customers avoid these scams. Thousands of people have lost their retirement savings after falling for a pension scam. Don’t be next.

If you are considering transferring your pension savings into a new scheme, consider these questions:

- Have you been motivated by a cold-call, online advert or text out of the blue, offering a ‘free pension review’?
- Is the new scheme a Small Self-Administered Scheme?
- Will your pension pot be investing in unusual investments such as overseas property, car parks, unregulated investments, forestry, storage units, care homes, biofuels or businesses you don’t know much about?
- Does your new arrangement require you to set up a company?
- Have you been promised guaranteed returns or a cash incentive to transfer?
- Have you been told you can access any part of your pension before age 55, other than on the grounds of ill-health?

If the answer to any of these questions is **yes**, then there’s a chance your money could be at risk.

To know what to look out for or what to do if you think you’re being targeted – go to the Pensions Regulator’s website www.pension-scams.com

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Is any of your plan invested in with profits?

These investments may include potentially valuable guarantees. With profits guarantees give you some protection if investment returns are poor. Please check your last statement for details of any guarantees. If you’re unsure of anything or need more information, please call us. You should also consider paying for financial advice, as the impact of giving up a with profits investment depends upon your personal circumstances.

You can find out more about with profits at www.standardlife.co.uk/withprofits

Please return the completed form to Standard Life:

**Standard Life
Standard Life House
30 Lothian Road
Edinburgh
EH1 2DH**

Why ask these questions? Because we want to help you protect your savings. If you have been cold-called about a transfer opportunity or you are investing in high risk, unregulated investments, it could mean that your pension savings are at risk or you are being scammed.

Part 1 – Your details	
You should complete this part.	
Title (Mr/Mrs/Miss/Ms/ Other eg Dr/Rev)	Surname
First name(s) (in full)	
Date of birth (DD/MM/YYYY)	National Insurance Number
Standard Life plan number	
Your address	
Country	Postcode
Your contact number	
Your email address	@

You should complete this part, but your Receiving Scheme Trustee or Scheme Administrator may need to provide you with the information required

Part 2 – Receiving Scheme details	
Type of Receiving Scheme:	Occupational Pension Scheme <input type="checkbox"/> Personal Pension Scheme <input type="checkbox"/> Small Self-Administered Scheme <input type="checkbox"/>
Name of Receiving Scheme	
HMRC Pension Scheme Tax Reference number	
Name of Receiving Scheme Administrator	
Telephone no. for Receiving Scheme Administrator	
Contact name at Receiving Scheme Administrator	
Address of Receiving Scheme Administrator	Postcode
Name(s) of Receiving Scheme Trustees (if applicable)	
Have you taken regulated advice about this transfer request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide the following details:	
Name of company providing you with financial advice	
Name of financial adviser	
Contact number	

Why ask these questions? Because, pension scammers may pose as financial advisers.

We always recommend that you take financial advice about your transfer options from a financial adviser authorised and regulated by the UK Financial Conduct Authority to give pensions transfers related advice.

If you take advice from someone who is not authorised and regulated by the UK Financial Conduct Authority, you may not be covered by the protections of the Financial Ombudsman Service or the Financial Services Compensation Scheme if things go wrong in relation to the advice given. You should also be aware that if you take advice from a non-UK based adviser, you may not be covered by any similar protections in the country you live, or where the advice has been given from, at all.

If you should have any queries about this, speak to your adviser or contact the UK Financial Conduct Authority.

If you are receiving advice from a financial adviser, you should remember that the adviser is acting on your behalf not only in giving advice, but also regarding the completion of this form.

FCA Reference Number	<input type="text"/>
How did you find out about this transfer opportunity?	<input type="text"/>
If your adviser is not regulated by the FCA, which body is it regulated by?	<input type="text"/>
Do you know where your pension savings will be invested under the new scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide details	<input type="text"/>

Why ask this question? Because, unusual investments such as overseas property, car parks, unregulated investments, forestry, storage units, care homes, biofuels etc., are generally considered high risk investments and many have been linked to pension scamming activity.

Part 3 – Receiving Scheme Declarations

The Trustee(s)/Scheme Administrator* of the Receiving Scheme:

- a. confirms that the Receiving Scheme is a UK registered pension scheme and will accept and is capable of accepting the transfer value to be transferred from the transferring plan;
- b. confirms that the Receiving Scheme is not under review by HMRC;
- c. confirms that, when required under the data protection law, the Trustees of the Receiving Scheme are registered with the Information Commissioner’s Office as data controllers.
- d. undertakes to provide the Planholder with a copy of the correspondence from HMRC confirming the Receiving Scheme’s PSTR number as evidence that the Receiving Scheme is registered with HMRC;

Where the Receiving Scheme is an occupational pension scheme:

- e. confirms that the Receiving Scheme is an Occupational Pension Scheme as defined under s1(1) of the Pension Schemes Act 1993 (c.48).

Where the Receiving Scheme is a personal pension scheme:

- f. confirms that the Receiving Scheme is FCA regulated.

This part 3 is signed for and on behalf of the Trustee(s)/Scheme Administrator* of the Receiving Scheme as follows:

The Receiving Scheme Trustee/Scheme Administrator should complete this part.

Go to the Information Commissioners Office website <https://ico.org.uk/> for further information on ‘Registration by pension scheme trustees’ requirements.

Signature	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/>
Position of Authorised Signatory	<input type="text"/>
Printed Name of Authorised Signatory	<input type="text"/>
Contact phone number	<input type="text"/>

*Delete as appropriate



Receiving Scheme Payment Details

Bank Name/ Address	<input type="text"/>
Postcode	<input type="text"/>
Receiving Scheme Account Name	<input type="text"/>
Receiving Scheme Bank Account Number	<input type="text"/>
Sort Code	<input type="text"/>
Receiving Scheme Reference	<input type="text"/>

Part 4 – Your Declarations

I hereby confirm that –

- a. I have requested the transfer.
- b. I have had the opportunity to read and fully consider this document setting out the arrangements to be made between Standard Life and the Trustees/Scheme Administrator of the Receiving Scheme.
- c. I am aware of the benefits that will be awarded in respect of the transfer value in the Receiving Scheme.
- d. I am aware that the amount of the transfer value is **not guaranteed and may fluctuate** and that the exact transfer value will not be known until the transfer date. The amount of the transfer value will represent the value of my entire interest, and my dependants’ interest, in the Standard Life plan that is being transferred to the Receiving Scheme.
- e. I am aware of the details set out in this document and hereby consent to the transfer of the transfer value to the Receiving Scheme.
- f. In consideration of the arrangement made for the provision of additional benefits for me and my dependants under the Receiving Scheme, once the transfer value has been paid to the Receiving Scheme’s Trustees/Scheme Administrator, my Standard Life plan will end, and I hereby discharge Standard Life of all claims, which I, and my dependants, have or may have to the benefits under the Transferring Scheme in respect of the transfer value.
- g. I am aware that in some circumstances a transfer of benefits might not be a recognised transfer under the relevant tax rules and may be treated as an unauthorised payment by HMRC giving rise to a liability to pay tax.
- h. If HMRC require Standard Life to pay tax on the transfer value because the Receiving Scheme does not comply with HMRC’s requirements, I undertake to refund Standard Life the tax due by them.
- i. I am aware of the risks associated with pension scams and I hold Standard Life harmless from and against all costs, losses or expenses resulting from my decision to proceed with my transfer request, unless such an event has arisen as a result of any fraud, negligence or wrongful act by Standard Life.
- j. I confirm that any information provided about me by the Receiving Scheme or my advisers has been verified by me as factual and correct and that Standard Life is in no way responsible for any quotation or any literature issued by the Receiving Scheme or my advisers.

To the best of my knowledge and belief the information given in this form is correct and complete.

Planholder’s
signature

Date
(DD/MM/YYYY)



You should check the details completed by the Receiving Scheme before signing and dating the form.

Please return the completed form to Standard Life:

**Standard Life
Standard Life House
30 Lothian Road
Edinburgh
EH1 2DH**



Signature

Standard Life Assurance Limited is owned by the Phoenix Group and uses the Standard Life brand under licence from the Standard Life Aberdeen Group. You can find more information about Standard Life Aberdeen plc’s strategic partnership with Phoenix at www.standardlife.com/partnership

Standard Life Assurance Limited is registered in Scotland (SC286833) at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH.

Standard Life Assurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. www.standardlife.co.uk