

Self Invested Personal Pension

In-specie transfer guide

Here's a quick guide to transferring investments 'in-specie' to a Standard Life SIPP.

Inside we'll show you:

- How Standard Life can help.
- What we need from you.
- What to expect.
- Points to note.
- The process in detail.
- Documentation required – who's responsible for what?

In-specie transfers?

We're ready to help:

Transferring the ownership of assets from one provider to another, without having to sell and buy back the investment (this is the process known as In-specie), may be beneficial. If you are unsure about what this means, you may wish to seek financial advice. There is likely to be a charge for this.

Our in-specie transfer guide is designed to help you do what you want, right, first time.

Staff in our SIPP In-specie Team are happy to help you with the process.



**If you've any questions, please
contact our SIPP customer centre
0345 084 5000
(Call charges may vary)**

How Standard Life can help

Our 'process map' on page 3 guides you through the transfer and details who does what along the way.

On page 4 we provide a 'documentation table' which shows you who's responsible for drafting the paperwork necessary to ensure the smooth re-registration for each type of asset.

What we need from you

- A completed application form.
- A full list of the assets to be transferred. Ideally this should be on the transferring scheme's company headed paper and should include the full name of the investments, the quantity to be transferred and the SEDOL code or ISIN (if applicable).

What to expect

When we receive the application we will contact the transferring scheme and let you know that we have received your request. However, the time it takes the assets to be passed to Standard Life is largely beyond our control. It can usually take around three months for the process to complete, although it depends on the assets being transferred and can be longer.

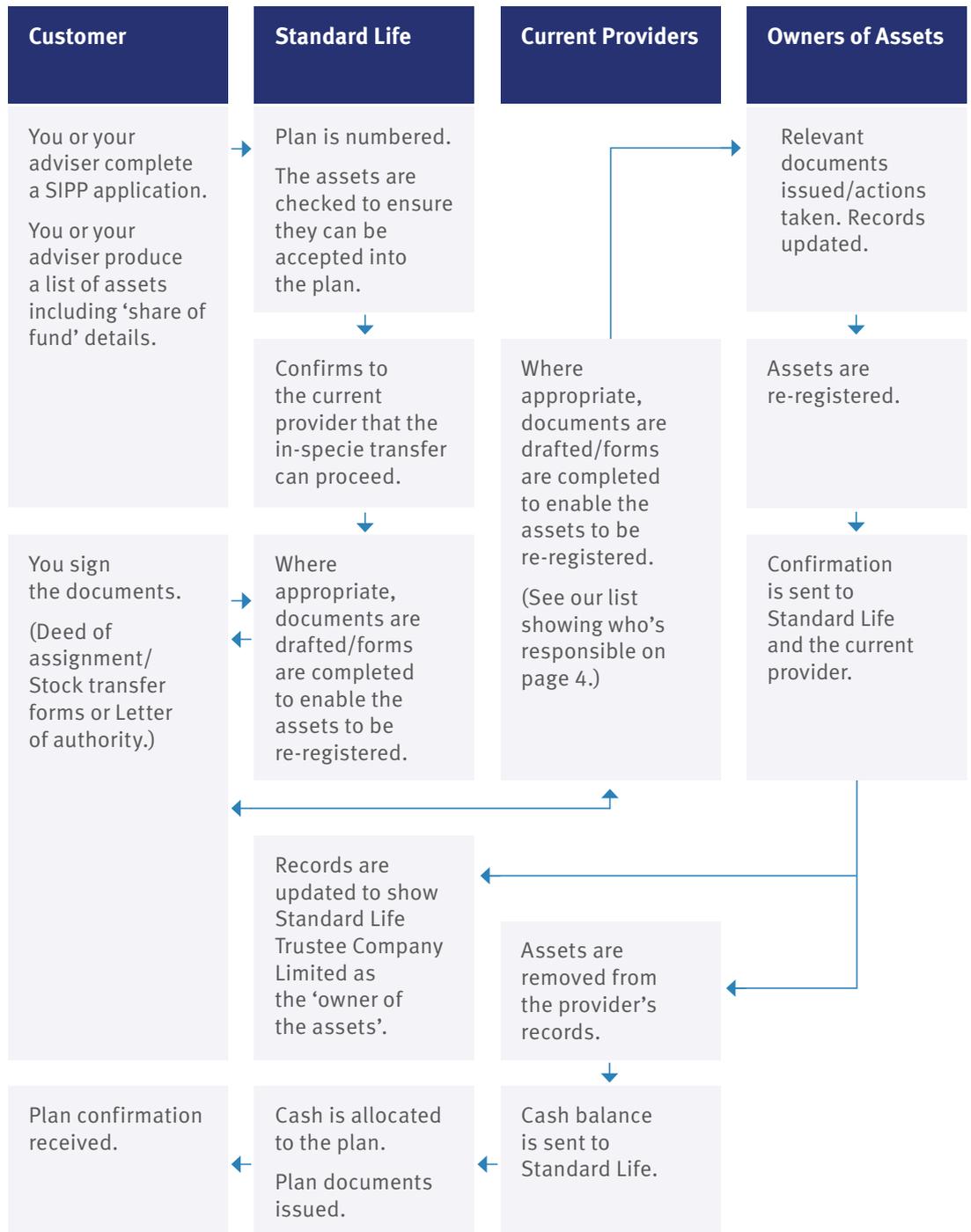
Where a drawdown to drawdown transfer is being made, the transferring scheme will continue to pay any income to the member until all the assets are in the Standard Life plan.

Points to note

- We can't pay any tax-free lump sum or income until all the assets have been transferred.
- If the transfer is from a SSAS, we'll need to know the 'share of fund' being transferred.
- We can't accept transfers in-specie from an overseas pension scheme.
- We will provide updates throughout the transfer.
- We recommend you read our SIPP Charges Guide (SLSIP20).
- Cash will normally be the last element to transfer to Standard Life. Even if we receive this earlier, we may not be able to apply it.

Process map

This diagram shows the route and responsibilities of everyone involved in the transfer process.



Who provides what documentation

This table shows you who's responsible for drafting the paperwork necessary to ensure the smooth re-registration for each type of asset.

Type of asset/plan you want to transfer	Documentation required to change ownership	Who drafts documentation/ who is responsible	Points to note/issues
Collectives/ Units Trusts	Stock Transfer forms, or Letter of Authority	Transferring Scheme Administrator	<ul style="list-style-type: none"> Only the current trustees sign these forms. Funds held with another supermarket can't be transferred in-specie direct to another funds supermarket.
Trustee Investment Plans (TIPs) Executive Pension Plans (EPPs) Traded Endowment Plans (TEPs)	Deed of Assignment	Transferring Scheme Administrator	<ul style="list-style-type: none"> The Deed of Assignment must be in a style and format acceptable to all parties. The Authorised Signatory will sign on behalf of Standard Life Trustee Company Limited. Any regular payments that were made must now be made to the new SIPP.
Shares	The Execution Only Stockbroker (Stocktrade) or Discretionary Investment Manager sections on the application form need to be completed	You	<ul style="list-style-type: none"> You must open a Standard Life SIPP Account with one of our panel of Discretionary Investment Managers or Stocktrade. (See our Execution Only Stockbroking (SLSIP23) guide for more information.)
Commercial Property	Completed Property Information Questionnaire (SLSIP83)	You	<ul style="list-style-type: none"> This is treated as a property purchase. Charges are incurred. (See our Commercial Property Guide SLSIP82 for further information.)
Cash	None required	None required	<ul style="list-style-type: none"> Cash will normally be the last element to be transferred to Standard Life.

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