



For customers and scheme trustees

# Request to transfer to another provider

Please read these notes before filling in this form.

## About this form

This form is for transferring your pension fund with Aegon to another provider (the receiving scheme).

Before completing this form please check to see if the receiving scheme uses the Option Transfer Service by visiting [www.origoservices.com/OurServices/OptionsTransfers/Options\\_Transfers\\_Customers.aspx](http://www.origoservices.com/OurServices/OptionsTransfers/Options_Transfers_Customers.aspx)

If the receiving scheme does use the Option Transfer Service, contact them directly to issue you with the forms you need to complete, instead of using this one.

This form cannot be used for overseas transfers, please contact us for information on transferring overseas.

## Completing this form

This form is split into three parts. The part you complete will depend on the plan you have with us.

## How to avoid investment scams

Be a ScamSmart investor - Are you aware that pension scams are on the increase following the pension freedoms? If you have any doubts you should seek financial advice from a regulated financial adviser before committing to a transfer. For more information visit [fca.org.uk/scamsmart](http://fca.org.uk/scamsmart).

## Part A – Transfer instruction (non-occupational pension schemes)

Complete Part A if you have a:

- Personal Pension plan, Group Personal Pension plan or Group Self-invested Personal Pension plan;
- Stakeholder Pension plan or a Group Stakeholder Pension plan;
- Flexible Pension Plan;

- Retirement Control plan;
- Reflex Personal Pension plan;
- Reflex Control Pension plan;
- Retirement annuity plan; or
- a Section 32 Buyout plan or a Trustee proposed Section 32 Buyout plan.

Then send the form to the receiving scheme.

## Part B – Transfer instruction (occupational pension schemes)

Complete Part B if you are a scheme trustee of:

- an Executive Pension plan;
- a Small Self-administered scheme;
- an Exsel Group scheme;
- a Nexus scheme;
- a SEL scheme;
- an Exsel scheme; or
- an Exselfund scheme.

Then send the form to the receiving scheme.

**Part C** – The receiving scheme completes Part C and should return the completed form to Freepost Plus RRBH-HREL-CCEY, Edinburgh Park, Edinburgh, EH12 9SE.

## Additional information

- Please complete this form in BLOCK CAPITALS and ballpoint pen.
- We explain terms shown in **bold** in the definitions section in Part D.

## Part A – Transfer instruction (non-occupational pension schemes)

### 1. Personal details

Title

Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)

Malcolm

Surname

Bowers

Telephone number

Email address

malcolm.bowers@lifterz.co.uk

Date of birth (dd/mm/yyyy)

04 February 1949

National Insurance number

Y M 5 9 7 4 9 0 B

Plan number (the 'plan')

8309254

### 2. Transfer details

I want you to pay the transfer value of my plan to:

Receiving insurer name

Bowers SSAS

Reference

n/a

Address

Registered Scheme Administrator Ltd

Office 12 Venture Wales Building

Pentrebach

Merthyr Tydfil Postcode CF48 4DR

### 3. Declaration

In this declaration 'I' means the individual named in Section 1 and 'you' means Aegon (a brand name of Scottish Equitable plc).

- 3.1 I request that you pay the transfer value of the plan to the receiving scheme.
- 3.2 I confirm that this payment represents a full discharge of your liabilities under the plan.
- 3.3 I've been made aware of my pension options, tax implications and associated risks by Pension Wise, Aegon or an adviser.

Date (dd/mm/yyyy)

Planholder signature

X X

## Part B – Transfer instruction (occupational pension schemes)

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### 4. Member's personal details

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#### 4.1 Please enter the member's details

Title

Mr / Mrs / Miss / Ms / Other – please specify

Date of birth (dd/mm/yyyy)

Full forename(s)

National Insurance number

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Surname

Plan number (the 'plan')

### 5. Transfer details

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We want you to pay the transfer value for the member to:

Receiving insurer name

Reference

Address

Postcode

If the receiving scheme is a qualifying recognised overseas pensions scheme, we'll provide you with an additional form to complete.

### 6. Trustee's contact details

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Please enter contact details of the trustee

Trustee's name

Telephone number

Email address

## 7. Declaration

In this declaration 'we' means the scheme trustees and 'you' means Aegon (a brand name of Scottish Equitable plc).

**7.1** We request that you pay the transfer value of the policy to the receiving scheme.

**7.2** We confirm that this payment represents a full discharge of your liabilities under the policy.

Date (dd/mm/yyyy)

Scheme trustees (print names)

Scheme trustees (signatures)

X	X
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X	X
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## Part C – Receiving scheme declaration

### 8. Bank details

**8.1** Please give details of where the transfer payment is to be made.

Name of bank

Address

Postcode	LE87 2BB
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**8.2** Receiving scheme contact details

Telephone

Email

Bank sort code

2	0	—	5	7	—	4	4
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Account number

## 9. Declaration

In this declaration 'I/we' means the receiving scheme and 'you' means Aegon (a brand name of Scottish Equitable plc).

**9.1** I/We confirm that the receiving scheme is:

☒ A UK pension scheme registered by HM Revenue & Customs (HMRC) under Chapter 2 of Part 4 of the Finance Act 2004. The HMRC reference is:

00833351RV

And attach a copy of our HMRC scheme registration certificate **that we have clearly printed from Pension Schemes Online within the last 30 days.**

**9.2** I/We declare that the receiving scheme is prepared to accept the transfer payment and that it will be used to provide appropriate retirement benefits within the receiving arrangement. We confirm that the information given is accurate to the best of

my/our knowledge and belief.

**9.3** I/We declare that I/we have full power to give this declaration on behalf of the receiving scheme.

Date (dd/mm/yyyy)

Signed for and on behalf of the receiving scheme

<b>X</b>	<b>X</b>
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Position

Administrator

## Part D – Definitions

**Non-occupational pension scheme** – is a contract-based pension scheme, such as a:

- Personal pension;
- Group Personal pension;
- Stakeholder pension;
- Group Stakeholder pension;
- Retirement annuity contract; (section 226 contract);
- Section 32 buyout; or
- Trustee proposed section 32 buyout.

**Occupational pension scheme** – is a trust based pension scheme, such as:

- an Executive Pension plan;
- a Small self-administered scheme;
- an Exsel Group scheme;
- a Nexus scheme;
- a SEL scheme;
- an Exsel scheme; or
- an Exselfund scheme.

