







## 5. Supporting documents.

Please provide a copy of current, valid & certified identification document when returning the completed transfer form to us. For example, a full copy of your passport or photo-card driving license. If you are transferring to an Occupational Scheme, please provide us with two forms of current, valid and certified evidence to link you (the member) to the sponsoring employer of the scheme.

### Valid evidence includes:

- A letter from the member's employer confirming the member's continuous employment.

*This should include the date that the member's continuous employment began, that they are a sponsoring employer of the receiving scheme and confirmation that contributions on the schedule of contributions have been paid and the dates of those payments.*

- A schedule of contributions or payment schedule showing the contributions due to be paid by the employer and by or on behalf of the member in the last three months and the due dates.
- Payslips for three months, or other evidence in writing, confirming the member's salary (including any commission, bonuses or other amounts paid) is above the lower earnings limit for National Insurance.
- Copies of bank or building society statements or passbook showing the deposit of salary from the employer for the last three months.

## 6. Being scam smart.

True Potential Investments take great care to protect you and your pension from falling victim to pension scams. As part of our due diligence process, please answer the following questions to the best of your knowledge. Depending on the answers provided, True Potential Investments may have to carry out additional verification checks to ensure your money is kept safe.

### Q1. Have you requested a pension transfer after receiving unsolicited contact?

Yes

No

### Q2. Have you been offered an incentive by someone to make the transfer?

Yes

No

### Q3. Have you been promised gains of greater than 8%?

Yes

No

### Q4. Have you been pressured to make the transfer?

Yes

No

### Q5. Please provide a description of the investments you intend to use for your pension funds:

**6. Being scam smart (Continued).**

**Q6. Please provide a scheme charging schedule, setting out the product and administration costs and charges:**

**Q7. Do you understand the structure of the receiving pension scheme?**

Yes

No

**Q8 Are overseas investments are included in the scheme?**

Yes

No

