



Transfer discharge form

From the Elevate Pension Investment Account
to a UK Registered Pension Scheme

Guidance notes for using this form

Please arrange for this form to be completed if your client has requested to transfer their Elevate Pension Investment Account (Elevate PIA) benefits to a UK Registered Pension Scheme.

This form consists of two sections.

Section A – Your client needs to provide transfer authority for Elevate Pension Scheme (No 1) (former Non-Protected Rights) and/or Elevate Pension Scheme (No 2) (former Protected Rights), as applicable.

Your client needs to complete their details and sign their authority for us to provide details of their Elevate PIA to the receiving scheme.

Where the receiving scheme is an OPS or SSAS your client needs to enclose copies of their latest 3 months' payslips and most recent P60. (If self-employed a letter from a certified accountant evidencing last 3 months' income and a copy of the latest tax return.) A regular pattern of earnings is needed to establish whether or not your client has a statutory right to transfer.

For Transfers to SSAS/OPS we also require: a copy of Trust Deed & Scheme Rules, a copy of notification letter of registration from HMRC and a letter from the bank confirming the account type as pension trust and the names of signatories for the account.

Section B – The receiving scheme needs to complete this to give us details of their scheme and to confirm that they are able to accept the transfer payment.

This form can be used for cash transfers, in specie re-registration or a combination of both. Cash transfers will be made by electronic bank transfer. For re-registration transfers we will provide the receiving scheme with a detailed asset list valuation upon receipt and will require their further acceptance and re-registration details in full (i.e. we must have the full name and address of your nominees, fund manager account numbers and designation – state no designation if appropriate).

Next steps – adviser

Please ask your client to fill in the details in Section A and sign the authorisation. The whole form should then be sent to the receiving scheme so that they can complete and sign Section B.

Next steps – receiving scheme

Please complete section B. Then return all the forms to us at the address at the end of this document along with the relevant supporting documentary evidence as detailed above.

Section A – Client Information

To be completed by the client in **CAPITAL LETTERS** using **black ink**.

Full name

Address (inc postcode)

Country of residence

Date of Birth
(DD/MM/YYYY)

National Insurance number

Elevate account number

Name of receiving scheme

Type of scheme

<input type="checkbox"/> Occupational Pension Scheme	<input type="checkbox"/> Personal Pension Scheme
<input type="checkbox"/> Small Self-Administered Scheme	<input type="checkbox"/> Stakeholder Pension Scheme
<input type="checkbox"/> Self Invested Personal Pension Scheme	<input type="checkbox"/> Group Personal Pension Scheme

Name of Receiving Scheme Administrator

Name of Receiving Scheme Trustee
(where applicable)

Have you taken regulated advice about this request?

☐ Yes ☐ No

If yes, please provide the following details

Name of adviser
(individual and firm)

FCA Reference Number

How did you find out about this transfer opportunity?

Do you know where your pension savings will be invested under the new scheme?

☐ Yes ☐ No

If yes, please provide details

Client's Transfer Authority

By signing this form I authorise Elevate Portfolio Services Limited, as Scheme Administrator, to:

- transfer my benefits under my Elevate PIA (please tick the relevant boxes):

Elevate Pension Scheme (No 1) ☐ Pension savings ☐ Drawdown pension funds

Elevate Pension Scheme (No 2) ☐ Pension savings ☐ Drawdown pension funds

- provide any information that the receiving scheme may require about my current Elevate PIA and its value, transaction and dividend histories
 - sell my investments and transfer in Cash ☐
- or
- re-register my investments 'in-specie' ☐

I am aware that:

- Assets, which can't be re-registered, must be converted to an acceptable share class to facilitate re-registration where requested, or sold before the transfer and the proceeds transferred as cash;
- Where a drawdown pension fund is transferred, the benefits secured by that transfer payment will be provided on a like for like basis to those under the Elevate Pension Schemes;
- Elevate has asked specific questions that are relevant to whether or not it will make a transfer of benefits. Elevate will rely on the information provided by the Scheme Administrator/trustee of the receiving scheme and other information provided by my adviser to make a decision on the acceptance of my transfer application;
- The transfer payment will be made directly to the receiving pension scheme or, if the receiving scheme is an insured scheme, to the relevant insurance company; and
- Once the transfer is complete, if I transferred the whole of my Elevate PIA, I won't be entitled to receive any pension benefits from this; if I only transferred part of my Elevate PIA, I won't be entitled to receive pension benefits from this part.

I confirm that:

- I have requested this transfer.
- I have completed and checked the information above and that it is correct.
- I am aware that in some circumstances a transfer 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.
- If HMRC require Elevate to pay tax on the transfer value because the Receiving Scheme does not comply with their requirements, I undertake to refund Elevate the tax due by them.
- I am aware of the risks associated with pension scams and I hold Elevate 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 fraud, negligence or wrongful act by Elevate.
- Any information provided about me by the receiving scheme or my advisers has been verified by me as factual and correct and that Elevate is in no way responsible for any quotation or any literature issued by the receiving scheme or my advisers.

Print full name

Date (DD/MM/YYYY)

Signed



Signature(s) required

Section B – Scheme Information

The scheme member named in Section A has requested that their benefits from the Elevate Pension Scheme (No 1) and/or Elevate Pension Scheme (No 2) are transferred to your pension scheme.

The Elevate Pension Scheme (No 1) and the Elevate Pension Scheme (No 2) are registered with HMRC under Chapter 2, Part 4 of the Finance Act 2004. Their pension scheme tax reference numbers are shown below.

Scheme's full name: Elevate Pension Scheme (No 1) and/or Elevate Pension Scheme (No 2)

Administrator's address: Elevate Portfolio Services, PO Box 6877, Basingstoke RG24 4RT

Contact telephone number 0345 600 2399

Elevate Pension Scheme (No 1) 00721488RW

Elevate Pension Scheme (No 2) 00721493RL

Details relating to any drawdown pension funds and the income payable will be forwarded to you with the payment once the transfer is ready to proceed.

So that we can process the transfer please:

- Complete the following details in respect of your scheme and sign the Scheme Administrator declaration; and
- Forward a copy of the HMRC online current registration status

Information about the receiving scheme

To be completed by the client in **CAPITAL LETTERS** using **black ink**.

Name of receiving scheme

Receiving scheme address (inc postcode)

Contact person

Telephone number of contact person (inc international dialling code)

Type of receiving scheme Registered Pension Scheme under Chapter 2 Part 4 of the Finance Act 2004

Pension Scheme Tax Reference Number

Is the scheme able to accept a transfer payment from a UK Registered Pension Scheme? ☐ Yes ☐ No (If no, please contact us)

Can the scheme accept transfers of drawdown pension funds? ☐ Yes ☐ No

Making a cash transfer payment

Please make cash payments to:

Bank name

Bank address

Sort code

Bank account name

Bank account
number

Payment reference
number

Scheme Administrator declaration

- I confirm that the Receiving Scheme is a UK Registered pension scheme and will accept and is capable of accepting the transfer from Elevate for this member.
- I enclose a copy of the HMRC online current status.
- I confirm that the Receiving Scheme is not under review by the HMRC.
- I confirm that the Receiving Scheme is FCA regulated (Personal Pension Schemes).
- I confirm that the Receiving Scheme is defined under S1(1) of the Pension Schemes Act 1993 (c.48) (Occupational Pension Schemes).
- I confirm that, where required under the Data Protection Act 1988, any Trustees of the Receiving Scheme are registered with the Information Commissioner's Office as Data controllers.
- I confirm that where a drawdown pension fund is transferred the benefits secured by that transfer payment will be provided on a like for like basis to those under the Elevate Pension Schemes.

Full name

Position

Signed



Signature(s) required

Date

When this form has been completed please return it to us at:

Elevate
PO Box 6877
Basingstoke
RG24 4RT

Elevate Portfolio Services Limited is part of abrdn Group, which comprises abrdn plc and its subsidiaries.

Elevate Portfolio Services Limited is registered in England (01128611) at 280 Bishopsgate, London, EC2M 4AG, and authorised and regulated by the Financial Conduct Authority.

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