Financial Advice Confirmation Form

To be completed by the financial adviser

As your client's pension includes an income guarantee, such as a Guaranteed Annuity Rate or Guaranteed Pension, **they must get advice** before they can do either of the following:

- Transfer their benefits to another Defined Contribution (Money Purchase) pension scheme;

  OR

- Take their benefits as a cash lump sum.

Advice is required because your client will lose their income guarantee if they transfer their pension to another Defined Contribution scheme or take it as a cash lump sum.

What you need to do

1. Make sure you have the right adviser permissions

You **must** have permission to carry on the regulated activity **'Advising on pension transfers and pension opt-outs'**.

If you're unsure whether you have this permission, you should check with the Financial Conduct Authority (FCA) before giving advice.

2. Forms you need to complete

You must complete this form to confirm that you've given advice, and return it to us along with:

- a covering letter on your firm's headed paper; and
- **for a transfer claim** — the client's completed transfer application* (only required if the transfer hasn't been requested via Origo); or
- **for a cash lump sum claim** — the client's completed lump sum application form.

Alternatively, you can provide the information requested on this form on your firm's headed paper.

We can't pay out the transfer value or cash lump sum until we've received these items.

*Please ensure that both sections of the transfer application form have been completed — Section 1 by the policyholder and Section 2 by the receiving scheme.

3. When we need to receive these forms

We need to receive everything **within three months** from the date of the covering letter. If we don't then you'll have to repeat the process again from the start.

1. Client's details

Please provide us with your client's plan details.

Client Name	
Plan Number(s)	

2. The advice you've provided

Please tick the relevant box (or boxes) below to confirm the type of advice you've provided.
This advice <u>MUST</u> relate to what your client wishes to do with their pension pot.

I have provided advice to my client on:

Transferring their pension to another Defined Contribution pension scheme ☐

Taking their pension as a cash lump sum ☐

3. Your details

Please provide us with your details below.

Name	
Full name of regulated firm	
FCA reference number	
Royal London agency number (if you have one)	
Contact phone number (in case we have a query)	

4. Adviser declaration

Please complete.

I confirm that:

- I have provided individual advice to the client named in Section 1 on taking their pension benefits as detailed in Section 2.

- I have permission to carry on the regulated activity 'Advising on pension transfers and pension opt-outs'.

Signature	
Date	D D M M Y Y Y Y

5. Next steps

Once you've completed this form, please return it to us along with:

- a covering letter on your firm's headed paper; and

- **for a transfer claim** — the client's completed transfer application* (only required if the transfer hasn't been requested via Origo); or

- **for a cash lump sum claim** — the client's completed lump sum application form.

Alternatively, you can provide the information requested on this form on your firm's headed paper.

Don't forget, we need to receive everything within three months from the date of the covering letter.

*Please ensure that both sections of the transfer application form have been completed — Section 1 by the policyholder and Section 2 by the receiving scheme.

If you would like a copy of this form in a different format, such as large print, audio or Braille, please call us on 0345 605 7777.

Lines open Monday to Friday 8am-6pm (excluding bank holidays).