

**Important – please check you have enclosed all the required documents**

Please tick the checklist and read the notes to ensure all the required documents have been enclosed. **This documentation is vital – without it we will be unable to transfer the pension benefits.**

Tick Box

A completed Transfer to a UK Pension Scheme Form - see Note 1

☒

A Policy Document or a completed Lost Policy Form - see Note 2

☒

Notes

1. Sections One and Two of this form is for completion by the receiving scheme provider. Section Three of this form is for completion by you (as the transferring member).  
**Important: You must confirm in Section 3 'Member Details' whether you have registered with HM Revenue & Customs to enhance your Lifetime Allowance.** If you or the receiving scheme are unsure as to how to complete the form you can call us for assistance on 0800 197 5616 (lines available Monday to Friday 8.30am to 5.30pm). Alternatively you can send us a facsimile message to 0845 300 1343.
2. The policy document includes the policy schedule. Returning the policy schedule will be sufficient for our purposes. If you are unable to locate this document you should complete the Lost Policy Form (this should be signed in front of a witness who should countersign).



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## RETIREMENT ACCOUNT 2 INFORMATION AND CHARGES

### **INFORMATION**

#### **HM REVENUE AND CUSTOMS**

This policy is issued under a registered pension scheme under Chapter 2 Part 4 of the Finance Act 2004. The Pension Scheme Tax Reference Number is 00605375RS.

#### **REQUESTS TO TRANSFER AGENCY**

ReAssure is unable to transfer agency or pay commission to any third party as all of our policies were sold by tied advisers.

#### **EARLY RETIREMENT**

Benefits may be taken earlier than the Plan Retirement Date shown on the enclosed information without additional charges (but not before the minimum retirement age (see 'Retirement Ages'). If retirement is on ill-health grounds benefits can be taken at any time, subject to our Underwriter's decision based on satisfactory medical evidence.

#### **SUSPENDING CONTRIBUTIONS**

There is no charge for suspending pension contributions (Annual Management Charges still apply). Once the first year's regular contributions, or increase in regular contributions, have been paid, the units continue to participate in the performance of the selected retirement funds. However, the value of the policy at retirement may be less than expected.

#### **ADDITIONAL SINGLE CONTRIBUTIONS (ASC's)**

Subject to eligibility, ASC's may be paid and will receive an allocation rate of 100% in accumulation units.

#### **WAIVER BENEFIT**

If Waiver Benefit is attached to the policy, the charge is 4% of the regular contribution and is paid by the cancellation of units. If regular contributions are suspended, unless we are advised to the contrary, we will continue to deduct the Waiver Benefit charge from the units already invested for a further six months, after which the benefit will lapse. It may be possible for the policyholder to add or reinstate Waiver Benefit on the policy. It is subject to underwriting and will apply to the total regular contribution.

#### **OPEN MARKET OPTION**

This option allows the policyholder to select the provider of their annuity at retirement, enabling them to take advantage of the best rate and most suitable product in the market.

#### **FUND SWITCHING**

The existing investment can be switched into different funds and/or future contributions redirected at any time. The policyholder is entitled to 20 free fund switches per annum. The cost for any additional switches is £10.00 per switch. This is charged by unit deduction. There is no charge for redirecting future contributions. Should any changes be required to the investment profile, please contact us and the relevant forms will be issued.

#### **LIFETIME ALLOWANCE**

Any benefits payable from this policy upon retirement or earlier death are subject to a Lifetime Allowance. This is set (and periodically reviewed) by HM Revenue & Customs and represents the total value of pension savings from all pension schemes and arrangements an individual may accumulate that can benefit from tax concessions. This includes the value of pension plans from which benefits are already in payment. HM Revenue & Customs charge tax on the value of any benefits paid in excess of the Lifetime Allowance at the time payment is made. If the benefit is taken as a lump sum the tax charge will be 55% and if the benefit is taken as a pension the tax charge will be 25%.

If total pension savings exceeded the Lifetime Allowance before 6 April 2006 (Primary Protection) or the policyholder anticipated this occurrence in the future (Enhanced Protection) and registered protection with HM Revenue & Customs, benefits in excess of the Lifetime Allowance can be paid without the application of tax charges.

ReAssure Ltd, PO Box 2820, Romford, Essex, RM7 1GJ

Tel: 0800 197 5616 Fax: 0845 300 1343 Email: [info@reassure.co.uk](mailto:info@reassure.co.uk) [www.reassure.co.uk](http://www.reassure.co.uk)

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ReAssure Ltd is authorised and regulated by the Financial Services Authority





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## **DEATH BENEFITS**

If the policyholder dies before retirement, the full value of the units at the date we are notified of death is available to provide death benefits.

## **RETIREMENT AGES**

Pension benefits can normally be taken at any time after reaching age 55. Those with certain occupations allowing an earlier retirement age approved by HM Revenue & Customs, and those who qualify for retirement on ill-health grounds, may take their benefits before age 55. Anyone who reached age 75 before 6 April 2011 are unable to choose a lump sum after that age and must take all of their retirement benefits as pension income. A discontinuance charge will be deducted from the value of any Initial Units if benefits are taken before the selected Plan Retirement Date.

## **GUARANTEED/ENHANCED ANNUITY RATES**

ReAssure does not offer any Guaranteed or Enhanced Annuity Rates.

## **GUARANTEED MINIMUM PENSION (GMP)**

This is a money purchase arrangement and GMP does not apply.

## **PENSION DRAWDOWN**

ReAssure does not allow pension drawdown.

## **MARKET VALUE REDUCTION/ADJUSTMENT (MVR/MVA)**

Market Value Adjustment/Reduction does not apply as the policy is invested in Unit Linked Funds.

## **WITH PROFITS INVESTMENT**

There is no 'With Profit' element to this policy.

## **TAX FREE LUMP SUM**

The maximum amount available as a tax-free lump sum is 25% of the value of the fund.

## **AUTOMATIC INCREASE OPTION (AIO)**

If the AIO is attached to the policy, it will be effective on the policy anniversary date.

## **ILLUSTRATION OF BENEFITS (PROJECTION)**

Illustrations assuming premiums continue can only be provided on plans where contributions are being paid. If the policy is paid up we will only provide an illustration on a paid-up basis.

**ReAssure is unable to provide illustrations of possible benefits or estimated fund values within twelve months of the planned retirement date.**

## **POLICY CHARGES**

### **CHARGES (Up to 5<sup>th</sup> April 2001)**

#### **"SET-UP FEES"**

##### ***Regular Monthly Policies***

A "Set-Up Fee" of £30.00 is taken by unit deduction, when the contribution is paid, from the first 6 monthly contributions. The Automatic Increase Option (AIO) will not incur an additional "Set-Up Fee". However, other increases in contributions or subsequent policies will be subject to a "Set-Up Fee" of £10.00, which will be taken by unit deduction from the first 4 monthly regular contributions.

##### ***Regular Annual Policies***

A one off "Set-Up Fee" of £170.00 is taken by unit deduction when the initial contribution is paid. The Automatic Increase Option (AIO) will not incur an additional "Set-Up Fee". However, other increases in contributions or subsequent policies will be subject to a "Set-Up Fee" of £35.00, which will be taken by unit deduction from the initial contribution.

##### ***Single Contribution Policies and Additional Single Contributions***

A "Set-Up Fee" of £35.00 will be taken by unit deduction from the contribution.



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The "Set-Up Fees" are to cover all the setting up costs involved and the payment of commission to our Adviser (e.g. administration, issue of policy documents etc).

**All Set-Up Fees were abolished with effect from 9 October 2000.**

**ANNUAL MANAGEMENT CHARGE (AMC)**

All contributions purchase accumulation units only, which bear an Annual Management Charge (AMC) of 1% deducted at a rate of 5/48 of 1% per month to cover the continued maintenance of the fund.

**REVISED MANAGEMENT CHARGES (With effect from 6<sup>th</sup> April 2001)**

The Annual Management Charge for contributions made between 6<sup>th</sup> April 2001 and 1<sup>st</sup> January 2003 was 0%. From 1<sup>st</sup> January 2003, the Annual Management Charge reverts to 1%.



## Policy Statement

Statement date: 5 April 2012

Type of Policy: Personal Pension Plan  
Policy Number: P116169794  
Policy Owner: Mr Lee Nicholas Dunning  
Date of Birth: 22 October 1967  
National Insurance Number: NP443318A

If the National Insurance Number shown above appears incorrect or is blank please confirm your correct number to us in writing.

### Fund and Transfer Value Details:

Calculation date: 5 April 2012

The current fund value is £21325.53.

The total transfer value is £21325.53.

The transfer value is not guaranteed. We will calculate the transfer value and surrender the units on the date we receive the transfer form. If you have any other benefits under the policy we will cancel them at the same time.

### Policy Details:

This policy provides benefits from a Registered Pension Scheme under Chapter 2 Part 4 of the Finance Act 2004.

No benefits have been paid out already.

### HM Revenue & Customs Maximum Tax Free Cash Details:

If you are entitled to Primary or Enhanced Protection (see notes) you may be able to receive a higher tax-free lump sum when you take benefits from your new plan. If you have Enhanced Protection please send the certificate that was issued by HM Revenue & Customs, when sending your transfer application form.

### We enclose:

A Transfer Request Form for transferring to a UK Pension Scheme  
A Lost Policy Form

## Policy Statement - Continued

### Before paying the value we need:

The completed Transfer Request Form for transferring to a UK Pension Scheme  
The Policy Document  
The Lost Policy Form completed and witnessed only if the Policy cannot be found

### Further Information:

If you have any questions please call us on the telephone number shown above and we will be happy to help you. Alternatively you can write to us at the above address.

**Please note that ReAssure Ltd is unable to give you any financial advice. If you require advice we suggest you contact an Independent Financial Adviser to discuss your personal circumstances.**

### Notes:

#### Enhanced Protection

Full protection against any lifetime allowance charge awarded to an individual who ceased active membership of all pension schemes before 6 April 2006. To benefit from enhanced protection an individual must have registered with the HM Revenue & Customs by no later than 5 April 2009.

#### Primary Protection

A higher Lifetime Allowance on pension savings is awarded to an individual whose total pension rights have exceeded the Standard Lifetime Allowance on 5 April 2006. To benefit from the higher allowance the individual must register their "Protection" with the HM Revenue & Customs by no later than 5 April 2009.



## Transfer Form to a UK Pension Scheme

Name of Transferring Scheme: ReAssure Personal Pensions  
Type of Policy: Personal Pension Plan  
Policy Number: P116169794  
Policy Owner: Mr Lee Nicholas Dunning  
Date of birth: 22/10/1967  
National Insurance Number: NP443318A

If the National Insurance number shown above appears incorrect or is blank please indicate the correct number on this form.

Please note:

- Sections One and Two of this form are for completion by the receiving scheme provider.
- Section Three of this form is for completion by the transferring member.
- We have enclosed a guide and notes to help you complete this transfer application form.

### Section One – Receiving Scheme Detail (to be completed by the new pension provider)

Name of Receiving Scheme

NEPHESS SSAS

Name and Address of new provider

The Scheme is a Registered Pension Scheme under Chapter 2 Part 4 of the Finance Act 2004

Yes

☐

No

☐

HM Revenue & Customs Registration Number for Scheme

IF THE SCHEME IS NOT REGISTERED THE TRANSFER CANNOT PROCEED.

### Section One – Receiving Scheme Detail (continued)

All schemes please also complete the following:

Please tick the appropriate box to describe the Receiving Scheme type from the following:

1. Fully invested in insurance policies with the provider named above
2. Defined Benefit Scheme
3. Money Purchase other than invested fully in insurance policies
4. Self Administered Money Purchase Scheme
5. Statutory Pension Scheme

☐☐☐☐☐

## Section Two – Payment Instructions (to be completed by the new pension provider)

The transfer payment will be made when all our requirements have been met. Before completing the details below, please read the Notes in this section which contain important information.

Please choose a method of payment:

Direct payment to a bank

☐

Cheque

☐

Payee (please see note)

Notes: -

1. For any **fully** insured pension scheme the Payee **MUST** be the receiving insurer.
2. For any self-administered scheme the payment **MUST** be in the name of the Trustees or Scheme Administrator of the specific scheme or to an insurer operating the scheme and paid directly to them.
3. For a statutory scheme the payment **MUST** be in the name of the specific scheme and paid directly to them.

Name and Address of bank

Account number

Account name

Bank sort code

### Declaration by Receiving Scheme

I confirm that the above information is correct and agree to the transfer of benefits. I authorise HM Revenue & Customs to provide to the scheme making the transfer confirmation, or otherwise, that the Receiving Scheme is a Registered Scheme.

Signature

Date

Name in capitals



**Section Three – Member Details (to be completed by Mr Lee Dunning)**

We recommend that as the transferring member you seek independent financial advice before completing this form.

**Enhanced Protection (see notes on page 5 for details)**

Do you have Enhanced Protection of pension benefits that you built up before 6 April 2006?

Yes

☐

No

☒

If you have answered NO please sign the Declaration below.



If you have answered YES please send us the certificate that was issued by HM Revenue & Customs when you registered for the Protection or enter its Reference Number below.

HMRC Certificate reference number

Please also tick the following box if the statement is true.

I have a current Certificate of Enhanced Protection and I fully understand that my Enhanced Protection against the Lifetime Allowance tax charge may be lost upon transfer. I have determined whether this is the case for my transfer.

☐

**Member Declaration**

I authorise ReAssure Ltd making the transfer payment to carry out the above instructions.

I/We confirm that all the statements made on this form are both true and complete to the best of my/our knowledge and belief. I/We agree that I/we will be responsible for any reasonable costs, damages or losses, including any legal expenses that ReAssure Ltd ("ReAssure") suffers as a result of any false, misleading or incomplete statements made by me/us or on my/our behalf.

I/We also confirm that if I am/we are not entitled to the proceeds from this policy then I/we will return all of the money to ReAssure. I/We also agree to reimburse ReAssure for any reasonable costs, damages or losses it incurs, including any legal expenses, in recovering this money from me/us.

I also authorise ReAssure Ltd to provide, or obtain from, the new Pension Provider any details needed to complete the transfer.

Signature



Date

23-4-2012

### **A Guide to Completing the Transfer Application Form:**

- The enclosed Transfer Application Form should be completed only if you are transferring your pension to a UK pension scheme. If you are transferring to an overseas pension scheme please call us for the appropriate form.
- Please ensure you complete the Transfer Application form carefully, as we will not be able to accept it as your valid instructions if incomplete.
- Please ensure you have completed all questions, signed and dated the Declaration section.
- Please do not use any correctional fluid on these forms. In the case of a mistake please cross through the error and sign next to the change made.
- Please return all pages of the Transfer Application Form, other than this guide and the notes.

### **Further Information:**

If you have any questions please call us on the telephone number shown above and we will be happy to help you. Alternatively you can write to us at the above address.

**Please note that ReAssure Ltd is unable to give you any financial advice. If you require advice we suggest you contact an Independent Financial Adviser to discuss your personal circumstances.**

### **Notes:**

#### **Enhanced Protection**

Full protection against any lifetime allowance charge awarded to an individual who ceased "relevant benefit accrual" in all pension schemes before 6 April 2006. To benefit from enhanced protection an individual must have registered with HM Revenue & Customs by no later than 5 April 2009.

Ceasing relevant benefit accrual for a Money Purchase type pension scheme means that you and your employer must have stopped making any new pension contributions from 6 April 2006.

If you are a member of a Defined Benefits pension scheme they will be able to tell you if you have ceased relevant benefit accrual.



Mr L Dunning  
1-2 Post Office Terrace  
Ponthir  
Newport  
Gwent  
NP18 1GW

Your pension reference: NR0003411  
Our reference: TVOUTQ2

Date: 11 April 2012

Dear Mr Dunning

### Network Rail Defined Contribution Pension Scheme

Thank you for requesting information regarding transferring your benefits from the above named scheme. As you have not yet provided me with details of your new pension provider I have set out below the details they will require.

Please arrange to pass this letter to your new pension provider as soon as possible.

Surname and Initials	L Dunning
Date of Birth	22 October 1967
Registered Scheme Reference Number	00638564RJ
National Insurance Number	NP443318A
Normal Retirement Age	22 October 2032
Total Transfer Value	£62504.23 ✓
Transfer Value in respect of AVCs	£14183.41
Transfer Value in respect of Transfers In	£0.00
Date of Calculation	4 April 2012
Member's normal contributions included in transfer	£11800.11
Member's AVC contributions included in the transfer	£9920.45
Period of membership	20/09/2004 to 19/09/2009
Period of membership from transfer in (if applicable)	
Protected Lump Sum entitlement	Not calculated
Divorce Court Orders	No

As fund values are based on current unit prices which vary from day to day, the amount of the above transfer value cannot be guaranteed.

Please note that it is not the Trustee's policy to complete questionnaires or to sign indemnities against possible future liabilities arising from equalisation of benefits, but I can confirm that all retirement ages and benefits from the scheme have been equalised. The transfer value quotation takes this into account.

If the transfer is to proceed I will need the following documentation:-

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## Network Rail Defined Contribution Pension Scheme (NRDC)

For all enquiries call: **0800 2 343434**

Or write to: PO Box 377, Darlington, DL3 6XY



1. Copies of the Receiving Scheme's registration certificates. ✓
2. The enclosed Forms of Indemnity signed by you and the Receiving Scheme. ✓
3. A letter of authority from the Receiving Scheme confirming that the transfer is acceptable. ✓
4. Confirmation as to whether the Receiving Scheme is a Small Self Administered Scheme (SSAS), and that permission from HM Revenue & Customs has been obtained to accept the transfer. ✓  
Please forward a copy of the letter from HM Revenue & Customs regarding this. The transfer will not be able to proceed without this.
5. The receiving scheme's bank details printed on the scheme's headed paper. ✓

Please ensure that all correspondence is returned to:-

**Network Rail Defined Contribution Pension Scheme**  
**C/O RPMI**  
**P O Box 377**  
**Darlington**  
**DL3 6XY**

If you have any questions, please contact me.

Yours sincerely

*Christopher King*

**Customer Services**

**It's all about you & your journey**



Network Rail Pension Trustee Limited  
Registered Office Kings Place 90 York Way London N1 9AG  
Registered in England and Wales No.05067789

Scan this code with your  
Smartphone to log onto  
Pension friend to explore  
your benefits.  
(active members only)





## Network Rail Defined Contribution Pension Scheme

### Transfer value – Form of Indemnity

<b>Name:</b>	Mr L Dunning
<b>Pension reference number:</b>	NR0003411
<b>Calculation date:</b>	4 April 2012

**To be completed by the new pension provider:**

We NEPHESH SSAS (Name of new pension provider)  
declare that the receiving arrangement is a tax advantaged arrangement scheme registered  
under Chapter 2 Part 4 of the Finance Act 2004 (SI53).

We NEPHESH SSAS (Name of new pension provider)  
declare that we are able to accept this transfer.

We hereby authorise the HM Revenue & Customs (HMRCSPSS) to confirm or otherwise to RPMI that  
the above statement is true.

If the new arrangement is a Section 591(2)(g) policy a copy of the proposal is attached.

**Signature:**


**Date:**

/ /
-----

**Name:**

**Position:**

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## Network Rail Defined Contribution Pension Scheme

### Transfer value – Form of Indemnity


<b>Name:</b>	Mr L Dunning
<b>Pension reference number:</b>	NR0003411
<b>Calculation date:</b>	4 April 2012

#### To be completed by the member:

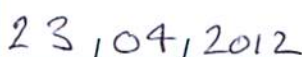
Please pay my transfer value from the Network Rail Defined Contribution Scheme to my new pension provider. I understand that there will then be no benefits payable to me or my dependants from the above scheme, and I hereby discharge the Trustee from any further liability in respect of my membership. I also authorise RPMI to make all appropriate enquiries of my new pension provider in respect of my transfer request.

<b>Name of my new pension provider:</b>	NEPHESH SSAS
<b>My full name:</b>	LEE NICHOLAS DUNNING
<b>My National insurance number:</b>	NP 4433 18A
<b>My address and postcode:</b>	1-2 POST OFFICE TERR.
	<del>PORT TALBOT</del> PONTNIR
	NEWPORT
	NP18 1GW

Signature:



Date:



HM Revenue & Customs rules prevent transfers from taking place unless your new pension provider confirms to RPMI that it operates a bona fide tax exempt pension arrangement. Accordingly your new pension provider must complete the Transfer value – Form of Indemnity. In line with HM Revenue & Customs rules, until this declaration is completed your transfer cannot proceed.


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## Lost Policy Form

Statement date: 5 April 2012

Policy Number: P116169794  
Policy on the life of: Mr L N Dunning  
Policy Owner: Mr L N Dunning

### I / We confirm:

- I / We have searched for this policy document
- I / We have asked others who might have the policy document - such as solicitors, accountants and bankers
- I / We believe that the policy must be lost or destroyed
- If it is found in the future, I / we will return it straight away

### Signed:

Signature

Full Name

Date

(and position if appropriate)

LEE NICHOLAS DUNNING

30/4/12

### Witnessed by:

Signature of Witness

Full Name of Witness

Date

NEIL STUART WORKMAN

30/4/12

Address of Witness

14 LLANDDETHY ROAD  
FAIRWATER  
CARDIFF  
CF5 3BT

Day-time telephone number of Witness

07747 627008

Occupation of Witness

CHARTERED ENGINEER.

### Notes on filling in the form:

- If you own the policy, you must sign this form in front of a witness.

- The witness must not be related or live at the same address as you.
- The witness must date the form to confirm they have seen you sign this form.
- If your employer owns the policy, they must sign this form. The person signing must include their position after their full name.
- The witness must work in a recognised profession or have a similar standing in the community.
- The witness must have known you for at least 2 years.
- We reserve the right to contact the witness by telephone to verify they know you.



#### Acceptable witnesses:

- Accountant
- Articled clerk of a limited company
- Assurance agent of recognised company
- Bank/building society official
- Barrister
- British Computer Society (BCS) - Professional grades which are Associate (AMBCS), Member (MBCS), Fellow (FBCS) (PN 25/2003)
- Broker
- Chairman/director of limited company
- Chemist
- Chiropodist
- Christian Science practitioner
- Commissioner of oaths
- Councillor: local or county
- Civil servant (permanent)
- Dentist
- Designated Premises Supervisors
- Director/Manager of a VAT registered Charity
- Director/Manager/Personnel Officer of a VAT registered Company
- Engineer (with professional qualifications)
- Fire service official
- Funeral director
- Insurance agent (full time) of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary (members and fellows of the Institute of legal secretaries)
- Local government officer
- Manager/Personnel officer (of limited company)
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion
- Nurse (SRN and SEN)
- Officer of the armed services (active or retired)
- Optician
- Person with honours (e.g. OBE MBE etc.)
- Personal Licensee Holders
- Photographer (professional)
- Police officer
- Post Office official
- President/Secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agency (qualified)

- Valuers and auctioneers (fellow and associate members of the incorporated society)
- Warrant officers and Chief Petty Officers