

**Plan Number:**

Where a transfer is being effected, please confirm the following:

The amount being transferred will be applied to:

A registered pension scheme. ☐

A qualifying recognised overseas pension scheme. ☐

Please note:

- If the transfer is being made to a qualifying recognised overseas pension scheme the Lifetime Allowance Questionnaire must also be completed.

Where a transfer or open market option is being effected, please give us details of the new pension provider.

Name of company

Address

New contract number or other reference

We can pay the transfer/open market option by cheque to the new pension provider or directly into their bank account. Please indicate the method of payment required.

- ☐ Please credit the new pension provider's bank account. (Please note that we can't credit building society accounts in this way).

Account number to be credited: .....

Sort code: .....-.....-.....

- ☐ Please send a cheque to the new provider.

Address to which we should send the cheque (if different from above)

## Planholder's declaration

Please indicate the relevant option:

- ☐ Please pay a full transfer value/open market option to the named provider.  
Payment as instructed will be a full and complete discharge to The Royal London Mutual Insurance Society Limited under the plan number shown above.
- ☐ Please pay a partial transfer value/open market option to the named provider.  
Payment as instructed will be a partial discharge to The Royal London Mutual Insurance Society Limited of all liability in relation to the sums paid under the plan number shown above.

Signed

Date

**Please pass this form to your financial adviser or the new pension provider to complete the following section.**

Date :

**This section must be completed by the financial adviser or the new pension provider.**

Where a transfer is being effected, I confirm that the transfer value will be applied to the:

(name of scheme)

which is (please indicate the relevant option):

A registered pension scheme. ☐

A qualifying recognised overseas pension scheme. ☐

The Pension Scheme Tax Reference number is

Where an open market option is being effected, I confirm that these monies will be applied to provide benefits in accordance with the Finance Act 2004.

Signed

Date

on behalf of (name of company):

## **Lifetime Allowance Questionnaire**

This questionnaire should only be completed for transfers to a qualifying recognised overseas pension scheme.

**We strongly recommend this questionnaire is completed with the help of a financial adviser.**

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### **Section 1 - Lifetime Allowance**

Have you taken any pension benefits before? **Yes/No**

**If 'No' go to Section 2 - Protection. If 'YES' please answer the following question.**

Is the total value of your pension benefits, including those already in payment, likely to be more than £1.0731m (2022/2023)? **Yes/No**

**If 'No' go to Section 2 - Protection. If 'YES' please answer the following questions. It is likely that you will need the help of a financial adviser.**

3. What total percentage of Standard Lifetime Allowance have you used up by taking benefits since 6 April 2006?

Are you being paid a company and/or personal pension which started before 6 April 2006? **Yes/No**

**If 'No' go to Question 5. If 'YES' please continue.**

Is this the first time you have taken pension benefits since 6 April 2006? **Yes/No**

(i) If 'Yes' please tell us the amount of annual pension you are receiving now

(ii) If 'No' on what date did you first take benefits after 6 April 2006?

(iii) What was the total amount of annual Pension(s) being paid at that time?

Have you taken any pension benefits for which the provider has not yet issued a statement? **Yes/No**

**If 'Yes', please tell us the total level of benefits being taken and from what date they were taken. We will not be able to proceed without this information.**

Are you intending to take any other benefits at the same time as these benefits?

Yes/No

If 'Yes', please confirm if benefits from this plan are to be processed first

Yes/No

**Where 'No' has been selected please tell us the total level of benefits being taken first and from what date they are being taken. We will not be able to proceed without this information.**

Are you intending to take any other benefits between now and the date these benefits will be taken?

Yes/No

**If 'Yes', please tell us the total level of benefits being taken and from what date they will be taken. We will not be able to proceed without this information.**

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## Section 2 - Protection and Lifetime Allowance Adjustments

Have you been granted Primary or Enhanced protection or a Lifetime Allowance adjustment from HM Revenue & Customs?

Yes/No

**If 'Yes' please send us a copy of the certificate issued by HM Revenue and Customs.**

**Please note that we won't be able to take the protection or adjustment into account unless a copy of the certificate is received.**

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## Section 3 - Taxable Benefits

If you exceed your remaining Lifetime Allowance by taking these benefits, the excess will be subject to a tax charge of 25%.

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I declare that the information contained in this document has been completed fully and correctly to the best of my knowledge. HM Revenue & Customs may impose fines where incomplete or false information is given.

Signed

Date

## Lifetime Allowance Questionnaire Notes

### Section 1 - Lifetime Allowance

Q1.	Answer 'Yes' to question 1. if you have ever taken any benefits from either an occupational pension scheme or personal pension scheme.
Q2.	<p>When answering this question please take into account all pensions except state pensions. Include pensions already in payment at 5 April 2006, those taken since 6 April 2006 and benefits still to come into payment.</p> <p>To work out an approximate value for Pensions already in payment at 5 April 2006, multiply the annual pension at this date by 25.</p> <p>If you are unsure of the total funds in your pension/s, consult the latest annual statement from each provider and add up the transfer values from each statement. Alternatively, the providers will be able to give you this information.</p>
Q3.	Each time you take pension benefits, a percentage of the Standard Lifetime Allowance is used up and the provider must issue a statement stating the percentage used up. Please add up the percentages used up from each statement and give us the total.
Q4a.	Pensions being paid from before 6 April 2006 also use up a percentage of the Standard Lifetime Allowance. If you are receiving a pension from before this date, please answer all of question 4, so that we may calculate the percentage of Standard Lifetime Allowance used up for you.
Q4b.	We must work out the percentage of Standard Lifetime Allowance used up for pensions in payment at the date you first took benefits after 6 April 2006.
Q4b (iii)	Please advise us of the annual amount of Pension being paid as at the date in question 4b(ii).
Q5.	If you have taken benefits but have not received a statement from the provider, we need the information asked for in this question to work out the percentage of Standard Lifetime Allowance used up.
Q6. & 6a	If benefits are being taken from more than one plan you must decide in which order the benefits should be processed. We would recommend that advice is sought from a financial adviser regarding the order of processing as there are potential tax implications which should be considered.
Q7.	Where you are intending to take benefits between now and the date these benefits are being taken we need the information asked for in this question to work out the percentage of Standard Lifetime Allowance used up.

## Section 2 - Protection and Enhancements

The Standard Lifetime Allowance can be adjusted and your pre 6 April 2006 fund protected in certain circumstances. Please consult a financial adviser for more information on this.

Where you have applied for protection and/or an adjustment, HM Revenue & Customs issue a certificate confirming the type of protection agreed, certificate number and enhancement factor if applicable.

**Where copies of the certificate/s are not sent we will assume there is no protection and a Standard Lifetime Allowance of £1.0731m (2022/2023) will be used.**